SPECIAL TOWN COUNCIL MEETING AGENDA

July 29, 2026 at 4:00 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/@townofjunobeach477/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 4pm 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

ADDITIONS, DELETIONS, SUBSTITUTIONS TO THE AGENDA

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. Town Manager Recruitment –Review of Resumes and Selection of Candidates for Interview

COMMENTS FROM THE COUNCIL

ADJOURNMENT

AGENDA ITEM

Meeting Name: Special Town Council Meeting
Meeting Date: July 29, 2026
Prepared By: C. Copeland-Rodriguez, MMC, Town Clerk
Item Title: Town Manager Recruitment –Review of Resumes and Selection of Candidates for Interview

DISCUSSION / BACKGROUND:

In accordance with the Town Council's direction regarding the Town Manager recruitment process, staff has compiled and posted all resumes submitted for the Town Manager position on the Town's website and has provided the resume materials for Council review.

The Town received a total of 71 applications for the Town Manager position. Of those applicants, seven (7) candidates subsequently withdrew from consideration, resulting in a remaining applicant pool of 64 candidates.

At this stage of the recruitment process, staff is requesting that the Town Council review the submitted resumes and identify five (5) candidates they would like to advance to the interview phase. Staff's role in this process is administrative and will be limited to compiling and coordinating the information provided by the Town Council. The selection of candidates to advance through the recruitment process will be determined by the Town Council.

Staff is proposing the following tentative timeline for Council consideration:

PROPOSED TIMELINE

Activity	Proposed Timeframe
Individual Council Interviews with Finalists	August 6, 2026 (9AM-4PM)
Public Reception	August 6, 2026 (6PM-8PM)
Formal Council Interviews – Public Meeting	August 7, 2026 (10AM-12PM or 1PM-3PM)
Final Selection	Immediately following interviews; OR August 10, 2026 (5:30PM)
Contract Approval – Town Council Meeting	August 26, 2026 (5:30PM)

Upon the selection of five (5) candidates, the Town's Police Department is available to conduct the standard employment background checks typically completed for Town employment candidates. Please note that these background checks will be limited to the standard employee screening process and will not include the more extensive candidate review process that was previously provided through the recruitment consultant's services.

RECOMMENDATION:
Direct Staff on how to proceed.

Attachment(s)
1) List of Candidates; and
2) Resumes.

Town Manager Candidate List

July 14, 2026

	Name	Resume Source	Date Submitted	Status
1.	Adams, Sherri	Town Received	July 8, 2026	
2.	Adediran, Emmanuel O.	Colin Baenziger & Associates Candidate List	May 26, 2026	
3.	Al-Adlani, Adel	Town Received	July 11, 2026	
4.	Alvarez, Ana M.	Colin Baenziger & Associates Candidate List	May 26, 2026	
5.	Armstrong, Willie	Town Received	July 4, 2026	
6.	Baber, Douglas G.	Colin Baenziger & Associates Candidate List	May 26, 2026	*Withdrew*
7.	Baird, Mark R.	Colin Baenziger & Associates Candidate List	May 26, 2026	
8.	Baldock, Tiffanie E.	Colin Baenziger & Associates Candidate List	May 26, 2026	
9.	Bennett, David L.	Colin Baenziger & Associates Candidate List	May 26, 2026	
10.	Brodowsky, Hayden	Colin Baenziger & Associates Candidate List	May 26, 2026	
11.	Brown, Carl	Colin Baenziger & Associates Candidate List	May 26, 2026	
12.	Brown, Taylor	Town Received	July 12, 2026	
13.	Brundrett, Alan	Colin Baenziger & Associates Candidate List	May 26, 2026	
14.	Carson, Anthony J.	Colin Baenziger & Associates Candidate List	May 26, 2026	
15.	Carter, Brandon Eugene	Colin Baenziger & Associates Candidate List	May 26, 2026	
16.	Carty, Marcia	Town Received	July 7, 2026	
17.	Castano, Peggy	Town Received	July 11, 2026	
18.	Clausi, Christopher	Town Received	July 8, 2026	
19.	Connors, Linda	Colin Baenziger & Associates Candidate List	May 26, 2026	
20.	Cramer, Steven	Town Received	July 7, 2026	
21.	DeStefano, Michael	Colin Baenziger & Associates Candidate List	May 26, 2026	
22.	Diaz, Mario	Town Received	July 9, 2026	*Withdrew*
23.	Dipierro, Angelo	Town Received	July 5, 2026	
24.	Donnelly, Colin	Colin Baenziger & Associates Candidate List	May 26, 2026	
25.	Douglas, Richard	Town Received	July 7, 2026	
26.	Eisenbeis, Jason	Colin Baenziger & Associates Candidate List	May 26, 2026	
27.	Gaston, James D.	Colin Baenziger & Associates Candidate List	May 26, 2026	
28.	Gillis, Patrick J.	Colin Baenziger & Associates Candidate List	May 26, 2026	

29.	Goldstein, Jason R.	Colin Baenziger & Associates Candidate List	May 26, 2026	
30.	Gotshall, Brad	Town Received	July 2, 2026	
31.	Green, Lisa	Colin Baenziger & Associates Candidate List	May 26, 2026	***Withdrew***
32.	Gunn, Kathleen	Colin Baenziger & Associates Candidate List	May 26, 2026	
33.	Hawthorne, Stanley	Town Received	July 10, 2026	
34.	Heaney, Patrick J.	Colin Baenziger & Associates Candidate List	May 26, 2026	
35.	Heck, Thomas S.	Colin Baenziger & Associates Candidate List	May 26, 2026	
36.	Hillard, Robert	Town Received	July 7, 2026	
37.	Hobby, Christopher	Town Received	July 2, 2026	
38.	Homka, William	Town Received	July 8, 2026	
39.	Hutka, Thomas	Town Received	July 5, 2026	
40.	Irby, Glenn A.	Colin Baenziger & Associates Candidate List	May 26, 2026	
41.	Jackson, Charles M.	Colin Baenziger & Associates Candidate List	May 26, 2026	
42.	Jankowski, Peter M.	Colin Baenziger & Associates Candidate List	May 26, 2026	
43.	Johnson, Dean	Colin Baenziger & Associates Candidate List	May 26, 2026	
44.	Jordan, Patrick S.	Colin Baenziger & Associates Candidate List	May 26, 2026	
45.	Kalwitz, Hanz	Town Received	July 8, 2026	
46.	Kennedy, Colin	Town Received	July 11, 2026	***Withdrew***
47.	Kline, Adam T.	Colin Baenziger & Associates Candidate List	May 26, 2026	***Withdrew***
48.	Kutney, Mark A.	Colin Baenziger & Associates Candidate List	May 26, 2026	
49.	Lewis, Barry L.	Colin Baenziger & Associates Candidate List	May 26, 2026	
50.	Lynch, David M.	Colin Baenziger & Associates Candidate List	May 26, 2026	
51.	Lynn, Jonathan	Town Received	July 6, 2026	
52.	Miller, Tracy	Colin Baenziger & Associates Candidate List	May 26, 2026	
53.	Morris, Charles D.	Colin Baenziger & Associates Candidate List	May 26, 2026	
54.	Nelson, John	Colin Baenziger & Associates Candidate List	May 26, 2026	
55.	Newquist, Daniel A.	Colin Baenziger & Associates Candidate List	May 26, 2026	***Withdrew***
56.	Owens, Timothy	Town Received	July 12, 2026	
57.	Recor, David	Town Received	July 13, 2026	
58.	Reinshuttle, Robert	Town Received	July 8, 2026	
59.	Rooney, James M.	Colin Baenziger & Associates Candidate List	May 26, 2026	
60.	Rudd, Charles H.	Colin Baenziger & Associates Candidate List	May 26, 2026	
61.	Santos-Rivera, Carlos	Colin Baenziger & Associates Candidate List	May 26, 2026	
62.	Schoening, Dana L.	Colin Baenziger & Associates Candidate List	May 26, 2026	

63.	Scrapchansky, Derek	Colin Baenziger & Associates Candidate List	May 26, 2026	
64.	Shoemake, Alan	Colin Baenziger & Associates Candidate List	May 26, 2026	
65.	Simon, Alison	Colin Baenziger & Associates Candidate List	May 26, 2026	
66.	Stanley, Brian D.	Colin Baenziger & Associates Candidate List	May 26, 2026	
67.	Strohmeyer, Jordan	Town Received	July 4, 2026	
68.	Thomas, Thomas E.	Colin Baenziger & Associates Candidate List	May 26, 2026	
69.	Ventresco, Fred	Town Received	July 10, 2026	
70.	Wilson, Dwight A.	Colin Baenziger & Associates Candidate List	May 26, 2026	
71.	Wilson, Marcus K.	Colin Baenziger & Associates Candidate List	May 26, 2026	

July 8, 2026

Sherri Adams, SCLA
(203) 823-6896
sherriadams1069@gmail.com

Dear Hiring Manager,

I am writing to express my interest in the Town Manager position with the Town of Juno Beach. Throughout my career, I have dedicated myself to serving local government by partnering with municipalities to manage complex operational, legal, and financial challenges. As Vice President of Liability Claims for the Connecticut Interlocal Risk Management Agency (CIRMA), I have developed extensive executive leadership experience working alongside town managers, elected officials, boards of education, municipal attorneys, and department heads to protect public resources while delivering effective and transparent solutions to difficult issues.

In my current leadership role, I oversee a team responsible for managing complex municipal liability matters involving law enforcement, employment practices, public officials, schools, public works, and general government operations. My responsibilities extend well beyond claims administration. I regularly advise municipal leadership on risk management strategies, organizational policies, litigation, crisis management, labor and employment issues, governance, and operational best practices. This work requires sound judgment, fiscal responsibility, consensus building, and the ability to make thoughtful decisions under pressure while balancing legal, financial, and public policy considerations.

Throughout my career, I have earned the trust of municipal leaders by building collaborative relationships based on integrity, accountability, and responsiveness. I have successfully negotiated complex, high-exposure matters, managed multimillion-dollar budgets, led organizational initiatives to improve operational efficiency, and implemented strategic process improvements that have reduced costs while enhancing service delivery. My leadership philosophy emphasizes transparency, teamwork, innovation, and developing high-performing employees who are committed to serving the public with professionalism and excellence.

I am particularly drawn to the Town of Juno Beach because of its reputation for responsible governance, exceptional public services, and commitment to preserving the unique character of its community. I would welcome the opportunity to bring my executive leadership experience, municipal expertise, and collaborative approach to the Town Manager role. I am confident my background in working with municipalities, navigating complex governmental issues, and leading diverse teams has prepared me to effectively serve the residents, elected officials, and employees of Juno Beach. I welcome the opportunity to discuss how my experience and leadership philosophy align with the Town's goals and vision for the future. I look forward to speaking with you. Thank you for your consideration.

Sincerely,

Sherri Adams

SHERRI ADAMS, SCLA

South Windsor, CT
(203) 823-6896 | sherriadams1069@gmail.com

EXECUTIVE SUMMARY

Strategic claims executive with 20+ years of leadership in public entity liability, high-exposure litigation management, and operational transformation. Proven ability to reduce legal spend, strengthen organizational infrastructure, and deliver multimillion-dollar savings through data-driven decision making and advanced litigation strategy. Recognized for developing top-performing teams, enhancing technical excellence, and forging collaborative partnerships with reinsurers, counsel, and municipal stakeholders. A forward-thinking, influential leader who consistently improves outcomes, mitigates risk, and drives sustainable organizational value.

CORE COMPETENCIES

- Liability & Litigation Management
- Public Entity & Municipal Liability
- High-Exposure Claim Strategy
- Talent Development & Leadership
- Operational Transformation
- Coverage Analysis & Investigations
- Reserve Accuracy & Authority Oversight
- Risk Mitigation & Compliance
- Reinsurer Relations
- Vendor & Panel Counsel Management

PROFESSIONAL EXPERIENCE

CONNECTICUT INTERLOCAL RISK MANAGEMENT AGENCY (CIRMA) — New Haven, CT

Vice President, Liability Claims

February 2022 – Present

- Lead public entity Auto, General, and Professional Liability operations with annual loss reserves exceeding $10M.
- Rebuilt the Liability Department through full-cycle recruitment, talent development, and engagement initiatives; increased team retention by 30%.
- Manage a team of 11 and introduced leadership development programs and external legal training partnerships to strengthen technical proficiency.

- Designed litigation management frameworks that reduced legal expenses via early resolution and optimized panel counsel assignment.
- Serve as executive liaison to reinsurers, improving communication flow and accelerating reimbursement cycles.
- Mentor staff in coverage evaluation, investigations, municipal defenses, and negotiation strategies.
- Achieved **$9M average annual savings over a three-year period** through strategic litigation outcomes and negotiations.
- Present quarterly to the Board of Directors on settlements, legal trends, and high-value litigation.
- Authored the Liability Department Claim Procedures Manual, establishing consistent best-practice workflows.
- Conduct panel counsel stewardship reviews and oversee performance metrics.
- Collaborate with Risk Management to assess exposures and implement loss-mitigation strategies.
- Collaborate with the Connecticut Conference of Municipalities (CCM) on public policy matters and the development of tort reform cap initiatives.
- Participate in reinsurer claim audits.

Liability Claim Manager

January 2020 – February 2022

- Led a team of 10 managing medium- and high-severity liability claims from intake through resolution.
- Provided technical coaching and training that elevated claim quality and improved outcomes.
- Recruited, developed, and retained a high-performing claims team.
- Partnered with internal and external counsel to develop litigation strategies and negotiate complex claims.
- Improved compliance audit scores by 12% through strengthened documentation standards.
- Co-authored a Fair Housing Act white paper that contributed to reduced claim frequency and litigation trends.
- Presented at PRIMA on effective reinsurer collaboration.
- Conducted best-practice claim reviews and presented settlement requests to the Claims Advisory Committee.
- Served on the Law Enforcement Advisory Committee and the Operations & Underwriting Committee.
- Attended DRI seminars on civil rights and municipal liability.

Senior Litigation Specialist / Team Leader

July 2003 – January 2020

- Trained and mentored liability adjusters in coverage, investigations, valuation, and settlement strategy.
- Managed 150+ litigated claims, including high-profile losses for major municipal members such as East Hartford, Manchester, Fairfield and Danbury.

- Handled complex litigated claims exceeding $500K in reserves across GL, AL, Law Enforcement, Public Officials and School Leaders liability- including civil rights, land use and employment discrimination claims.
- Conducted investigations, determined coverage, assessed liability, and secured cost-effective resolutions.
- Represented CIRMA in mediations, arbitrations, settlement conferences, and trials.
- Consistently achieved settlements below targeted valuation ranges, generating significant financial savings.
- Prepared trial reports and Settlement Authority Requests for the Claims Advisory Committee.
- Created training guidelines to enhance technical competency within the adjusting team.
- Researched and applied relevant case law and municipal defenses to assigned claim files.
- Served on CIRMA's Risk Management Committee.

EDUCATION & CERTIFICATIONS

Central Connecticut State University, New Britain, CT
Bachelor of Arts, Sociology/Criminal Justice — *Magna Cum Laude*

Senior Claims Law Associate (SCLA)-*American Educational Institute, Inc.*

Associate in Claims (AIC) designation- *Insurance Institutes*

AFFILIATIONS & PROFESSIONAL DEVELOPMENT

- PRIMA Presenter
- Defense Research Institute (DRI) – Municipal Liability & Civil Rights
- CIRMA Law Enforcement Advisory Committee
- CIRMA Operations & Underwriting Committee
- Claims Advisory Committee
- American Management Association (AMA) – Leadership Training

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TECHNICAL SKILLS

- Claims Management Systems
- Litigation & Analytics Tools
- MS Office Suite
- Data Reporting & Dashboarding

Emmanuel O. Adediran, FMP, CPM, M.S., D. Min.

5608 Baffin Road, Atlanta GA 30349
Ph: (804) 466-9585 Email: Aded2@comcast.net

HIGHLIGHTS OF EXPERTISE

Executive Leadership - Project Management – Budget Management – Teambuilding - Organizational Effectiveness – Strategic Planning and Critical Thinking – Servant Leader - Infrastructure Development - Public Works Operations – Fleet Management – Capital Improvements – Zoning and Permits - General Services – Urban Forestry - Stormwater/Emergency Management -

PROFESSIONAL EXPERIENCE

CITY MANAGER, CITY OF COLLEGE PARK
College Park, GA **JANUARY 2024 – MAY 2025**

Planned, directed, managed, and oversaw the administration of municipal day-to-day operations. Coordinates assigned activities with other City departments heads and outside agencies. Administers policies established by the Mayor and City Council and the city charter for efficient operation of the municipality.

Conferred with department heads concerning operating problems, plans, and policy questions. Lead department heads in the management, development, and implementation of department goals, objectives, policies, and priorities for City Departments. Established direction for effective delivery of city services and response. Served as a facilitator/communicator between departments to coordinate efficient provision of municipal services.

- Developed proposals for the Mayor and City Council on citywide policies and coordinates the application of these policies in city procedures according to the City charter. Provides leadership and direction in the development of short and long-term plans. Represents the City Council in public meetings and before the State Legislature and other elected bodies and boards when requested.
- Compiled and presented the budget framework process and recommendations to the Mayor and Council. Maintained sound fiscal position for the City through preparation of annual budget, financial reporting, treasury and cash management, debt administration, accounting, utility billing, special assessments administration, risk management, pensions, business, and occupational licensing, permits, and record management. Provided policy guidance for the development and review of budget requests and program proposals through coordination with City Department Heads.
- Represents the City, on various committees involving other public entities or private organizations. Provides professional advice to the Mayor, City Council, and Department Heads. Makes presentations to councils, boards, commissions, civic groups, and the public.

Significant Accomplishments

- Reopened Ward 3 police precinct, resulting in crime reductions in the surrounding area.
- Implemented the used NFT tags through the city. College Park is the first city in the nation to utilize NFT tags.
- Managed the installation of smart cameras throughout the city, focused on increasing public safety and security, enhancing the quality of life for citizens, and improving our local economy.
- Completed the Camp Creek – Overhead Crosswalk

DIRECTOR OF PUBLIC WORKS, WATER & SEWER, CITY OF COLLEGE PARK
COLLEGE PARK, GA **JUNE 2023 – JANUARY 2024**

- Directed the operations and management of the Public Works, Water & Sewer Department for the City of College Park, GA.
- Provided leadership and work strategies for public services including Civil Infrastructure, Streets/Roads Management, Roadway/Right-of-Way Management, Grounds & Buildings Management, Urban Forestry, Facilities Management, Traffic Engineering, Fleet Maintenance, Storm Water Management and Solid Waste Management. Additional responsibilities included street drainage, recycling, and environmental services.
- Managed department operating and capital improvement budget, special and internal service funds, and enterprise fund budget totaling approximately $ 23 million and 72+ FTEs.
- Addressed and resolved citizen and business community concerns and complaints with standards of excellence in customer relations and high-quality service.
- Managed the procurement, design, construction and maintenance of City's infrastructure, solid waste collection and disposal, recycling, landfill and transfer stations, and fleet operations.
- Reviewed and approved solicitations for project scopes, vendor contracts, engineering, architectural drawings, and construction documents.
- Prepared and presented written and oral reports to City Administration, Council, citizen groups, public, and media inquiries.

ASSISTANT DIRECTOR OF PUBLIC WORKS, CITY OF NORTH MIAMI BEACH
NORTH MIAMI BEACH, FL **MARCH 2021 – MARCH 2023**

- Executed the directives and goals through subordinate professional and clerical staff for Fleet, Facilities, Neighborhood Beautification and Solid Waste.
- Worked collaboratively with division heads and managers of other City departments to promote public safety and enhancements related to Public Works.
- Used independent judgment, initiative, and knowledge in technical and managerial decision-making for complex and often considerable unique circumstances.

SIGNIFICANT ACCOMPLISHMENTS

- Implemented Facility Dude Computerized Maintenance Mechanic Systems.
- NE 183 St Bike Path (3.0 miles) construction and Finalization/Commission Ribbon Cutting – Federal/State/Local funding.
- NE 15 Ave Bridge – Design and build review.
- Driveway Approach designed and completed.

INTERIM DIRECTOR OF PUBLIC WORKS, CITY OF NORTH MIAMI BEACH
NORTH MIAMI BEACH, FL APRIL 2022 - JULY 2022

- Directed the operations and management of the Public Works Department for the City of North Miami Beach, FL.
- Provided leadership and work strategies for public services including Civil Infrastructure, Streets/Roads Management, Roadway/Right-of-Way Management, Grounds Management, Urban Forestry, Facilities Management, Traffic Engineering, Fleet Maintenance, Storm Water Management and Solid Waste Management. Additional responsibilities include streets and drainage, recycling, and environmental services.
- Managed department operating and capital improvement budget, special and internal service funds, and enterprise fund budget totaling approximately $70 million and 100+ FTEs.
- Managed the procurement, design, construction and maintenance of City's infrastructure, solid waste collection and disposal, recycling, landfill and transfer stations, and fleet operations.
- Reviewed and approved solicitations for project scopes, vendor contracts, engineering, architectural drawings, and construction documents.

ASSISTANT DIRECTOR OF OPERATIONS, DEPARTMENT OF SOLID WASTE, CITY OF MIAMI
MIAMI, FL MARCH 2020 – MARCH 2021

- Established and monitored production goals with targets for all operational divisions.
- Recommended proven methods for waste minimization, proper handling, and environmental protection.
- Analyzed statistical data, provided oversight of disposal sites, managed special events, oversaw all safety and accident prevention programs, conducted strategic planning, and executed strategic initiatives.
- Provided direct reports with tools to implement the department's strategic plan and assisted with exceeding performance measures
- Assisted in the preparation of the departmental budget.
- Represented the Director and department in a variety of meetings, including public forums and performing other duties, as required.

SIGNIFICANT ACCOMPLISHMENTS

- Reorganized the Solid Waste Department, its routing, reducing overtime costs to the City of Miami. Save approx. $1.0M

- Implemented a transfer station to reduce travel time and eliminate excessive use of central transfer station at an extensive cost

DIRECTOR OF CAPITAL PROJECTS AND FACILITIES, RICHMOND REDEVELOPMENT AND HOUSING AUTHORITY
RICHMOND, VA **NOVEMBER 2018 – MARCH 2020**

- Initiated, expedited, facilitated, and monitored capital improvement projects (CIP) and budget development.
- Directed and supervised the management of RRHA physical project construction, maintenance operations, delivery of large capital projects with activities ranging from the environmental phase through design and construction of the project.
- Directed the development and monitored capital fund budgets; analyzed capital and operating expenses and projects; ensured adequate funding to support the activities, programs, and services in the agency's strategic plan.

SIGNIFICANT ACCOMPLISHMENTS

Upon hire, immediately addressed Richmond Redevelopment Authority's public relations, HUD and UBC compliance issues related to heating:

- Installed 450 new boilers, over 15,000 linear feet of pipes and over 5000 radiators in the housing units within a six-month period – saved human lives and $1.0M
- Installed 350 new hot water heaters in the housing units (install new hot water – saved $250K
- Restored heat to over 3800 apartments in the different housing units – Saved lives.
- Repaired and replaced over 150 apartment roofs - saved $250K.
- Repaired and installed over 5000 linear feet of sidewalks/ADA Compliant curb improvements.
- Developed and implemented HUD Housing Maintenance Plan, developed solicitations for infrastructure, construction, demolition, and capital needs.

CONSTRUCTION ANALYST, UNITED STATES SMALL BUSINESS ADMINISTRATION – DISASTER VERIFICATION CENTER
HERNDON, VA **SEPTEMBER 2017 – APRIL 2025**
(Intermittent)

- Conducted on-site damage assessments to personal, real, and business property; determined the extent of damaged properties, estimated the cost of repairs or replacement, and worked primarily in disaster impacted areas.
- Led team efforts in disaster recovery for individuals and businesses while ensuring accuracy in the detail reporting of data needed to complete estimates for loan applications; used architectural knowledge, skills, and resources to analyze structural types, valuation, and replacement costs.

- Established and led a culture of high performance among a team of diverse and talented civilian and military veterans to achieve the organization's disaster recovery and restoration goals.

SIGNIFICANT ACCOMPLISHMENTS

- Prepared reports with accuracy and precision that lead to working on the software application for second release.
- Outstanding contributions to the development and new release of software.

INTERIM DIRECTOR OF PUBLIC WORKS, CITY OF PETERSBURG
PETERSBURG, VA **APRIL 2017 – AUGUST 2017**

- Provided leadership and work strategies for public services including Public Utilities, Storm water Management, Infrastructure, Streets/Roads Management, Traffic Engineering/Right-of-Way Management, Procurement, Grounds Management, Facilities Management, Fleet Maintenance, and Solid Waste Management
- Managed department's operating and capital improvement budget, special and internal service funds with a budget totaling approximately $20 million and 100 FTE's
- Ensured compliance with Federal, State, and Local building codes and ordinances.
- Collaborated with regional commissions, civic leagues, business groups and community organizations to coordinate short- and long-term projects.

SIGNIFICANT ACCOMPLISHMENTS:

- Brought 189 acres of cemetery grounds and up to code.
- City properties, community development properties, medians, and gateways were treated and cut to improve city appeal.
- Improved utility collection rate by 88% - Increased revenues by $1.0M
- Improved staff morale; corrected deficiencies in department billing and services

DIRECTOR OF PUBLIC WORKS, CITY OF RICHMOND
RICHMOND, VA **OCTOBER 2014 – FEBRUARY 2017**

- Served as Public Works Director for the City of Richmond, providing strategic leadership over municipal infrastructure, environmental services, and fleet operations.
- Provided strategic direction and management oversight to the Department of Public Works and ensured implementation of Mayor and City Council goals, policies, and performance expectations. Managed department operating and capital improvement budget, special and internal service funds, and enterprise fund budget totaling approximately $97 million and 400+ FTEs.
- Championed innovative sustainability initiatives, including the development and implementation of a methane capture and conversion program that transformed landfill gas into renewable natural gas (RNG) to power city street lighting systems and refuse collection vehicles.

- Directed cross-functional teams, managed multimillion-dollar budgets, ensured regulatory compliance, and strengthened public-private partnerships to modernize public works operations while improving service delivery and environmental stewardship.
- Reviewed and approved solicitations for project scopes, vendor contracts, engineering, architectural drawings, and construction documents.

SIGNIFICANT ACCOMPLISHMENTS:

- Developed, managed, and completed Capital to Capital Bike Trail – Promoting Healthy Lifestyles
- Reduced greenhouse gas emissions, lowered fuel costs, and advanced the city's clean energy goals.
- Completed Capital Gateway Improvement Project at I-95 and I-64
- Designed and built 4 new public schools, 5 new Public Works operations and engineering buildings, and a K-9 training center - Saved $10M.
- Removed blighted city property to create prime location investment property.

ASSISTANT CITY MANAGER (INTERIM), CITY OF RICHMOND
RICHMOND, VA **OCTOBER 2014 – FEB. 2017**

- Served on the CAO's senior executive leadership team for the assigned Operations Portfolio including Public Works, Public Utilities, and Planning and Development
- Collaborated with the CAO and the Mayor in developing strategies for planned development in the City of Richmond.
- Prepared the portfolio's annual operating and capital expenditures budgets; developed a comprehensive report of financial, programmatic, and administrative performance goals.
- Negotiated, reviewed, and approved all departmental procurement, contract agreements and vendor performance reports.
- Managed, directed, and evaluated staff to achieve desired outcomes.

DEPUTY DIRECTOR, DEPARTMENT OF PUBLIC WORKS, CITY OF RICHMOND
RICHMOND, VA **OCTOBER 2012 – OCTOBER 2014**

- Managed and maintained all capital assets, and real property. Provided general maintenance services for streets/roads, buildings owned or leased by the city.
- Managed, monitored, and maintained fiscal budget for the Division.
- Designed work programs, implemented policies, goals, and standards for the Division.
- Prepared assessments and comprehensive reports on accomplishments and strategies needed to address Mayor-Council directives and public concerns.

SIGNIFICANT ACCOMPLISHMENTS:

- Appointed Project manager by the mayor and successfully completed construction and engineering of the City's new Justice Center, Fire Station 17, and the renovation of Altria Theater
- Redesigned and installed LEED lighting, ceilings, and HVAC Systems
- Renovated City Hall elevators, main floor public areas, third and fourth floor offices
- Relocated City Fleet Operations

OPERATIONS MANAGER, DEPARTMENT OF PUBLIC WORKS, CITY OF RICHMOND
RICHMOND, VA **MARCH 2012 – OCTOBER 2012**

- Managed and maintained all city-owned buildings and responsible for the division's assigned fleet, streets, and roads.
- Developed, implemented, and evaluated a variety of building operation systems and preventive maintenance programs.
- Responsibly managed operating and capital budget. Review daily and weekly reports and recommendations pertinent to productivity and operating expenses.
- Developed policies and procedures and implemented compliance strategies.
- Interacted with vendors to establish and negotiate cooperative purchasing agreements and procurement contracts.

SIGNIFICANT ACCOMPLISHMENTS:

- Developed plan and renovated Richmond Courts (Manchester and Oliver Hill)
- Developed alternative space use plan and made improvements to implement Emergency Operations Center
- Designed and successfully completed construction of the Day Reporting Center, Workforce Development Center, Juvenile Justice Center, and Social Services buildings.

EDUCATION AND TRAINING

Virginia State University, Petersburg, VA Bachelor of Science – Biology GPA 3.8

Virginia State University, Petersburg, VA Master of Science –Biology GPA 3.68

United Theological Seminary, Dayton, OH Doctor of Ministry GPA 4.00

CERTIFICATIONS

- **Certified Public Manager (CPM), Carl Vinson Program – University of Georgia**
- **FEMA Certified Emergency Management**
- **Facilities Management Professional (FMP)**
- **Public Housing Executive Director Program (ED) – Pending 4 Classes**
- **Public Housing Manager Certification (PHM)**
- **NIMS 900, Emmitsburg, MD Federal Emergency Management Training Center**
- **Maintenance Certification Program (CME)**

PROFESSIONAL AFFILIATIONS

ICMA
Public Housing Authorities Directors Association (PHADA)
The National Association of Housing and Redevelopment Officials (NAHRO)
American Public Works Association
International Facilities Management Association
American Society of Civil Engineers

Adel AlAdlani

Detroit, Michigan 48228

(989)-854-2563· aladlany@yahoo.com

Fully Work Authorized · No Visa Sponsorship Required

PROFESSIONAL SUMMARY

Management professional with 20+ years of expereince in organizational and personnel management, project and grant management, policy & data analysis, research and mentoring, community & economic development, and programs monitoring & evaluation for multicultural NGOs and government agencies.

EDUCATION

- **Ph.D. in Public Administration,** Western Michigan University, Kalamazoo, Michigan **June 2019**
- **Masters in Public Administration** with a concentration on State & Local Government Management**,** Central Michigan University, Mount Pleasant, Michigan **May 2016**
- **PGD. in Curriculum and Teaching Methods,** Sana'a University, Yemen **July 2009**
- **Bachelors in English Language,** Faculty of Education, Sana'a University, Yemen **June 2007**

PROFESSIONAL EXPERIENCE

City Manager **Feb. 2026 – Jun 2026**

City of Hamtramck, Michigan, USA

- Served as Chief Administrative Officer and top appointed executive, implemented Council policy, and provided integrated leadership for all municipal departments, operations, and services.
- Developed, executed, and fiscally controlled the city's annual budget; closed a $1.3 million deficit and delivered a balanced budget for FY 2026-2027 through strategic adjustments and collaboration with department heads.
- Provided executive leadership to department heads and staff, established performance standards, conducted evaluations, and coached to build a high-performance, service-oriented culture.
- Acted as primary liaison between City Council, citizens, businesses, media, and agencies; represented city interests, resolved sensitive inquiries, and built partnerships for community needs.
- Oversaw human resources, labor relations, risk management, contract negotiation, purchasing, and grant coordination; ensured all operations complied with laws and city policies; directed the grants writer to submit proposals focused on the city's most critical needs.
- Developed a 5-year infrastructure master plan in compliance with state regulations; directed a PASER study of 343 roads, identifying 40% in poor condition; led replacement of 50% of 6,225 lead service lines by year-end to meet 2037 state mandates; and directed the grants writer to submit proposals focused on the city's most critical needs.
- Directed economic and community development as DDA Director; managed projects, maintained state certification, led business retention and recruitment, prioritized 25% vacant DDA properties to fill and expand tax revenues, and advocated for repurposing the closed Dickinson jail site into a housing project with Wayne County.

East Downtown Dearborn Business Liaison **Feb. 2023 – Feb 2026**

Economic Development Department, City of Dearborn, Michigan, USA

- Leading the implemention of various programs and policies related to business improvement, researching and analyzing data, providing recommendations, coordinating with internal departments to provide efficient services to businesses, and supporting all projects management and execution in the city.
- Planning, organizing and interacting with local property & business owners, investors, Downtown Dearborn Development Authority board directors, City & State staff members, regional economic developers, stakeholders, marketing agencies, and commercial real estate organizations
- Strategically assessing economic development needs and addressing business owners' concerns according to the customer service principles as well as providing business assistance services
- Managing and improving the small business database through data analysis of socioeconomic indicators per each DDA and commercial corridor, and providing recommendations for best practices
- Fostering trust between businesses and the City through advocacy and community events promotions that retain existing businesses, create a vibrant downtown, and attract new businesses to the city.

Service Program Coordinator **Dec. 2019 – Jan. 2023**

CSI Support & Development Services, Dearborn Heights, Michigan, USA

A non-profit organization using a cooperative management system to provide the highest quality, affordable housing communities possible seniors.

- Managed SC program activities for 200+ residents/members and food distribution donated from organizations to older adults including retirees, veterans, and immigrants of diverse backgrounds
- Guided SC Program participants and residents in maintaining an independent lifestyle, built networks, and met their needs according to U.S. Department of Housing and Urban Development guidelines and CSI Support & Development policy and case management procedures
- Advocated and coordinated with state & local agencies, partners, and community service providers regading any services or events for members and did follow-ups as on monthly and quarterly basis
- Educated members about community services and advocated for them upon their consent
- Documented, updated, and reported members' profiles to meet deadlines
- Participated in the Quality Assurance working group to assess the Case Management Procedures and quality assurance manual and provided recommendations to ensure compliance with HUD standards.

Preventive Services Case Planner **Oct. 2019 – Nov. 2019**

Arab-American Family Support Center

A non-profit organization empowering immigrants and refugees with the tools they need to successfully acclimate to the world around them and become active participants in local communities.

- Provided case management services to families receiving preventive services including, supportive casework, child welfare, improving family bonding, coping skills, and parenting skills.
- Conducted home and office visits to assess for child safety and risk complying with Administration for Children Services standards and ensured that all initial intake documents were completed and processed accurately in the database systems.
- Advocated for the family linking them to needed services in the community: medical, mental health, entitlements, day care, home health aide, substance abuse treatment, anger management, and followed up to monitor participation and progress.

Graduate Research Assistant **January 2017 – June 2019**

Western Michigan University, Kalamazoo, Michigan

Western Michigan University is a public research university.

- Contributed to a ten-year systematic review based on coding 2,074 articles published between 2007-2016 in four journals including, Nonprofit and Voluntary Sector Quarterly, Public Administration Review, Journal of Policy Analysis and Management, and Journal of Public Administration Research and Theory.
- Used mixed methods and Qualtrics tool with the purpose of examining authorship and citation patterns, sampling approaches, research methods, and gaps in the types of questions and methods of studies.
- Designed a series of workshops related to the coding assignments, literature review, data analysis, and writing the final manuscript.

Graduate Research Assistant **August 2014 – May 2016**

Central Michigan University, Mount Pleasant, Michigan

Central Michigan University is a public research university.

- Assisted professors of the department with various research and administrative tasks as requested;
- Assisted a faculty with grading assignments and exam papers according to specific criteria and provided feedback as needed;
- Organized classroom debates and supervised undergraduate students' projects;
- Administered events for presenting students' projects to faculties and evaluated their final products

President of Muslim Students Association **August 2014 – August 2015**

Central Michigan University, Mount Pleasant, Michigan

- Chaired an international student assocation at Central Michigan University and planned the organization activities through hosting a series of events in coordination with other organizations in campus and community for the purpose of promoting mutual understanding.
- Planned students visits to a variety of centers of Mount Pleasant City to have an overview about its rituals
- Served as one of the Borad of Trustees for the Islamic Center of Mount Pleasant and contributed to managing activities at the center and the local community.

CCCM Cluster Assistant/Supervisor **May 2011 – July 2**

United Nations High Commissioner for Refugees, Yemen

UNHCR is a global organization dedicated to saving lives and protecting the rights of refugees, forcibly displaced communities and stateless people, and assist in their voluntary repatriation, local integration or resettlement to a third country.

- Supervised and monitored the protection and assistance to more than five hundred thousand internally-displaced people, coordinated the camp/shelter management and provision of non-food items, actively coordinated with UN and international agencies when providing assistance to affected families, prepared reports and collected information from fields, managed the technical reviews of projects requesting funding, and raised recommendations to the senior administration for better process improvement;
- Contributed, as one of the task force members, into creating the "National Policy for Addressing Internal Displacement in Republic of Yemen" endorsed by the Cabinet of Ministers in 2013;
- Led the focused-group discussions for the internally displaced people and refugees to be proportionately represented in the Yemen's National Dailogue Conference held from March 2013 to January 2014;
- Trained 87 field-staff and stakeholders on the process of protecting and assisting those disaster-affected people and how to continuously report data according to the UN and humanitarian standards.

Project Manager **May 2010 – May 2011**

Government Executive Unit for IDPs, Yemen

EU is the Yemeni government unit set up by the Prime Minister to manage camps and shelter for displaced people and be a link between UN agencies and the government.

- Managed the implementation of project activities in targeted field areas in camps and settelements where displaced families dwell, supervised the registration and verificaion of vulnerable households to ensure meeting the standards established by donors, managed reporting in a timely manner, provided regular updates on progress and challenges encountered, and supervised work according to the project plan;
- Assessed activities implemented and ensured efficient use of resources according to the work plan;
- Communicated effectively with donors including UN agencies and international NGOs.

Teaching Assistant and Mentor **August 2009 – May 2010**

University of Texas at Austin, Austin, Texas

The University of Texas at Austin is a public research university.

- Participated in planning and leading discussion sections, assisted in instruction and interactive activities in the classroom, and helped Arabic-learning students develop conversational skills.
- Supervised a book reading project for Arabic-learning students of different backgrounds and nationalities.
- Prepared reports and evaluation on students' development as required by Department administration.

English Instructor **September 2008 – May 2009**

Sana'a Community College, Sana'a, Yemen.

Sana'a Community College is a public college providing technical education.

- Presented students and kept them engaged in English conversation and education, conducted students interviews and assessed student English levels.
- Designed and graded exams and quizzes, attended staff meetings when requested, had fun while I was teaching, established a good rapport with the academic staff, and supervised students' gradution.

VOLUNTEERING EXPERIENCE

Executive Director **Dec 2025 – Present**

American Association of Yemeni Students and Professionals, USA

- Led strategic planning, inspired and motivated volunteers, provided organizational leadership, and built a collaborative culture to advance member success and community impact.

Planning Intern **June 2016 – August 2016**

City of Kalamazoo, Kalamazoo, Michigan

- Worked with City of Kalamazoo in the Department of Planning & Community Development as an intern to sharpen my experience in local government management.

Outreach Coordinator **September 2011 – July 2014**

U.S. Embassy, Sana'a, Yemen

- Worked as an outreach coordinator with the U.S. Embassy at Sana'a and organized projects and events in coordination with governmental and non-governmental institutions as part of an alumni network sponsored by the U.S. Embassy to foster mutual understanding between the people of Yemen and the U.S.

President of ASSIST Association **November 2010 – November 20**

ASSIST Association for Voluntary Training and Development, Sana'a, Yemen

- Co-founded an association with the mission of assisting university students and graduates to get effectively involved in the labor market.

KEY SKILLS

- Proficient in using statistical packages including SPSS, STATA, Qualtrics, and MS Office Suite.
- Proficient in using database systems such as, AASCONLINE, BS&A, AS400, and Monday.com.
- Planning, budgeting, research, analyzing, reporting, staff management, and problem solving.
- Project and outreach programming skills, grant management, and policy analysis & management.
- Bilingual: English and Arabic.

FELLOWSHIPS /Memberships/AWARDS

- Member of Michigan Economic Development Association (MEDA) 2025
- Advisory Board Member of Washington Center for Yemeni Studies (Washington DC) 2024
- Member of the ACCESS Business Development Advisory Group (MI, USA) 2023
- Member of the Main Street Now America 2023
- Member of Dearborn Downtwon Development Authorities, MI, USA 2023
- Fulbright Foreign Student Program 2014-2019
- Member of the Pi Alpha Alpha, a global honor society for Public Administration 2018
- Recognized by the U.S. Ambassador to Yemen as one of the active US alumni 2012
- Soliya Network Fellow, an international nonprofit organization 2011-2012
- Awarded by the Assistant Secretary of State for my project in the AEIF competition 2011
- Fulbright FLTA Scholar 2009-2010

ANA M. ALVAREZ

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TOWN MANAGER / COUNCIL-MANAGER EXECUTIVE

Steady, relationship-driven municipal executive with 30 years of public sector leadership, including service as a City Manager and deputy chief executive of a large regional public agency. Known for council-manager aligned leadership, fiscal stewardship, operational excellence, transparent communication, and a collaborative, service-oriented management style grounded in integrity and trust. Brings large-system discipline with a clear preference for hands-on, community-scale leadership where the Manager is visible, accessible, and directly engaged with residents, staff, and elected officials. Experienced in strategic planning, budgeting, capital delivery, redevelopment, land use coordination, intergovernmental partnerships, coastal and environmental stewardship, emergency preparedness, and high-quality public service delivery. Seeking a stable, community scale Town Manager role where I can become part of the community, build durable relationships with the Council and residents, and contribute over the long term.

EXPERIENCE HIGHLIGHTS

- Managed public service, coastal, park, planning, and capital priorities in communities where environmental preservation, resident trust, redevelopment pressure, and quality of life were central public concerns.
- Built trusted relationships with elected officials, residents, staff, and regional partners in high-visibility communities where transparency, responsiveness, and preservation of community character were essential.

CORE COMPETENCIES

Council-Manager Governance | Strategic & Master Planning | Redevelopment & Growth Management | Coastal Resilience & Environmental Stewardship | Fiscal Stewardship | Transparent Communication | Community Engagement | Lean Organization Leadership | Staff Mentoring & Succession Planning | Intergovernmental Partnerships | High-Touch Resident Service & Responsiveness | Visible Servant Leadership

PROFESSIONAL EXPERIENCE

City Manager – City of Hayward [*Full-service municipality | $416M budget | 957 employees | 151,000 residents*] 2025

Served as Chief Administrative Officer reporting directly to a seven-member City Council, responsible for implementing Council policies, priorities, strategic direction, and citywide operating standards across 12 departments, including airport, utilities, public works, public safety, and development services. Completed tenure following a mutual governance alignment discussion, while maintaining a professional commitment to ethical leadership, organizational accountability, and high-quality service delivery.

Achievements: Conducted a comprehensive financial and budget review to identify structural deficit drivers, support corrective action strategies, and strengthen fiscal accountability. Designed an integrated cross-departmental permitting and development review approach to improve turnaround times, support economic vitality, and align operational practices with Council priorities and community expectations.

Deputy General Manager – East Bay Regional Park District [*Full-service public agency | $780M budget | 1,100 employees | 3.8M residents*] 2016 – 2024

Served as deputy Chief Executive Officer, directing, and managing the District in the absence of the General Manager and leading senior executives across finance, human resources, land acquisition, public works, planning, operations, resiliency, and emergency response. Directed regional partnerships involving multiple jurisdictions, public agencies, environmental stakeholders, and community interests to advance preservation, access, resilience, and long-term quality-of-life outcomes.

Achievements: Launched a $30M green bond program and led strategic initiatives securing approximately $300M in infrastructure and resiliency funding. Led delivery of 11 new regional park and trail systems, improving public access, long-term asset management, and regional connectivity. Reformed capital project delivery practices to improve coordination, schedule performance, fiscal accountability, transparency, and alignment with adopted priorities. Spearheaded sustainability and resiliency policy frameworks, advancing natural resource stewardship and preparedness for extreme weather events.

Deputy Director - San Francisco Recreation & Parks [*$80M budget | 568 employees | 870,887 residents*] 200

Served as an executive team member with direct management of San Francisco destination sites including San Francisco Marina, Golden Gate Park, and 32 natural areas. Managed high-visibility public spaces, coastal assets, destination facilities, and community events where safety, customer service, public communication, and operational readiness were essential. Maintained a strong community presence through direct engagement with residents, neighborhood groups, and stakeholders.

Achievements: Developed and implemented a sustainability operations and resiliency plan, positioning the City as a green infrastructure leader. Executed a landmark PGA Tour Agreement generating more than $32M in tax revenue and elevating San Francisco as a premier golf and global event destination. Transformed a historically contentious marina operation into a model of civic engagement and operational excellence, completing a $30M capital renovation project and generating new revenue streams. Restructured recreation service delivery with an economic engine, community-based framework, outcome-based metrics, expanded offerings, and a $1M scholarship component.

Community Services Director – City of Santa Fe Springs [$*12M budget | 250 employees | 17,784 residents*] 2005 – 2009

Delivered direct, hands-on service delivery in a smaller, community-focused city environment with close coordination with elected officials, residents, advisory committees, and local stakeholders. Advised City Council on community quality of life strategy and program implementation. Supported City Council priorities through legislative advocacy, Council workplan implementation, public-facing service delivery, and coordination with ten City Council advisory committees. Managed a multi-service department including library, human services, cultural arts, community programs, and recreation in a lean environment requiring cross-functional teamwork and high responsiveness. Maintained a visible leadership presence in the community through direct engagement with residents, neighborhood groups, and local stakeholders.

Achievements: Established a public-benefit fund framework and Library Capital Endowment.

Parks & Recreation Director – City of Oceanside [*$23M budget | 85 employees | 175,085 residents*] 2001 – 2005

Served as executive team member supporting City Manager and City Council priorities in the fastest growing city in San Diego County. Led capital planning and operations in a coastal, tourism-driven city with a vibrant arts and culture identity. Supported planning, zoning, development review, and infrastructure coordination in built-out and growth-sensitive environments where community character, legal compliance, and quality-of-life impacts required careful balancing.

Achievements: Directed redistricting efforts for Community Facilities Districts and Quimby Act implementation, aligning long-term infrastructure funding and parkland dedication policies with balanced growth, community needs, and legal compliance. Led the redesign of the City of Oceanside's Parks Master Plan and a five-year strategic plan, setting the foundation for inclusive growth and infrastructure investment.

Earlier Leadership Roles – City of Burbank and City of Santa Barbara 1994 – 2001

Managed Burbank's downtown revitalization initiatives, live-performance venues, economic development coordination, and cultural arts grants. Managed Santa Barbara's youth services governance, interdepartmental partnerships, and community-based strategic planning. Developed and implemented a $3.1M Santa Barbara's Citywide Youth Services Master Plan, chaired a citywide Pro-Youth Coalition, and secured $5M in federal grant funding for a five-year youth violence prevention strategy.

EDUCATION

Doctoral Degree, Policy, Planning and Development
Sol Price School of Public Policy
University of Southern California (USC)

Certification on Sustainable Cities
Center for Sustainable Cities Graduate School University of Southern California (USC)

Master's Degree, Public Administration
California State University, Northridge (CSUN)

Bachelor of Arts Degree, Psychology
California State University, Fullerton (CSUF)

PROFESSIONAL RECOGNITION - selected

- San Francisco Mayor's Green Pioneer Award

Full affiliations, publications, recognitions, and professional references available upon request.

WILLIE ARMSTRONG

EXECUTIVE ADMINISTRATOR

Hickory, North Carolina, United States | duranarmstrong9@gmail.com | 828-460-0585



PROFESSIONAL SUMMARY

Seasoned municipal leader and public-safety executive (MPA) pursuing Town Administrator/Town Manager roles. Proven ability to lead municipal operations—budgeting, grant acquisition and administration, capital project oversight, personnel and policy development—to modernize services, improve accountability, and deliver fiscally responsible outcomes. Strong collaborator with elected officials, staff, regional partners, and community stakeholders, skilled in strategic planning, transparent communication, and data-driven decision making.

EDUCATION

Gardner-Webb University
Master of Public Administration (MPA)

Columbia Southern University
B.S. Criminal Justice Administration
Minored in Legal Studies.

Columbia Southern University
A.S. Criminal Justice
Graduated with Honors.

PROFESSIONAL EXPERIENCE

Chief of Police/Assistant Town Administrator , Town of Brookford **2023 to Present**
Brookford

- Provide strategic leadership for public safety and town administration, aligning police operations and municipal services with council priorities and long-term planning goals.
- Assist the Town Manager with core municipal functions including development review, planning and zoning oversight, land-use administration, and coordination of permitting and code enforcement.
- Draft, review, and implement town policies, ordinances, standard operating procedures, and administrative directives to improve governance, regulatory compliance, and service delivery.
- Prepare and conduct board, council, and commission meetings: develop agendas, present staff reports and recommendations, facilitate public hearings, and ensure transparent documentation of decisions.
- Serve as Acting Town Manager when the manager is absent, providing day-to-day municipal leadership, supervising department heads, making executive decisions, and maintaining continuity of operations.
- Lead budgeting, grant administration, procurement, and capital project oversight for public-safety programs and town initiatives to ensure fiscal responsibility and efficient resource allocation.
- Plan and coordinate community events, emergency preparedness exercises, and interagency responses to strengthen public engagement and resilience.
- Maintain Police Chief responsibilities—oversee operations, investigations, training, personnel management, mutual aid agreements, and community policing strategies to uphold public safety and professional standards.
- Serve as liaison to elected officials, regional partners, and community stakeholders to coordinate services, build partnerships, and advance shared priorities.

Police Administrative Officer (Part-Time), Brookford Police Department **2022 to 2023**
Brookford

Managed office operations, records systems, and policy updates. Supported HR functions, payroll processing, and administrative coordination.

Police Officer / Detective (Part-Time), Brookford Police Department **2021**
Brookford
Conducted investigations and case management with attention to efficiency and documentation quality. Collaborated with local and state agencies to achieve department goals.

Deputy Sheriff, Lincoln County Sheriff's Office **2021 to 2023**
Coordinated enforcement operations and administrative processes. Led community outreach efforts to improve relationships and information sharing.

Police Officer – DWI Taskforce / Traffic Division, Statesville Police Department **2019 to 2021**
Managed data and reports for grant-funded initiatives focused on roadway safety. Developed area assessments to guide resource allocation and enforcement strategy.

Emergency Medical Technician , Lincoln County Government **2018 to Feb 2020**
Lincolnton, NC

- Provided emergency medical care, triage, and patient transport in high-pressure environments while maintaining patient safety and documentation standards.
- Maintained medical equipment readiness, restocked supplies, and ensured compliance with medical protocols and agency policies.
- Collaborated with hospitals, EMS partners, and first responders to coordinate patient care and transfers.

CERTIFICATIONS & ACHIEVEMENTS

FBI-LEEDA Trilogy (Executive Leadership Development) **2024**

NCJA Leadership Institute (Class IX) **2024**

General Instructor Certification **2025**

Crisis Intervention & De-escalation Certification

EMT- Basic **Mar 2017 to Apr 2021**

Police Chiefs Institute **Apr 2024**
NC Justice Academy

Law Enforcement General Instructor **Apr 2025 to Present**
NC Justice Academy
Law Enforcement Teacher

CORE COMPETENCIES

- Leadership & Team Development
- Operations & Program Management
- Budgeting & Grant Coordination
- Policy & Procedure Implementation
- Strategic Planning & Communication
- Community & Stakeholder Relations
- Process Improvement & Accountability
- Data-Driven Decision Making
- Teaching and Instruction

LINKS

LinkedIn

ACCOMPLISHMENTS

- Increased police department staffing by over 80%, achieving full staffing for the first time in years through targeted recruitment, retention strategies, and resource realignment.
- Authored and implemented new town ordinances and administrative policies to strengthen governance, zoning, and code enforcement.
- Secured national recognition for departmental improvements and community-policing initiatives, elevating the town's profile and public trust.

- Attracted and negotiated with private developers and supported annexation of large projects, driving local econo development and expanding the tax base.
- Secured multiple federal, state, and local grants totaling tens of thousands of dollars; administered grant budgets and ensured compliance to maximize program impact.
- Led capital project oversight and process improvements that modernized public-safety operations, improved accountability, and optimized resource allocation.

MARK R. BAIRD, PhD, MPA

8423 16th ST NE, Lake Stevens, Washington 98258 ♦ 561 319 5047 ♦ mbairdr@gmail.com

PROFESSIONAL SUMMARY

Proven track record as a passionate public sector executive with extensive county and city government experience at all levels - completing projects, affecting organizational change, and partnering with other aspects of local government to achieve results. Experienced at using analytics to derive innovative solutions and making operational decisions and leading implementation of public policy.

SKILLS

- Budget/Finance Analysis
- Negotiations/Labor Relations
- Problem-Solving
- Exceptional Communication Skills
- Program Management
- Conflict Resolution
- Quantitative/Qualitative Analysis
- Strategic Planning

WORK HISTORY

Administrative Services Director, 04/20/2022 to present
(Also Acting Finance Director, 10/2018 to 04/16/2019)
City of Sammamish – Sammamish, WA
Provide executive leadership for overseeing the strategic planning, operations, and administration of multiple divisions, including contracts and grants, human resources, facilities and fleet, emergency management, risk management and safety. Manage and oversee the efficacy and financial integrity of the city's programs, activities, and resources by developing, implementing, and monitoring policies and systems in assigned areas, including coordination of assigned activities with other departments and outside agencies.

- Developed Emergency Management program
- Oversaw the reconstitution of Human Resources Unit
- Responsible for labor relations/contract negotiations
- Took over executive management of Facilities and Fleets units
- Served as Acting Finance Director for six months during vacancy
- Developed and implemented many city policies and practices
- Oversaw city classification and compensation study and compensation refresh
- Represent the city in contract negotiations and labor/management meetings
- Oversaw assessments of Finance, HR, EM, and Facilities
- Oversaw the revamping of the city’s performance review process

Chief Operating Officer, 04/17/2019 to 01/18/2022
(Interim Chief Operating Officer, 10/2018 to 04/16/2019)
Seattle Police Department – Seattle, WA
Provide executive management for the Professional Standards Bureau, Information Technology, 9-1-1 Communications Center, Fiscal, Budget and Policy, Facilities, Fleet, Wellness, Data Driven, Performance, Analytics and Research, and Quartermaster sections of the 2,000-person police department. These elements under the COO provide vital support functions for the operations components of the agency.

- Oversee the department's $350 million - $400 million budget.
- Provide executive sponsorship for several key department-wide technology projects including a records management replacement project, work schedule and timing project, body-worn video (BWV) and smartphone deployment projects, mobile data computer (MDC) and in-car video (ICV) replacement projects, and computer-assisted dispatch (CAD) system.
- Manage the department's IT project and interface with City IT department.
- Represent the department on the Mayor's IT Subcabinet (MITS) and the Good Government Subcabinet.
- Serve on the Executive Steering Committee and Building and Facility Operations Subcommittee related to Reopening and Recovery related to COVID-19.

Chief Financial Officer, 03/2016 to 10/2018
(Budget Director, 09/2015 to 03/2016)
Seattle Police Department – Seattle, WA
Manage the Budget and Policy, Fiscal, Facilities, Fleet, and Quartermaster sections of a 2,000 person organization and functioning as a deputy chief operating officer.

- Oversee budget preparations and the creation of budget monitoring materials for all aspects of the department's more than $350M budget.
- Manage various policy and IT projects and supervise a business-focused project management unit.
- Serve as the department's Legislative Liaison – the point of contact for the Seattle City Council.
- Supervise a collection of policy analysts who conduct policy and research analysis, serve as project managers on a wide variety of topics.
- Serve as department representative on City's IT Business Steering Committee and Project Ranking Subcommittee.
- Conduct detailed analysis of department's financial information and oversee preparation of related reports.

Policy Analyst, 06/2014 to 08/2015
Seattle City Council – Seattle, WA
Provided independent public safety policy and fiscal analysis to nine Seattle City Council councilmembers.

- Analyzed the Seattle Police Department budget, activities, staffing, training processes, and various policies.
- Drafted legislation and resolutions for councilmembers and staffed the public safety committee.
- Participated in the Council budget process including the drafting of budget adjustments and statements of legislative intent.
- Staffed the ongoing review of department responses to legislative actions and helped draft and carry out annual Council work plans.
- Collaborated with members of the city staff, other public agencies and private organizations for policy analysis.

Bureau Chief (Major after 04/2013), 01/2009 to 04/2014
Snohomish County Sheriff's Office – Everett, WA

Served as an appointed member of the Sheriff's Command Staff and managed the Corrections Bureau of the Sheriff's Office. Responsible for 361 member organization that cared for 1,200 inmates.

- Developed and managed a $38 Million budget.
- Oversaw the reduction of overtime.
- Represented the Sheriff before various community groups, employees, other departments or agencies, and for labor negotiations.
- Planned, directed, and evaluated the activities of the Bureau.
- Established and maintained effective working relationships with other county officials, employees, and labor groups and participated in contract and employee hearings.
- Conducted various research and analytical projects related to operational issues and analysis on employee and hiring topics.

Chief of Administration, 06/2008 to 01/2009
Snohomish County – Everett, WA

Appointed member of the departments command team. Managed the Human Resources, Inmate Accounts, Payroll, Finance, Public Disclosure, and Records functions of the department.

- Assisted in developing the annual department budget.
- Oversaw a $21M payroll, daily receipts of thousands of dollars, and commissary sales in excess of $600,000 and the corresponding auditing processes.
- Managed the recruitment, hiring, and promotional processes for all positions in the department.
- Responsible for research and analytical projects including operational issues and analysis on

employee and hiring topics.

Programs/Operations Analyst, 04/2006 to 06/2008
Snohomish County – Everett, WA
Provided program and operational analysis and budget support for county agency.

- Created staffing models, staffing analysis and facility staffing plans.
- Tracked, analyzed, and authored reports on staffing practices and behavioral and attendance issues.
- Helped create the department's annual budget and conducted revenue forecasts and conducted cost-benefit analysis on various policy options, wrote results, and presented findings.
- Researched, analyzed, and wrote on several criminal justice, staffing, and employee leave use topics and presented findings to various policy-making groups.

Research Fellow, 08/2005 to 12/2005
Broward County Sheriff's Office – Fort Lauderdale, FL

Conducted department-level research and analysis on disaster preparedness and joint training with law enforcement and fire services.

- Researched and reviewed agency plans and best practices for employee and family care during hurricanes and other disaster events.
- Worked to improve collective knowledge of combined training methods and use of existing facilities.
- Analyzed departmental space requirements for joint training.

Crime Analyst Supervisor, 01/2003 to 07/2005
Portland Police Bureau – Portland, OR

Supervised a unit of certified police officers and civilian analysts.

- Conducted research and quantitative and qualitative analysis on crime-related issues, authored findings, and made presentations to a variety of administration and community groups.
- Created and taught monthly training sessions on analytical and GIS techniques for analysts throughout the region.
- Co-created and taught a series of award winning crime and intelligence analysis courses offered through a local college.

Crime Analyst/Analytical Supervisor, 09/1999 to 04/2002
Collier County Sheriff's Office - Administration – Naples, FL

Supervised 12-member crime analysis/research unit and served as Comstat coordinator.

- Collected, analyzed, interpreted, and documented crime data, trends, and patterns using a variety of techniques, tools, databases, and GIS.
- Prepared reports, crafted bulletins, maps, and analysis of crime activity for use throughout the

agency.
- Briefed Command Staff on crime-related topics.
- Created automated process for creating materials for bi-weekly Comstat meetings.

Deputy Sheriff, 06/1990 to 06/1998
Pierce County Sheriff's Department – Tacoma, WA

Sworn deputy sheriff – worked primarily in patrol providing law enforcement services in unincorporated part of the county.

- Responded to routine and emergency calls for services and performed all aspects of law enforcement.
- Served approximately three years as the agency's recruiter and background investigator – recruiting and hiring all positions for the department.
- Selected to work as a resident deputy for the Foothills Detachment – patrolling an isolated portion of the county and assigned an investigator caseload.

EDUCATION

Ph.D.: Conflict Analysis and Resolution, 2014
Nova Southeastern University - Davie, FL

MPA: Public Administration, 2002
Florida Gulf Coast University - Fort Myers, FL

Bachelor of Arts: Political Science, 1989
Central Washington University - Ellensburg, WA

AFFILIATIONS

Member of American Society for Public Administration (2014-Present)

EXTRAS

Online Adjunct Instructor/Course Creator, 2006 - 2013
Clackamas County College, Clackamas, OR
Created and taught a series of crime and intelligence analysis courses.

Adjunct Instructor, Fall 2005
Portland State University, Portland, OR
Taught Crime Analysis Through GIS Analysis in GIS Lab

Co-Author, 2004
"Problem-solving education: crime analysis instruction as a community policing resource"
Law and Order 2004, 52 (12), 22-26

TIFFANIE E. BALDOCK

434 Price Street • Savannah, GA 31401 • (302) 494-6663 • tiffanie.baldock@gmail.com

EXCUTIVE PROFILE

Strategic municipal government leader and attorney with extensive experience advising executive leadership on governance, organizational operations, labor relations, procurement, housing policy, public administration, and risk management initiatives. Proven ability to collaborate across departments, support complex citywide initiatives, navigate politically sensitive matters, and align operational and legal strategies to advance organizational priorities. Recognized for pragmatic leadership, stakeholder engagement, operational problem-solving, and building trusted relationships across government agencies, elected officials, and community stakeholders.

CORE COMPETENCIES

Municipal Operations • Strategic Planning • Executive Leadership Support • Public Administration • Organizational Effectiveness • Community Engagement • Policy Development • Procurement & Contract Administration • Labor & Employee Relations • Cross-Functional Collaboration • Capital Projects Support • Governance & Regulatory Affairs • Intergovernmental Relations • Operational Efficiency • Risk Management • Public Sector Compliance • Stakeholder Relations • Legislative Affairs

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PROFESSIONAL EXPERIENCE

The City of Harrisburg

Senior Deputy City Solicitor

October 2022 – Present

- Serve as a strategic advisor to elected officials, executive leadership, and department directors on organizational priorities, operational matters, governance, risk management, and municipal policy initiatives.
- Lead negotiation, drafting, and administration of complex municipal contracts supporting citywide operations, technology initiatives, procurement activities, capital projects, construction, professional services, grants, and real estate matters.
- Collaborate with cross-functional leadership teams to support operational initiatives involving procurement, infrastructure projects, workforce matters, and organizational effectiveness efforts.
- Advise leadership and Human Resources on labor and employment matters including employee relations, workplace policies, disciplinary actions, collective bargaining compliance, and federal and state regulatory requirements.
- Support operational decision-making through strategic analysis, issue resolution, and development of practical solutions aligned with organizational objectives and service delivery standards.
- Develop and implement internal workflows and process improvements to enhance departmental responsiveness, operational efficiency, and service coordination.
- Coordinate with internal departments, outside counsel, vendors, and external stakeholders to support implementation of municipal initiatives and organizational priorities.

Bee for Georgia, Savannah, GA

Campaign Coordinator

July 2022 – November 2022

- Coordinated operations, logistics, and stakeholder engagement activities for statewide political and community initiatives.

- Managed high-volume communications with constituents, media representatives, elected officials, and community stakeholders.
- Supported executive-level scheduling, strategic messaging, and public engagement efforts in a fas deadline-driven environment.
- Assisted in drafting, editing, and reviewing external communications, public statements, and outreach materials.

The City of Harrisburg

Assistant City Solicitor / Senior Deputy City Solicitor
August 2017 – November 2021

- Led development of the City's first affordable housing legislation, collaborating with executive leadership, planning stakeholders, and regulatory boards to advance community development priorities and expand housing accessibility.
- Partnered with elected officials, executive leadership, and departmental stakeholders to align policy initiatives and legal strategy with organizational goals and operational priorities.
- Negotiated, drafted, and managed a broad portfolio of municipal agreements including procurement contracts, professional services agreements, development-related documents, and requests for proposals.
- Represented the City in administrative and regulatory proceedings involving zoning, planning, historic preservation, land use, and economic development matters.
- Supported management of the City's civil litigation portfolio through coordination with outside counsel, strategic case analysis, dispute resolution, and risk mitigation efforts.
- Represented the City and Bureau of Police in Civil Service Commission proceedings related to hiring standards, applicant qualifications, and personnel matters.
- Drafted municipal legislation, ordinances, resolutions, and policy documents in compliance with local, state, and federal requirements.
- Assisted leadership in addressing complex operational, governance, and regulatory issues impacting municipal services and organizational effectiveness.

Court of Common Pleas of Northumberland County, Sunbury, PA

Law Clerk to the Honorable Charles H. Saylor
Mental Health Hearing Officer
April 2014 – August 2017

- Conducted legal and policy analysis on complex civil and criminal matters supporting judicial decision-making and court operations.
- Presided over involuntary civil commitment hearings and managed sensitive proceedings involving behavioral health and public safety considerations.
- Facilitated dispute resolution and mediation efforts in custody and related proceedings.
- Participated in multidisciplinary specialty court programs including Veterans Treatment Court, Behavioral Health Court, Drug Court, and DUI Court.
- Assisted in management and coordination of court proceedings, hearings, and judicial processes.

TEB Consulting, Inc., Philadelphia, PA

Owner / Senior Information Analyst
2007 – 2009

- Founded and managed an independent consulting practice providing information analysis and business support services to enterprise-level clients.
- Oversaw client relationships, contract administration, invoicing, financial reporting, and operational management activities.
- Managed multiple concurrent client projects while coordinating with vendors, contractors, and organizational stakeholders.
- Delivered analytical and operational support services within highly regulated corporate environments.

Clients Served: Independence Blue Cross, Crayola, PHH Mortgage

Radian Group, Inc.
Senior Information Analyst
2002 – 2007

- Conducted data analysis, operational reporting, and risk assessment activities within a regulated mortgage insurance environment.
- Performed analytical reviews and root cause analysis related to mortgage default trends and operational performance metrics.
- Supported organizational decision-making through data interpretation and reporting analysis.

EDUCATION

Rutgers University School of Law
Juris Doctor, May 2013

Pennsylvania State University
Bachelor of Science, August 1998

BAR ADMISSIONS

- Commonwealth of Pennsylvania
- United States District Court for the Middle District of Pennsylvania
- New Jersey (Inactive)

Dear Search Committee members,

One of the things that caught my attention wasn't the position itself.

It was how you chose to fill it.

Many local governments rely on a traditional executive search process. There is nothing inherently wrong with that approach, but it often produces exactly what it is designed to produce: candidates who have already held the same title in a similar community. The pool becomes narrower, not broader. Experience is measured largely by previous job titles rather than judgment, accomplishment, or the ability to solve difficult problems.

You chose a different path.

By conducting the search yourselves, you've signaled something important. You're willing to look beyond the conventional checklist and decide for yourselves what experiences, skills, and leadership qualities best fit Juno Beach.

Whether that ultimately leads you to me or someone else is almost beside the point. I think it's a healthier way to hire. It’s a step toward a decision unbound by choices made by other cities and norms established over time.

The best public leaders don't all come from the same career path. Some spend decades moving from one city to the next. Others arrive by leading unusually complex organizations, navigating difficult public issues, managing large operations, building consensus among competing interests, and earning the trust of communities through results rather than titles.

My career has followed that second path.

I have never carried the title of city manager because Atlanta's strong-mayor form of government doesn't have one. Instead, I served as the Mayor's direct representative over a portfolio of departments, operations, redevelopment, environmental initiatives, legislation, infrastructure, and major public projects while managing more than $20 million in operations and 90 employees. Later, I led a public enterprise that functions much like a small municipality—overseeing facilities, budgeting, contractors, public safety coordination, capital improvements, board governance, and daily service to roughly 250,000 visitors each year.

Those experiences are different from the traditional path.

They are also the reason I believe I could successfully serve the residents of Juno Beach.

The more I learned about your community, the more that became clear.

Juno Beach is not trying to become someplace else. It is a town that has deliberately protected its character while providing an exceptional quality of life. Residents expect responsive government, well-maintained public spaces, thoughtful stewardship of the environment, and leaders who listen before they act. Those expectations appeal to me because they mirror how I approach public service.

Throughout my career, I've been entrusted with assignments where competing interests had to be balanced rather than simply won. Whether negotiating one of Atlanta's most significant redevelopment projects, leading environmental initiatives involving multiple levels of government, coordinating citywide operations for major national events, or stabilizing the Atlanta Municipal Market after decades under a single executive director, success depended on judgment, communication, and steady execution far more than authority alone.

Equally important, I've learned that good local government is rarely about the biggest project or the headline accomplishment. It is about consistency. It is about maintaining public trust, responding when people need help, communicating honestly, planning ahead, and making hundreds of sound decisions that residents may never notice because everything simply works.

That philosophy is one reason I was drawn to local government after spending years reporting on it. As a journalist, I covered more than 30 cities and counties across Georgia. I saw communities succeed under leaders who built trust, respected their councils, developed capable staffs, and quietly delivered excellent public services year after year. Those lessons have stayed with me throughout my career.

If selected, I would bring the perspective of someone who has managed complexity without making complexity the goal. My focus would be straightforward: support the Council's priorities, develop and empower an outstanding staff, protect the qualities that make Juno Beach special, communicate openly with residents, and ensure that municipal services continue to reflect the high standards your community expects.

Thank you for considering my application. I appreciate the thoughtful approach you've taken to this search and would welcome the opportunity to discuss how my experience, while different from the traditional path, can help Juno Beach continue to thrive.

Sincerely,

David L. Bennett

References: https://drive.google.com/file/d/1dEX751E2gec0xWIvOsXTEKwYZhcL9SkV/view?usp=drive_link

DL BENNETT

Decatur, Georgia | 404.308.5141 | jing13llc@gmail.com | linkedin.com/in/davidbennett13

Portfolio:
https://drive.google.com/file/d/1G9v2mBcZZnH78CRPTuLyFNiOic6CAh2u/view?usp=drive_link

EXECUTIVE PROFILE

Public-sector executive with **experience leading municipal operations**, budgeting, capital projects, environmental stewardship, infrastructure, stakeholder engagement, and community-centered service delivery. Career spans executive leadership inside one of the Southeast's largest municipal governments, management of a public enterprise operating much like a small municipality, and more than a decade covering local government professionally across dozens of communities.

Managed $20 million in operations and 90 employees while leading infrastructure, environmental, legislative, operational, and intergovernmental initiatives on behalf of the Mayor of Atlanta. Later led a city-owned public enterprise requiring budgeting, facilities management, contractor oversight, public safety coordination, customer service, capital planning, board governance, and day-to-day operational accountability.

Known for preserving high-quality public services while **building trust among elected officials**, staff, businesses, residents, regulators, and community stakeholders. Experienced maintaining community character, managing environmental and infrastructure challenges, balancing competing interests, and delivering responsive, transparent local government.

SENIOR ADVISOR | Office of the Mayor, City of Atlanta | 2010–2015

Served as the Mayor's direct representative with delegated executive authority over $20 million in operations and 90 employees while leading municipal operations, infrastructure, environmental stewardship, capital projects, legislative initiatives, and intergovernmental coordination.

LEADERSHIP, TEAM BUILDING & ADMINISTRATION

• Managed $20 million in operations and 90 employees across the Department of Enterprise Asset Management and Office of Sustainability.

• Served as the Mayor's direct representative on municipal operations, infrastructure, environmental stewardship, capital projects, and legislative initiatives requiring coordination among city departments, regulators, utilities, contractors, elected officials, and community stakeholders.

• Exercised delegated authority on operational, personnel, policy, and redevelopment matters while remaining accountable to the Mayor and City Council.

• Carried more than 30 ordinances through a politically complex 15-member City Council without a loss by b[illegible] coalitions and maintaining credibility among elected officials and stakeholders.

BUDGETING, CAPITAL IMPROVEMENT & FISCAL STEWARDSHIP

• Oversaw budgeting, procurement, contractor management, facilities operations, environmental programs, and public service delivery across departments with combined budgets exceeding $20 million.

• Led city-side negotiations for the City Hall East/Ponce City Market property, protecting the City's long-term interests while coordinating financing, historic preservation, infrastructure, and multiple public and private stakeholders on one of Atlanta's most significant redevelopment projects.

• Negotiated redevelopment, infrastructure, and environmental initiatives involving city agencies, private developers, regulators, utilities, and financial stakeholders.

• Managed projects involving public investment, infrastructure upgrades, environmental remediation, and long-term community redevelopment.

ECONOMIC DEVELOPMENT, COMMUNITY PLANNING & GROWTH MANAGEMENT

• Managed the City's role in transforming the former City Hall East property into Ponce City Market, coordinating redevelopment, infrastructure, financing, historic preservation, and public interests while helping catalyze more than $1 billion in surrounding investment.

• Conceived and advanced the 9-mile Proctor Creek Greenway initiative using watershed restoration, flood mitigation, environmental remediation, and mitigation banking to encourage reinvestment.

• Led Atlanta Beltline Subcabinet efforts involving utility relocation, right-of-way management, infrastructure coordination, redevelopment implementation, and operational problem solving.

• Coordinated redevelopment, infrastructure, environmental, and community-investment initiatives affecting more than 30 Atlanta neighborhoods.

• Helped create Atlanta's Bright Lights District near Centennial Olympic Park, balancing tourism, economic development, urban design, and event-management objectives.

COMMUNICATION, CONSENSUS BUILDING & ELECTED OFFICIAL RELATIONS

• Drafted, negotiated, and advanced more than 30 ordinances through a politically complex 15-member City Council without a loss.

• Built support for redevelopment, environmental, infrastructure, and legislative initiatives among neighborhoods, businesses, developers, regulators, nonprofit organizations, and elected officials.

• Represented the Mayor in negotiations involving controversial redevelopment projects, environmental initiatives, zoning matters, and politically sensitive public issues.

• Operated successfully in a city of more than 250 neighborhoods with differing priorities, interests, demographics, and expectations of government.

ENVIRONMENTAL STEWARDSHIP & INFRASTRUCTURE

• Built a 14-agency Urban Waters Federal Partnership involving the EPA, Army Corps of Engineers, U.S. Department of Transportation, and numerous state, regional, and local partners.

• Led development of the Proctor Creek Greenway initiative, combining environmental restoration, flood mitigation, stormwater infrastructure, and economic redevelopment.

• Directed city coordination for the NCAA Men's Final Four involving transportation, permitting, emergency coordination, public safety, infrastructure, and citywide operational readiness.

• Coordinated operational responses involving city departments, utilities, contractors, regulators, and public-safety agencies during major winter storms and other citywide challenges.

EXECUTIVE DIRECTOR | Atlanta Municipal Market | 2023–2026

Directed a city-owned public enterprise functioning as a public facility, small-business incubator, tourism destination, food-access initiative, and community gathering place.

LEADERSHIP, TEAM BUILDING & ORGANIZATIONAL MANAGEMENT

• Directed day-to-day operations of a 45,000-square-foot public facility serving 250,000 visitors annually, generating $10 million in yearly sales, providing 150 jobs, eliminating a huge food desert and providing opportunity for 50 small businesses.

• Guided the organization through a leadership transition while strengthening operational discipline, customer service, accountability, and confidence among merchants, board members, city officials, and the public.

• Reestablished governance, reporting, transparency, and accountability systems in response to audit concerns and long-standing organizational weaknesses.

• Coordinated activities involving merchants, contractors, board members, city departments, vendors, security personnel, and community partners.

BUDGETING, FINANCIAL MANAGEMENT & GRANT FUNDING

• Eliminated the organization's structural operating deficit through stronger financial controls, improved collections, and disciplined operational management.

• Increased rent collections from 65% to more than 90%.

• Secured more than $1.6 million in public investment supporting facility improvements, merchant infrastructure, security enhancements, and operational upgrades.

• Managed budgeting, procurement, contracting, capital planning, and reporting for a city-owned public enterprise.

ECONOMIC DEVELOPMENT & ENTREPRENEURSHIP

• Supported 40 merchants and roughly 150 jobs in one of Atlanta's oldest public markets.

• Preserved and strengthened one of Atlanta's most accessible entry points into entrepreneurship for first-generation business owners and entrepreneurs lacking traditional financing pathways.

• Managed a public market functioning as a food-access initiative, tourism destination, economic-development asset, and community gathering place.
• Balanced entrepreneurship, tourism, food access, economic development, and neighborhood priorities while preserving the Market's historic role in the community.

COMMUNITY ENGAGEMENT & STAKEHOLDER RELATIONS

• Built trust through visible day-to-day leadership, responsiveness, direct problem solving, and consistent communication with merchants, customers, neighborhood organizations, board members, city officials, vendors, and community stakeholders.
• Partnered with Georgia State University, community organizations, city agencies, and neighborhood stakeholders on planning, design, programming, and merchant-support initiatives.
• Maintained a visible day-to-day presence with merchants, customers, vendors, residents, and stakeholders in a highly public operating environment.

OPERATIONS, FACILITIES & SERVICE DELIVERY

• Directed contractors, capital repairs, infrastructure improvements, maintenance, and project sequencing.
• Managed public safety, sanitation, vendor compliance, facilities operations, and infrastructure maintenance.
• Maintained uninterrupted operations while overseeing significant capital improvements and facility upgrades.
• Maintained high standards for facility appearance, maintenance, safety, cleanliness, contractor performance, and customer service in a heavily used public facility serving approximately 250,000 visitors annually.
• Balanced the expectations of merchants, customers, visitors, board members, contractors, government partners, and neighborhood stakeholders while maintaining uninterrupted daily operations.

COMMUNICATIONS, PUBLIC ENGAGEMENT & GOV AFFAIRS

Atlanta Journal-Constitution | Georgia Department of Labor | Asian American Hotel Owners Association

COMMUNITY PLANNING, PUBLIC POLICY & LOCAL GOVERNMENT

• Covered more than 30 local governments, including city councils, county commissions, planning commissions, development authorities, and elections.
• Developed expertise in budgeting, taxation, planning, development, infrastructure, growth, and public policy.
• Covered community planning, growth management, redevelopment, infrastructure, environmental, and economic-development issues affecting cities and counties throughout Georgia.
• Became one of the Atlanta Journal-Constitution's primary local-government specialists covering legislation affecting cities and counties statewide.

COMMUNICATION, TRANSPARENCY & PUBLIC TRUST

• Developed expertise explaining complex financial, engineering, environmental, planning, legal, and policy is language residents, elected officials, businesses, and stakeholders could readily understand.
• Directed communications for a statewide agency of 1,500 employees.
• Presented regularly before elected officials, boards, neighborhood groups, businesses, and other stakeholders.

STAKEHOLDER ENGAGEMENT & CONSENSUS BUILDING

• Built productive relationships with elected officials, administrators, planners, attorneys, business leaders, and community stakeholders.
• Managed communications and stakeholder engagement during redevelopment disputes, environmental issues, zoning matters, and politically sensitive public controversies.
• Repositioned communications and event strategies for statewide and national organizations, contributing to record attendance, revenue growth, and stakeholder engagement.

ADDITIONAL PROJECT & CONSTRUCTION EXPERIENCE

Principal | **Jing 13 LLC**

• Managed renovation, restoration, adaptive reuse, repair, and construction projects involving residential, commercial, and historic properties.
• Directed budgeting, procurement, contractor coordination, scheduling, materials sourcing, and project execution.
• Consulting for political figures, campaigns, and trade associations.

EDUCATION

Georgia State University

Bachelor of Arts, Communications

EC/DV: https://drive.google.com/file/d/1RzC8wBnaW86HS2sp_ddzvrCcz566wjTC/view?usp=drive_link

Publications: https://drive.google.com/file/d/1BFHEGUrrvs3oWmU2vA0rpSGcPRnyCWB9/view?usp=drive_link

https://drive.google.com/file/d/1iogZXg2Itb_9-4d7x3U4r42C-e3TxfTB/view?usp=drive_link

HAYDEN BRODOWSKY

Kyle, TX (Greater Austin Area) • Hayden.Brodowsky@gmail.com • 661-361-0002

PROFESSIONAL SUMMARY

City Manager-level executive with nearly a decade of progressive leadership across municipal operations, fiscal management, and organizational transformation. Proven ability to stabilize high-risk environments, implement financial controls, and lead through political complexity while maintaining service delivery and public trust. Experienced in advising elected officials, directing cross-functional teams, and executing strategies that strengthen accountability, operational performance, and long-term sustainability.

CORE COMPETENCIES

Municipal Operations • Fiscal Strategy & Budget Management • Organizational Restructuring • Public Works & Infrastructure Oversight • Economic Development • Housing Policy • Intergovernmental Relations • Strategic Communication • Policy Implementation • Leadership Development • Performance Management • Capital Project Delivery

PROFESSIONAL EXPERIENCE

City of Uhland, TX — City Manager | February 2026 – Present

- Lead full municipal operations of a general law city, directing service delivery, policy execution, and organizational performance during a period of significant political and organizational instability.
- Stabilize City functions amid leadership turnover, council realignment, and staff attrition, ensuring continuity of essential services and statutory compliance.
- Direct financial oversight of a ~$4.1M budget, implementing expenditure controls, revenue analysis, and long-term fiscal stabilization strategies.
- Implement procurement and internal control reforms aligned with Texas Local Government Code, strengthening transparency, compliance, and financial accountability.
- Serve as primary advisor to the Mayor and City Council, managing agenda development and providing strategic guidance on policy, governance, and operational issues.
- Navigate high-conflict political environments, balancing competing priorities while maintaining organizational focus and service delivery.
- Lead restructuring of administrative and operational processes to improve efficiency, clarify roles, and reduce organizational risk.
- Oversee development agreements, interlocal agreements, and regional partnerships, ensuring legal compliance and alignment with City priorities.
- Strengthen public communication and transparency through improved agenda processes, meeting accessibility, and proactive community engagement.
- Coordinate with counties, state agencies, and regional partners on infrastructure, drainage, and regulatory matters impacting City operations.
- Evaluate and realign departmental functions and staffing to better match service demands and fiscal constraints.
- Identify and pursue revenue recovery opportunities, including sales tax allocation corrections and external funding partnerships.

Town of Telluride, CO — Deputy Town Manager | December 2024 – February 2026

- Assisted in executive oversight of core municipal operations including Public Works, Finance, IT, Sustainability, and Community Services across a 167-employee organization.
- Led organizational restructuring initiatives to enhance accountability, improve reporting structures, and strengthen cross-departmental coordination.
- Guided public works, facilities, and community engagement strategies supporting infrastructure reliability and long-term fiscal sustainability.

- Managed enterprise fund budgeting and performance metrics, improving financial oversight and operational efficiency.
- Supported executive-level decision-making in a high-visibility resort community with complex political, economic, and infrastructure challenges.
- Coordinated cross-functional initiatives and strategic priorities between departments, leadership, and elected officials.

City of Hudson Oaks, TX — Assistant City Administrator | January 2022 – December 2024

- Oversaw Finance, Economic Development, Development Services, and Public Works operations for a full-service, rapidly growing municipality.
- Directed multimillion-dollar capital improvement projects and utility infrastructure upgrades supporting long-term growth.
- Implemented a data-driven budgeting framework, improving forecasting accuracy, financial transparency, and decision-making.
- Led technology modernization initiatives and interdepartmental coordination to enhance service delivery and operational efficiency.
- Strengthened collaboration across departments, improving communication and execution of organizational priorities.
- Recognized with the 2023 Rising Star Award for leadership and innovation in municipal management.

Town of Little Elm, TX — Development Services Manager | June 2019 – January 2022

- Led long-range planning, development review, and economic development coordination in a high-growth environment.
- Streamlined permitting processes and updated development policies to align growth with infrastructure capacity.
- Coordinated cross-departmental review processes to improve development timelines and customer experience.

City of Abilene, TX — Planning Manager | January 2017 – April 2019

- Directed planning operations for a city of 120,000+ residents, overseeing development review, long-range planning, and policy implementation.
- Managed comprehensive plan updates, historic preservation initiatives, and neighborhood revitalization strategies.

EDUCATION

Master of Public Administration (MPA) – University of Texas at Arlington

Graduate Certificate – Public Budgeting & Financial Management

Bachelor of Arts – Political Science – Abilene Christian University

PROFESSIONAL AFFILIATIONS

International City/County Management Association (ICMA) • Texas City Management Association (TCMA) • Urban Management Assistants Program – Mentor

CARL BROWN

Cell: 818-606-4485
brownca76@yahoo.com

EDUCATION

Master of Public Administration, Urban Planning Concentration Dec. 2013 (4.0 GPA)
East Tennessee State University (ETSU), Johnson City, TN
B. A. in Political Science May 1999
Occidental College, Los Angeles, CA

PROFESSIONAL EXPERIENCE

Manager Capital Prog. & Grants – Jacksonville Transportation Authority, Jacksonville, Fl- May 2024-December 2025

- Build and load the FY24 Supergrant application in FTA's TrAMS site
- Analyze all grants for variances, spending habits, and closeout procedures
- Write financial resolutions for JTA Board approval
- Liaise with Department Heads regarding project spending and closure of grant funding
- Review/setup awards/projects in Oracle and disseminate accounting strings to Departments
- Assist/Build FY 21/22/23/24/25 Capital Budgets

Assistant Manager Capital Prog. & Grants – JTA, Jacksonville, Fl – June 2022 – May 2024

- Analyze all grants for variances, spending habits, and closeout procedures
- Write financial resolutions for JTA Board approval
- Liaise with Department Heads regarding project spending and closure of grant funding
- Review/setup awards/projects in Oracle and disseminate accounting strings to Departments
- Assist with FY22/FY23 Capital Budgets
- Review/perform Budget Adjustments

Manager of Accounting Services – Grants, City of Jacksonville, Jacksonville, FL., - January 2022 – June 2022

- Assist in the Single Audit, SEFA, and CAFR yearly development
- Approve FFR's, BT's, and JE's
- Compile information for auditors as requested
- Run trial balances and reports to analyze fund variances

Grants Administrator, Jacksonville Transportation Authority, Jacksonville, FL, July 2020 – January 2022

- Lead the Indirect Cost Rate Proposal project for submission to FTA and FDOT in order to obtain reimbursement for costs which would have otherwise been unrealized
- Review monthly progress reports for completeness & accuracy
- Assist with the FY21 Capital Budget
- Utilize Oracle and Trams to report on grant details and spend downs

Financial Reporting Analyst, City of Alexandria, Alexandria, VA, December 2017- July 2020

- Track and monitor General and non-General Fund revenue/expenditures (grants, state/federal aid, developer contributions)
- Assist in developing the annual CAFR
- Support daily Finance Department administrative operations (budget amendments/capital allocation, communications, JE's, workflow processes, council docket tasks)
- Analyze funds/grants to assess where bond draws and grant reimbursements need to be performed
- Serve on the COVID FEMA reimbursement team

Senior Fiscal Analyst, City of Tampa, Tampa, FL, June 2015-November 2017

- Maintain the Police and Fire Departments' budgets ($243,000,000 total expenditures)
- Author and review City Resolutions appropriating/transferring funds
- Process Federal grants, setup Capital Improvement Projects, and perform monthly projections
- Track grant expenditures in the General Ledger and the Project & Grants module
- Serve on Request for Proposal committees
- Serve as the Fire & Police Department's lead for FEMA emergency reimbursement funds

Budget/Management Analyst, Department of Homeland Security, Santa Fe, NM, July 2014-June 2015

- Analyzed/maintained/audited and submitted the Agency's budget
- Tracked/maintained/audited the Agency's Federal grants

- Served in the absence of the procurement officer performing multiple duties using the statewide accounting sy (SHARE) including: the creation of expenditure reports, creating pivot tables, creating funding streams for purchase requests, entering purchase orders, creating request for proposal, creating purchase modifications, and executing journal entries
- Ran the Fleet Department (33 cars)
- Assisted in running the Facilities Department

Municipal Technical Advisory Service Intern, Johnson City, Johnson City, TN, Jan. 2013- June 2013
- Assisted in analyzing/maintaining/auditing Johnson City's FY 2012/13 budget
- Assisted in planning/forecasting for FY 2013/14 budget
- Prepared spreadsheets and performed statistical evaluation
- Engaged in financial and performance analysis
- Used survey results and met with community leaders to develop a neighborhood plan for the Planning Dept.

Public Safety Consultant, **Habersham County**, Habersham County, GA, June 2012 - Sept. 2012
- Collected, assessed, and monitored EMS, Fire, and Police records to determine overall efficiency
- Developed spreadsheets and charts to communicate and delineate workload per incident
- Made recommendations to integrate databases for transparency, cost cutting, modification of shift hours, and restructure the deployment of forces
- Applied ArcGIS and SPSS statistical analysis to create kernel density hotspot maps reflecting vehicle accident locations/frequency and correlating variables

PROFESSIONAL DEVELOPMENT

Acting: Hosted a Nationally Televised AMC "Date Night Show"
Performed on VH1's "Dance Cam Slam"
Booked multiple commercials
Trained for film/television/stage

Software: ORACLE, ORACLE CLOUD, HYPERION, MUNIS, SHARE, ArcGIS, Microsoft Office Suite (Extensive Excel/Power Point, Word), SPSS, Management Scientist

Certificates: VGFOA single audit, Multiple NIMS 100-700

Taylor Brown
831 Thomas Street | Key West, Florida 33040
(305) 619-7427 | TaylorBrown@hotmail.com

July 12, 2026

Mayor Dave Santilli and Members of the Town Council
Town of Juno Beach
340 Ocean Drive
Juno Beach, Florida 33408

Re: Town Manager Position

Honorable Mayor Santilli and Councilmembers:

I am pleased to submit my application for the position of Town Manager. Juno Beach is seeking more than an experienced administrator. The Town needs a steady, accessible and strategic leader who can earn trust, support a talented staff, help a newly constituted Council translate its priorities into action, and protect the community's distinctive character while managing unavoidable change. That combination of responsibilities closely matches both my professional background and the kind of public service I find most meaningful.

I currently serve as Planning Director for the City of Key West, one of Florida's most legally and technically complex coastal communities. In that role, I lead current and long-range planning, zoning administration and development review; coordinate closely with elected and appointed boards, the City Attorney's Office and multiple operating departments; and address high-profile redevelopment, historic preservation, affordable housing and environmental issues. I have also initiated improvements to departmental workflows, staff reports, public communications and interdepartmental coordination, while helping advance the City's Evaluation and Appraisal Review and preparation for a comprehensive rewrite of its land development regulations.

Before joining Key West, I served as City Manager in Perry, Mary Esther and Trenton. Across those communities, I was responsible for budgets, finance, human resources, planning and zoning, public works, utilities, public safety, code enforcement, capital improvement planning and intergovernmental relations. I balanced budgets during difficult financial conditions, rebuilt reserves, modernized operations, delivered major infrastructure projects, negotiated development and interlocal agreements, secured grant funding and guided organizations through leadership transitions, hurricanes, a pandemic and economic disruption. My experience has taught me how to be decisive without being divisive, fiscally conservative without becoming operationally stagnant, and responsive to residents while preserving the Council-Manager distinction between policy and administration.

Juno Beach's present circumstances are particularly compelling to me. The March election reflected a strong desire for civility, transparency and protection of the Town's small-community identity. At the same time, the Town is largely built out and faces continuing redevelopment pressure, visible concern over building scale and compatibility, regional traffic impacts, major projects already under construction or approved, and evolving limits on local land-use authority. The Caretta project, the Dunes townhomes, the Waterford expansion and recent debate over residential compatibility standards demonstrate that development decisions will remain central to community confidence. The next Manager must help the Council evaluate proposals with sound analysis, communicate clearly with residents, and negotiate outcomes that provide genuine public value rather than simply reacting after concerns have hardened into conflict.

My planning and real estate background would be directly useful in that work. I understand how to analyze the cumulative effects of development on traffic, infrastructure, neighborhood character, environmental resources and municipal services. I also understand that successful planning is not achieved by reflexively opposing change. It comes from establishing a clear community vision, applying regulations consistently, anticipating consequences and working with property owners and developers to achieve better design and measurable public benefits. Juno Beach's strategic planning and master planning efforts offer an opportunity to create that shared framework and to move the Town from project-by-project reaction toward a disciplined, long-range approach.

The Town's financial strength is another asset that deserves careful stewardship. Juno Beach has a lean organization, no debt, substantial reserves and a long record of exemplary financial reporting. With the expiration of the countywide sales tax previously used for capital purchases, however, future capital needs will require deliberate prioritization, multi-year planning and active pursuit of grants, partnerships and other sustainable funding sources. I have extensive experience preparing operating and capital budgets, building reserves, improving procurement and technology, securing outside funding and maximizing limited resources without sacrificing service quality.

Just as important, my management style aligns closely with the qualities described in the recruitment profile. I lead through respect, visibility, communication and accountability. I do not micromanage capable professionals. I set clear expectations, provide staff with the tools and support needed to succeed, encourage cross-training and succession planning, and create an environment where employees are comfortable offering ideas and identifying problems early. Residents should likewise find the Manager approachable, candid and willing to listen. In a town where community events, personal relationships and day-to-day accessibility matter, I would embrace being an active and recognizable part of Juno Beach.

I am not viewing this position as a stepping-stone. I am attracted to Juno Beach because it is a well-run coastal municipality with an engaged population, strong environmental values and a clear determination to preserve what makes it special. I would welcome the opportunity to provide the stable, long-term leadership the Town is seeking and to help the Council and community build a constructive path forward.

Thank you for considering my application. I would be honored to discuss how my municipal management, planning, financial and community-building experience can serve the Town of Juno Beach.

Respectfully,

Taylor Brown

Taylor Troth Brown

831 Thomas Street, Key West, FL 33040

Mobile: (305) 619-7427 Email: TaylorBrown@hotmail.com

SUMMARY

Over two decades of professional governmental experience at the federal, state, and local levels, with specialized training and expertise in the following fundamental managerial skill areas:

* Economic Development	* Financial Budgeting	* Urban Redevelopment
* Grant Writing & Administration	* Customer Service	* Strategic Planning
* Intergovernmental Relations	* Team Building	* Problem Solving
* Interpersonal Communication	* Negotiation	* Succession Planning

A visionary leader dedicated to continual improvement through collaboration and innovation, with a track record of outstanding fiscally-conservative financial management. Motivated by a genuine commitment to improving lives through public service; believes that a healthy community is one that strives to balance the competing needs of all its members, while simultaneously being a responsible steward of its divine natural environment.

RELEVANT LOCAL GOVERNMENT EXPERIENCE

Planning Director, City of key West, Florida **12/2025-Present**
Pop: 26,444 ***Consumer Base:*** 26,283+ ***Budget:*** $287M ***Employees:*** 550+ ***Size:*** 5.6 sq. miles

Serve as the City's executive planning professional within one of Florida's most legally and technically complex development environments. Responsible for current planning, long-range planning, zoning administration, development review, Planning Board coordination, and advising elected officials on land use policy.

Significant Achievements:

Directed staff review of the City's first development application submitted under Florida's Live Local Act.

- Led planning analysis involving affordable housing legislation, BPAS allocations, Comprehensive Plan consistency, density calculations, and land development regulations.
- Managed review of numerous high-profile redevelopment projects involving hotels, waterfront properties, mixed-use developments, affordable housing, conditional uses, variances, and historic preservation.
- Initiated comprehensive modernization of departmental procedures including development review workflows, agenda preparation, zoning verification letters, and staff report formats.
- Coordinated implementation of the City's Evaluation and Appraisal Review (EAR) process and preparation for a comprehensive Land Development Code rewrite.
- Worked closely with the City Attorney's Office on complex statutory interpretation involving Florida growth management law.
- Improved interdepartmental coordination among Planning, Building, Historic Preservation, Utilities, Engineering, Fire Rescue, and outside reviewing agencies.

Executive Director, Taylor County Development Authority, Perry, Florida 09/2023-05/2024

- Appointed by the Board of Directors to lead the community's immediate economic recovery efforts following two major crises: Category 4 Hurricane Idalia and the permanent closure of Georgia-Pacific's Foley Cellulose Mill (525 direct jobs, ~1,500 indirect jobs, and 28% of county property tax base lost).
- Directed short-term stabilization strategies for the Authority and coordinated with local, state, and federal partners to mitigate economic impacts and position Taylor County for long-term recovery.
- Provided crisis leadership during one of the County's most challenging periods, ensuring continuity of operations and helping guide the initial response framework.

City Manager, City of Perry, Florida 09/2018-02/2023
Pop: 7,067 ***Consumer Base:*** 26,283+ ***Budget:*** $13M ***Employees:*** 85+ ***Size:*** 9.3 sq. miles

Well known as the Tree Capital of the South, Perry is located in Taylor County, within the Big Bend region of North Florida. Taylor County (pop 22,277) is characterized by having a large land mass, most of which is either wildlife preserves or forested, together with a long unspoiled natural coastline on the Gulf of Mexico. The City of Perry is the only incorporated municipality within Taylor County, and serves as the County's seat of government as well as the primary center for education, healthcare, transportation, commerce and industry.

Although located in a rural region, Perry is very much a manufacturing city. Anchored by Georgia Pacific's Cellulose plant, the City serves as a hub for the forestry industry and the manufacturing of its related products. SuperPufft Snacks USA, headquartered in Perry, produces snack foods for retailers and national brands and has in recent years grown to be a major employer in the area. Defense contracting, metal fabrication, asphalt production and boat building are also among the mix of manufacturers operating locally.

Duties and Responsibilities as City Manager:

- Chief Executive Officer of a municipal government with 85+ employees and a $13 million budget. Overall accountability for the following functional areas: Administration, Finance, Human Resources, Community Development, Police, Code Enforcement, Fire Rescue, and Public Works including: Water & Wastewater Utility, Storm Water, Natural Gas, Sanitation, Streets, Parks & Recreation, Community Center & Cemetery.
- Preparation and implementation of the annual operating and capital improvement budgets for the General Fund, Utilities Enterprise Funds, and Community Redevelopment Fund.
- Serve as Community Development Director, Zoning Administrator, Floodplain Manager, and Public Information Officer (PIO).

Significant Achievements:

- New development of a 344-unit apartment project. This is the largest housing development in Taylor County history and the first large-scale multi-family housing development built in over 30 years, aimed to solve an acute workforce housing shortage.
- Construction of a new state of the art $14M municipal wastewater treatment plant.
- Other new developments including two medical centers, two banks, several restaurants, a hotel, a veterinary clinic, an elementary school, a community college and an assisted living facility to name just a few.
- Regained membership in the Florida League of Cities, thus allowing the city to join the Florida Municipal Insurance Trust (FMIT), which immediately saved the city nearly $100,000 annually in insurance premiums.
- Partnered with the Florida Gas Utility to institute a natural gas industrial user agreement which added approximately $150,000 in new annual revenues for the next 30 years.
- Extended natural gas service lines to the Anderson Columbia asphalt plant, thereby adding a new large industrial customer and increasing gas utility revenues accordingly.
- Worked to support the start-up and extensive expansion of the Super-Pufft snack food factory, essentially doubling the manufacturing capacity of the plant, adding millions to the local property tax base and creating over 300 new jobs.
- Facilitated rezoning to allow the former Kmart building to be converted into an industrial warehouse and distribution center.
- Helped lead the community through the first world-wide pandemic in over a century.
- Re-development of severely dilapidated historical buildings on courthouse square.
- Developed a set of City Values to help guide local policy and decision making.
- Conducted a thorough review of existing ordinances, including updates, additions and purge of obsolete laws culminating in a total re-codification of the Code of Ordinances.
- Leased city-owned industrial property, generating $80,000 in value-added renovations to the existing industrial buildings on site, creating monthly rent revenues and preserving underlying site/property as a prime site for future industrial economic development.
- Purchased electronic mapping software and GPS equipment to build a database and related maps of all city infrastructure, especially related to utilities. This made it possible to inventory the infrastructure, understand where it is located, determine its current condition, predict its expected lifespan and calculate when it will need to be replaced and at what approximate cost. This database enables informed decision-making when planning how future capital expenditures should be made most efficiently.
- Planned and budgeted for the purchase of an Enterprise Resource Planning (ERP) system to replace the antiquated IT system and integrate various new software systems together.
- Instituted flexible work schedules for most staff member positions to increase efficiency, customer service levels, staff morale and retention.
- Overhauled approach to inmate labor, entered into new agreement with FDOC, allowing city staff members to be trained to supervise inmate work squads, saving city money.

This change doubled the number of inmate squads, which has allowed for much better service for grounds maintenance at parks, cemetery and roadway right-of-ways.

- Developed a water facilities management/maintenance plan with Florida Rural Water.
- Implemented new garbage trucks able to be operated by a single worker instead of three.
- Established online bill payment option for city utility customers.
- Worked with FDOT for complete repaving of US Highways 19 & 98, including upgrades to the underground stormwater management system and replacement of all railroad tracks and crossings on the main rail line throughout the city.
- Several dilapidated structures demolished and sites cleaned, including multiple private residential houses, two gas stations and even some old city-owned structures.
- Six different brownfield sites identified, tested and remediated.

City Manager, City of Mary Esther, Florida **11/2016-08/2017**
Pop: 4,289 ***Consumer Base:*** 27,585+ ***Budget:*** $6M ***Employees:*** 45+ ***Size:*** 1.5 sq. miles

Historically a recreational waterfront community, Mary Esther is situated along the Gulf of Mexico Coastline in Okaloosa County (pop 201,170), within Northwest Florida's panhandle region and is in the Central Time Zone.

The City of Mary Esther plays host to Hurlburt Field, a military installation of the United States Air Force and home to Headquarters Air Force Special Operations Command (AFSOC), the 1st Special Operations Wing (1 SOW), the USAF Special Operations School (USAFSOS) and the Air Combat Command's (ACC) 505th Command and Control Wing. The installation is nearly 6,700 acres in size and employs 8,751 military personnel. Additionally, the base employs 1,813 civilian personnel, 3,472 private contractors, and houses 9,260 military family members. Together the total impact of the military installation's daily population is 23,296 and when added to the City's residential population, the resulting 27,585 people provides a healthy consumer base for Mary Esther's disproportionally large commercial district.

The City of Mary Esther is adjacent to the City of Fort Walton Beach and the two municipalities share many ties. Fort Walton Beach's Industrial Park is located along its border with Mary Esther, and the Santa Rosa Mall is located on the Mary Esther side of that same border, with both facilities serving the entire region.

Duties and Responsibilities as City Manager:

- Chief Executive Officer of a municipal government with 45+ employees and a $6 million budget. Overall accountability for the following functional areas: Administration, Finance, Human Resources, Information Technology, Planning & Zoning, Police, Code Enforcement, Fire Rescue, and Public Works including: Water & Wastewater Utility, Storm Water, Sanitation, Streets, Parks & Recreation, Landscaping & Cemetery.
- Preparation and implementation of the annual operating and capital improvement budgets for the General Fund and Utilities Enterprise Fund.

- Serve as Land Development Administrator, Zoning Administrator, and Floodplain Manager, and Public Information Officer (PIO).
- Intergovernmental relations with U.S. Air Force representatives and other governments.

Significant Achievements:

- Navigated the hiring and orderly transition of a new Finance Director to replace the Finance Director who presented me with their letter of resignation as I walked into City Hall on the morning of my first day as City Manager.
- Proposed and presented an Annual Budget that was balanced without the need to divert capital from the City's Reserve Fund. The City had previously been unsustainably balancing its budget by drawing down reserves for approximately eight preceding years.
- Initiated update to the Capital Improvement Plan, and its inclusion in the annual budgeting process, neither of which had been done in several years.
- Oversaw the construction and opening of a new Hampton Inn Hotel, which included 91 guest rooms, conference rooms and other amenities within a four-story building.
- Negotiated an economic development proposal to construct 228 luxury apartments as an in-fill redevelopment at the Santa Rosa Mall as a catalyst to other redevelopment within this large and economically distressed commercial area.
- Completed a long needed sewer line repair which required the directional boring underneath of US Highway 98, without disrupting the 46,000 vehicles passing daily.
- Renewed lease of land on Eglin Air Force Base for the disposal of waste water effluent.
- Implemented much-needed repairs and renovations to the City's Waste Water Treatment Plant that effectively doubled its treatment capacity.
- Investigated other long-standing operational issues at the City's wastewater treatment plant, developed a plan to solve several systemic problems and to return the plant to a fully functional and financially efficient operation for the first time in many years.
- Formed a Personnel Committee consisting of staff members from all City Departments to address a long overdue update to the Personnel Manual and compensation package.
- Created a Grants Committee of four existing staff members to collaborate in the identification and pursuit of grant funding opportunities for all departments.
- Wrote and received an $18,000 grant to update the Coastal Management Element of the Comprehensive Plan to comply with current State Law.

City Manager, City of Trenton, Florida **04/2010-12/2015**
Pop: 2,089 ***Consumer Base:*** 17,199 ***Budget:*** $2.5M ***Employees:*** 25+ ***Size:*** 2.6 sq. miles

Historically a turn of the century railroad city, Trenton is located in North Central Florida in Gilchrist County (pop 17,199). Trenton serves as the Gilchrist County seat of government, and is also a hub for education, healthcare, commerce and industry. The City is part of the Alachua/Gilchrist MSA, with many ties to the greater Gainesville community located 25 miles to the east of Trenton.

Duties and Responsibilities as City Manager:

- Chief Executive Officer of a municipal government with overall accountability for the following functional areas: Administration, Finance, Human Resources, Information Technology, Planning & Zoning, Community Redevelopment Agency (CRA), Police, Code Enforcement, Fire, Public Works including: Water & Wastewater, Storm Water, Sanitation, Streets, Parks & Recreation, Landscaping, Community Center & Cemetery.
- Preparation and implementation of the annual operating and capital improvement budgets for the General Fund, Utilities Enterprise Fund, and the CRA Fund.
- Serve as Executive Director of the Community Redevelopment Agency.
- Serve as Land Development Administrator, Zoning Administrator, Floodplain Manager, and Emergency Management Liaison.
- Serve as Public Information Officer, especially during times of emergency/crisis, including appearances on television and radio, interviews with print and digital media as well as preparation of press releases.

Significant Achievements:

- Built Reserve Fund from $5,000 to $1,300,000 (=7 months operating costs), during the Great Recession with a millage rate of 3.0, without any layoffs or reductions in services.
- Economic Development efforts produced job growth equivalent to over five percent of the City's population and saw the first new building built on Main Street in decades.
- Envisioned and implemented an aesthetic theme to the City. Developed Design Guide.
- Developed McDonald's/Family Dollar combination site, only second one in the USA.
- Developed Walmart Neighborhood Market, one of the first three to be built in Florida.
- Investigated long standing operational issues at the City's wastewater treatment plant, developed a plan to solve several systemic problems and return the plant to a fully functional and financially efficient operation for the first time in many years.
- Constructed a new Water Treatment Plant using CDBG grant funds.
- Received a "perfect" (No Findings) Audit Report for FY13. This had not been achieved previously by the City in any recent history. We repeated it again for FY14.
- Repaired strained relationship between the City and Gilchrist County, then renegotiated our inter-local agreements for Animal Control and Fire Service, both in the City's favor.

- Partnered with County Administration, Sheriff's Office, County Clerk of Court, and all County Constitutional Officers to develop a centralized Public Records Storage Facility.
- Condensed over 40 years of public records in accordance with Florida State standards.
- Renovated approximately 80% of all City-owned buildings.
- Made City's first purchase of brand new vehicles in over 2 decades and paid in cash.
- Completely revamped the Trenton Police Department.
    - Moved into a newly renovated building adjacent to City Hall.
    - Replaced the entire fleet of Police Cars.
    - Upgraded the Police report writing software and enabled the use of in-car laptops.
- Launched the City's Annual Quilt Festival into its own 501c3 organization, leading to Trenton becoming the home base for the Florida Quilt Trail and Quilt Museum.
- Settled outstanding FEMA grant financial issues remaining from the 2004/05 hurricanes.
- Completely overhauled Utilities Billing system, added ability to accept online payments.
- Reduced average age of City's computer terminals from 7 years to 1.5 years.
- Recommended the City withdraw from Nature Coast Regional Water Authority.
- Suspecting malfeasance, in mid-2012, I recommended the City withdraw from North Florida Broadband Authority. Less than two years later, the Authority was defunct.
- List of Grants received for the City of Trenton:
    - 2 FRDAP grants for parks & recreation enhancements.
    - SRWMD "River" Grant for wastewater lift station rehabilitation.
    - FDEP Brownfield clean-up grant for old Colt's Gas Station.
    - 2 Community Development Block Grants ($650,000 each)
    - 3 Edward Byrne Memorial Justice Assistance Grants.
    - 5 FDLE grants for purchases of police equipment.
    - Firehouse Subs Foundation grant for vehicle extrication equipment.
    - Workforce Training grant for professional development of all staff members.

Planning Director & Zoning Administrator, Gilchrist County, Florida 09/2007-04/2010
Pop: 17,199 ***Consumer Base:*** 17,199 ***Budget:*** $369K ***Employees:*** 5+ ***Size:*** 355 sq. miles

Gilchrist County is located in the heart of the Pure Water Wilderness of North Central Florida. With the historic Suwannee River forming its entire eastern boundary and the crystal-clear waters of the Santa Fe River forming its northern boundary, Gilchrist County's 355 square miles are nestled amongst the highest concentration of natural springs in the world. These pristine natural water resources make most of Gilchrist County an environmentally sensitive area and add an additional layer of complexity to land use policy and decision making.

Duties and Responsibilities as Planning Director & Zoning Administrator:

- Administration of Planning & Development Division; staff supervision.

- Serve as County Zoning Administrator & Floodplain Manager.
- Interpret and keep current the County Comprehensive Plan & Land Development Code.
- Oversight of Development Review Process, Current & Long Range Planning.

Significant Achievements:

- Conducted an extensive public process to update the Countywide Vision, including all municipalities, School Board, Chamber of Commerce, County Planning Commission, Agricultural Extension Office, Florida Dept. of Transportation, & the Forestry Industry.
- Streamlined the Development Review permitting process from 3 months to 3 weeks for the vast majority of development applications.
- Instituted a complete overhaul of the record keeping system to store all property records according to parcel identification number rather than by action type. This allowed all information pertaining to any given parcel to be easily retrieved in a single file folder showing all actions that had been taken in respect to the parcel over its entire history.
- Enhanced the use of information technology by requiring the digitization of all records including graphics, and implemented the use of online forms and permit applications.
- Personally oversaw the development review process of several large and very controversial and environmentally-sensitive development proposals including:
    - Oak Tree Landing Airport "Fly-In" Residential/Mixed-Use Community.
        - Required a Major Comprehensive Plan Amendment creating a new land use designation of "Rural Florida Destination Village."
        - The 816 acre development included an airport & paved runway, a village center consisting of 75,000 sq. ft. of commercial space along with 75,000 sq. ft. of lodging, a church, a theatre, a fine arts school, 650 residential units, an 18-hole golf course, driving range, clubhouse, fitness and tennis center, vineyard & winery, agricultural support buildings, equestrian center & stables, and pedestrian, equestrian and golf cart trail systems.
    - Blue Springs Natural Spring Water Bottling Facility.
    - 2 Industrial Forestry Products Mulching Mills.
    - Piedmont Farms Rotational Commercial Dairy.

Planner, Arlington County, Virginia **2001-2002**
Pop: 229,302 ***Consumer Base:*** 749,000 ***Budget:*** $212K ***Employees:*** 6+ ***Size:*** 26 sq. miles

Although technically a county, Arlington functions more as the second-largest principal city of the Washington, DC metropolitan area. If it were incorporated as a municipality, its population of 229,302 would make it the fourth-largest city in the Commonwealth of Virginia. Due to the County's location along the southern banks of the Potomac River and its close proximity to downtown Washington, D.C., Arlington is headquarters to many departments and agencies of the federal government of the United States, including the Department of Defense at the Pentagon,

Drug Enforcement Administration, Transportation Security Administration, and Defense Advanced Research Projects Agency among others. It is also home to the Ronald Reagan Washington National Airport. The many federal agencies, government contractors, and related service industries contribute to Arlington's stable economy. It is the highest-income county in the United States by median family income. Arlington is also the location of national memorials and museums, including Arlington National Cemetery and its Tomb of the Unknown Solider, the Pentagon Memorial, the Iwo Jima Marine Corps War Memorial, and the Air Force Memorial.

Duties and Responsibilities as Planner:

- Intergovernmental Coordination of Redevelopment Review Process.
- Negotiation of complex land use development agreements between developers and elected officials, and coordination with various governmental staff, Federal and State agencies, U.S. Military, railroad companies, Subway Transit Authority (WMATA), utility companies, Airport Authority, neighborhood associations, homeowner associations, and special interest groups.
- Advised Elected County Board on planning and zoning policy issues as needed.

Significant Achievements:

- Participated in the comprehensive planning of the Columbia Pike Initiative, a large-scale revitalization plan of a three-mile long corridor spanning the County.
- Arlington is a recognized leader in the practice of Transit-Oriented-Development (TOD). I worked on several TOD redevelopment projects along the Rosslyn-Ballston Metro rail corridor. During this time, Arlington was awarded the National Award for Smart Growth Achievement for "Overall Excellence in Smart Growth" by the U.S. Environmental Protection Agency (EPA). The Overall Excellence Award is the highest national honor bestowed by the EPA, and this was the first time it was ever awarded.
- Participated on staff level task force considering enhanced homeland security through planning in the aftermath of the terrorist attack on the Pentagon on September 11, 2001.

Community & Economic Development Planner, Town of Warrenton, VA 1999-2001
Pop: 9,907 ***Consumer Base:*** 67,207 ***Budget:*** $449K ***Employees:*** 5+ ***Size:*** 4.5 sq. miles

Dating from the 1700's, Warrenton is an historic gem of a town located in Virginia's Piedmont region. Already steeped in American and Virginian history, its geographic location in between the Civil War capital cities of Washington and Richmond forced it to play an important role during that period of conflict. The Town is proud of its history and has gone to great lengths to both preserve and leverage it. It's entire Historic District is listed on the National Register of Historic Places. For nearly a century, Warrenton has been home to the Virginia Gold Cup Steeplechasing Classic, a countryside horse race which now draws over 50,000 spectators annually. Warrenton serves as the county seat for Fauquier County (Pop. 67,207), as well as its educational, cultural and commercial center. In modern times, the town's geographic location has again proven to be militarily strategic. Nestled as it is in the foothills of the Blue Ridge

Mountains, the area is exceptionally well suited to sending and receiving radio signals across vast distances. As such, in 1951, the U.S. government established the Warrenton Training Center, a classified Central Intelligence Agency (CIA) communications and signals intelligence facility and underground relocation bunker that serves U.S. continuity of government operations purposes, used by various federal departments and agencies, including the CIA, National Security Agency (NSA), and the Departments of Defense and State.

Duties and Responsibilities as Community & Economic Development Planner:

- Development Review.
- Project management.
- Tourism marketing (Steeplechase Horse Racing, Civil War & Heritage tours, Vineyards/Wineries, mountain adventures, hot air ballooning, fall foliage.)
- Executed grant writing and administration.
- Promoted Municipally-owned Office/Industrial Park.
- Supervised zoning inspectors, administrative and technical staff.
- Provided staff support to the Planning Commission, Architectural Review Board (Historic District), and Board of Zoning Appeals, as well as to the Town Council, as needed.

Significant Achievements:

- Supervised replacement of all sidewalks along historic Main Street with brick pavers.
- Quadrupled the size of the Warrenton Farmer's Market, through branding, logo development and marketing plan.
- Assisted in the establishment of the Mosby Museum at the historic Brentmoor Estate and secured grant funding for its preliminary site design and development.
- Participated in the conceptualization, planning and site selection for the development of the Warrenton Aquatic Recreation Facility (WARF) and a new Warrenton Police Station.
- Spearheaded building recovery efforts after the region experienced a severe outbreak of tornados and the Town endured a major hailstorm that occurred on September 24, 2001.
- Established Historic Preservation Reference Library, open to the public at Town Hall.
- Coordinated participation in a regional information kiosk program with Fairfax County.
- Implemented ability to access and complete some permitting processes via the internet.
- Completely overhauled the Town's Website.

OTHER PROFESSIONAL EXPERIENCE

Real Estate Broker, Bosshardt Realty Services, Inc., Gainesville, FL 2005-2007
Real Estate Broker, Long & Foster Realtors®, Georgetown, Washington, DC 2003-2005
Assisted clients in the buying, marketing, selling, leasing, investing, exchange and development of property in the Washington, DC and Gainesville, FL metropolitan areas.

Graduate\Research Assistant, University of Maryland, College Park, MD 1999-2000
Administration of USAID grant for U.S./Russian Urban Planning Professorial Exchange. Coordinated efforts between the World Bank, the Woodrow Wilson Center, St. Petersburg (Russia) State University & the University of Maryland's School of Architecture, Planning & Preservation.

Legislative Assistant, Arizona Legislature, House of Representatives, Phoenix, AZ 1996-1997
Served as a legislative liaison between various State government officials, lobbyists, the media and the general public. Worked as dais staff on the House Floor during Legislative Sessions.

EDUCATION

University of Maryland, College Park, MD **Master of Community Planning Program**
Completed one year of a two-year Master's program in Community Planning.

Arizona State University, Tempe, AZ **Interdisciplinary Bachelor's Degree**
Urban Planning & Communication, Magna Cum Laude Overall GPA: 3.63 Major GPA: 4.0
Regents Leadership Scholar
Elected by a population of over 55,000 students to serve as one of 22 Student Government Senators.

PROFESSIONAL AFFILIATIONS

- International City/County Management Association (ICMA)
- Florida City/County Management Association (FCCMA)
- Florida Economic Development Council (FEDC)
- North Florida Economic Development Partnership
    - Graduate of the North Florida Economic Development Academy (EDA)
- American Planning Association, Florida Chapter
- Florida League of Cities

Alan Brundrett Jr.

Azle, Texas
817-800-5199
alanbrundrett@gmail.com



Dear Mayor and Members of the Town Council,

It is with great enthusiasm that I submit my application for the position of Town Manager for the Town of Juno Beach. After reviewing the recruitment profile and learning more about Juno Beach's extraordinary commitment to preserving its coastal character, environmental stewardship, financial strength, and exceptional quality of life, I am genuinely excited by the opportunity to help lead such a unique and highly respected community. Juno Beach represents exactly the type of municipality I am drawn to at this stage of my career—a community that values thoughtful governance, strong resident relationships, fiscal responsibility, strategic planning, and leadership that remains visible, approachable, and actively engaged in everyday community life.

With more than twenty-two years of municipal leadership experience, including fourteen years as Mayor and eight years as a City Council Member within a home-rule council–manager form of government, I bring extensive experience in governance, infrastructure planning, budgeting, redevelopment coordination, emergency management, community engagement, and regional collaboration. During my tenure, I worked closely with City Managers, department directors, regional agencies, residents, business owners, and community organizations to guide long-range planning initiatives, capital improvement programs, redevelopment strategies, operational improvements, and financial planning efforts for a full-service municipal organization with approximately 145 employees and an all-funds budget of roughly $39.5 million.

Executive Leadership and Council Partnership

Having spent more than two decades serving on the elected side of a council–manager form of government, I understand firsthand what governing bodies need from their Town Manager. Elected officials depend on executive leadership that communicates clearly, anticipates issues before they become problems, provides objective and well-researched recommendations, and implements adopted priorities with professionalism and consistency. One of the greatest strengths I would bring to Juno Beach is my understanding of governance from the perspective of the governing body itself.

Throughout my career, I participated directly in strategic planning workshops, budget sessions, infrastructure prioritization discussions, redevelopment negotiations, and policy implementation efforts designed to preserve community character while preparing responsibly for the future. I understand the importance of maintaining a "no surprises" communication culture and ensuring that elected officials, staff, and residents all feel informed, respected, and included in the process.

Juno Beach's desire for a consensus-builder who can help guide redevelopment pressures while preserving the Town's identity strongly aligns with my leadership philosophy. I believe successful municipal leadership is built on listening, collaboration, transparency, and maintaining trust within the community.

Visible, Hands-On Leadership and Community Engagement

One of the aspects of this opportunity that resonates most strongly with me is Juno Beach's emphasis on visibility, accessibility, and community interaction. For fourteen years as Mayor, I served as the public face of my community and made it a priority to remain actively engaged and accessible to residents. I attended civic club meetings, nonprofit events, chamber functions, festivals, school programs, neighborhood gatherings, and regional meetings while maintaining direct communication with residents on issues both large and small.

I have always believed municipal leadership should be highly visible and personally engaged—not isolated behind an office door. Throughout my career, I regularly worked alongside municipal departments to better understand operational challenges firsthand. Whether assisting public works crews during major weather events, helping with community cleanup projects, supporting parks operations, or responding during emergency situations in the middle of the night, I believe leadership is strongest when employees and residents see that their leaders are willing to work alongside them and understand the realities they face.

Juno Beach's expectation that the Town Manager actively participate in community events, maintain an open-door policy, and become an integral part of the community is something that genuinely appeals to me because it reflects how I have led for more than two decades.

Financial Stewardship and Operational Efficiency

Responsible fiscal stewardship has been one of the defining principles of my public service career. For more than fourteen years, I participated directly in annual budget development, capital planning, enterprise fund oversight, reserve management, and infrastructure financing decisions. Under my leadership, our organization consistently maintained strong reserve levels, implemented disciplined financial planning strategies, and prioritized long-term sustainability while continuing to invest in infrastructure and quality-of-life improvements.

I strongly relate to Juno Beach's philosophy of maximizing every taxpayer dollar and maintaining financial discipline. I approach public funds exactly as I would my own money. That means constantly evaluating operational efficiency, identifying cost-effective alternatives, sequencing projects strategically, and pursuing partnerships or alternative funding sources whenever possible.

Throughout my tenure, I helped implement roadway overlay programs to extend pavement life responsibly, evaluated rehabilitation alternatives such as utility slip-lining versus full replacement when appropriate, coordinated interlocal partnerships to reduce costs, and pursued innovative funding strategies including Municipal Development Districts, Tax Increment Reinvestment Zones,

grants, and public-private partnerships to advance community priorities while protecting taxpayers.

I also strongly believe organizations should continuously evaluate operational processes for efficiency improvements. Investing in the right equipment, technology, and workflow coordination often allows municipalities to improve service delivery without unnecessary staffing expansion. Juno Beach's commitment to high-quality services delivered by a lean and highly cross-trained staff is something I greatly respect and would support fully as Town Manager.

Redevelopment, Growth Management, and Preservation of Community Character

One of the most important responsibilities facing Juno Beach's next Town Manager will be balancing redevelopment pressures with preservation of the Town's unique coastal identity and quality of life. This is an area where I believe my experience aligns particularly well with the Town's priorities.

Throughout my municipal career, I worked extensively with zoning matters, redevelopment coordination, comprehensive planning efforts, infrastructure sequencing strategies, and negotiated development agreements designed to guide growth responsibly while preserving community identity. I understand that redevelopment is not simply about approving projects—it is about shaping outcomes that strengthen the community long-term.

I have extensive experience creating and leading economic development tools including a Municipal Development District (MDD), Tax Increment Reinvestment Zone (TIRZ), façade improvement initiatives, and negotiated 380 public-private partnerships designed to expand the tax base while protecting the character and long-term vision of the community. These experiences required balancing economic opportunity with infrastructure capacity, neighborhood concerns, fiscal impacts, and long-range planning considerations.

Juno Beach's desire to ensure redevelopment projects provide real value to residents—not simply developers—is exactly the right approach. I believe successful redevelopment occurs when projects enhance quality of life, strengthen infrastructure, improve aesthetics, preserve community identity, and align with the values of residents.

Environmental Stewardship and Coastal Community Leadership

Juno Beach's commitment to environmental preservation and stewardship strongly aligns with initiatives I have championed throughout my career. The Town's dedication to preserving environmentally sensitive lands, protecting coastal resources, and maintaining its natural beauty reflects values I genuinely appreciate and support.

One example includes an award-winning recycled paint reuse program I helped develop that diverted waste from landfills while providing free paint to residents and community organizations. The program received statewide and regional recognition for innovation in sustainability and municipal recycling efforts.

I also founded and led a volunteer-driven home revitalization initiative that improved more than 370 homes for elderly and disabled residents through partnerships between volunteers, nonprofits, contractors, and municipal staff. Programs like these strengthened neighborhoods, improved quality of life, and demonstrated how local government can work collaboratively with the community to create meaningful outcomes.

As a coastal community, Juno Beach also requires leadership that understands the importance of emergency preparedness, resiliency planning, and intergovernmental coordination. For fourteen years, I served as Director of Emergency Management for my municipality, coordinating response planning and operational coordination during major events including severe weather emergencies and the COVID-19 pandemic. That experience strengthened my ability to lead calmly during crises while maintaining communication and operational continuity across departments and agencies.

Regional Collaboration and Intergovernmental Partnerships

Because Juno Beach is a smaller community operating within a large and growing region, strong intergovernmental relationships are critically important. Regional cooperation has been a central part of my career for more than two decades.

I served as Chair of the Tarrant County Mayors Council and worked extensively with county officials, neighboring municipalities, transportation agencies, utility providers, regional planning organizations, and state agencies on infrastructure projects, transportation initiatives, emergency management coordination, and economic development efforts.

I believe smaller communities are often most successful when they maintain strong regional partnerships while still protecting their unique identity and priorities. I would bring that same collaborative approach to Juno Beach while ensuring the Town's voice remains strong and respected within the broader region.

Organizational Leadership and Workplace Culture

One aspect of the Juno Beach profile that stood out to me was the emphasis on organizational culture, teamwork, mentorship, and maintaining a positive work environment. I strongly believe healthy organizational culture starts with leadership that values people, communicates openly, and creates an environment where employees feel respected and supported.

Throughout my career, I worked hard to build camaraderie within the organization through visibility, accessibility, and simple appreciation for employees' work. I regularly organized employee lunches, appreciation events, and opportunities for departments to interact collaboratively outside their normal silos. I also genuinely enjoy bringing positive energy and humor into the workplace. I believe people perform their best when they enjoy coming to work, feel valued, and know leadership supports them.

I have often joked that I crack myself up more than anyone else does, but I truly believe maintaining optimism, positivity, and approachability helps organizations remain resilient and connected—especially during challenging times. Juno Beach's desire for a personable, upbeat,

ethical, and community-minded leader strongly reflects how I naturally approach leadership and public service.

Why Juno Beach

Juno Beach represents the type of community where thoughtful leadership, environmental stewardship, strong resident engagement, and quality-of-life priorities come together in a truly special way. The Town's coastal beauty, strong sense of identity, commitment to preserving its character, and highly engaged residents create exactly the kind of environment where I believe my leadership style, experience, and philosophy would fit extremely well.

Personally, I am very drawn to Florida's coastal lifestyle, climate, outdoor environment, and sense of community. At this stage of my life and career, I am not simply searching for another position—I am searching for the community where I hope to invest myself professionally for the remainder of my career and ultimately continue living after retirement. I have spent my entire life in Texas, but I have reached a point where I want my next chapter to be somewhere that offers both meaningful professional service and the quality of life I hope to enjoy long-term personally. Communities like Juno Beach are increasingly rare—beautiful, well-managed, community-oriented, environmentally conscious, and deeply committed to preserving what makes them special.

After losing my wife Jennifer to pancreatic cancer in 2024, I made the decision to dedicate the next chapter of my life fully to meaningful public service in a place where I could build lasting relationships, become part of the fabric of the community, and contribute for the long term. Juno Beach is exactly the type of community where I could genuinely see myself serving with passion and commitment through the remainder of my professional career and then continuing to call home well into retirement.

I would be honored to bring my experience, leadership, and commitment to service to the Town of Juno Beach and would welcome the opportunity to discuss how my background aligns with the Town's goals and vision for the future.

Respectfully,



Alan Brundrett Jr.

Alan Brundrett Jr.

Azle, Texas

817-800-5199 • alanbrundrett@gmail.com



Executive Summary

Seasoned municipal executive with more than 25 years of leadership experience in public administration, business ownership, and community development. Served as Mayor of Azle, Texas (2011–2025) for 14 years following eight years on City Council, leading through major growth, crisis recovery, and strategic transformation.

Recognized for combining strategic vision with hands-on leadership, I bring a rare blend of elected governance experience and private-sector management. I am now transitioning from elected office to a full-time professional city/county management role, seeking to apply my operational insight, fiscal discipline, and collaborative leadership to a community that values innovation, integrity, and quality of life.

Throughout my career, I have guided multimillion-dollar budgets, championed long-term capital programs, and modernized public infrastructure while maintaining one of the region's lowest tax rates. My leadership philosophy is grounded in transparency, accountability, and service to others.

Member – International City/County Management Association (ICMA)

Relevant Executive Strengths

- Emergency & Disaster Management (COVID-19, Flood Recovery)
- Infrastructure Modernization & Capital Planning
- Water Resiliency & Sustainability Strategy
- Strategic Budgeting & Fiscal Accountability
- Intergovernmental & Community Collaboration
- Workforce Empowerment & Departmental Engagement
- Innovation & Continuous Process Improvement
- Transparent Governance & Public Communication
- Regional & State-Level Advocacy

Leadership Philosophy

I believe that every challenge has a solution, and that effective leadership is about finding a way forward—not making excuses. My philosophy has always been: "Don't tell me it can't be done—tell me how it can be done."

I am a servant leader who believes in showing up, listening, and working alongside my team. Whether joining street crews during snow removal, assisting water staff during a 2 a.m. main break, or helping with

community cleanups, I lead by example. I value humility and continuous learning, spending time in every department to understand challenges firsthand and ensure staff feel supported and empowered.

Professional Experience

Mayor – City of Azle, Texas • 2011–2025

Chief elected officer for a full-service municipality, overseeing city operations, multimillion-dollar budgets, staff performance, infrastructure expansion, and emergency management.

- Directed citywide operations with reserves exceeding 180 days, ensuring fiscal stability through economic and environmental challenges.
- Led through the COVID-19 pandemic and multiple major flooding events as both Mayor and Director of Emergency Management.
- Oversaw major upgrades to the Water and Wastewater Treatment Plants to meet evolving regulatory requirements and keep pace with community growth.
- Managed regional utility partnerships, providing treated water to two neighboring cities and wastewater treatment services to a third, supporting inter-city collaboration and revenue generation.
- Directed continuous roadway improvements funded by the Street Maintenance Sales Tax, from overlays to full-depth reclamations, in partnership with TxDOT on numerous road reconstruction and expansion projects.
- Rebuilt the municipal golf course, including full greens replacement, new driving range, and event pavilion—revitalizing it as a community and regional attraction.
- Developed and constructed the City's primary community park through grant funding and interagency partnerships, expanding outdoor and recreation opportunities.
- Developed and implemented a façade improvement grant program to revitalize and clean up aging commercial properties, improving corridor appearance, encouraging private reinvestment, and strengthening the local tax base
- Spearheaded the Azle 2045 "On the Horizon" Comprehensive Master Plan to guide sustainable growth and infrastructure planning.
- Created and chair (current) the Beautification Board and Municipal Development District (MDD) to promote reinvestment and community pride.
- Established a Tax Increment Reinvestment Zone (TIRZ) for corridor redevelopment and commercial revitalization.
- Oversaw modernization of City Hall, Police and Fire Stations, Library, and Parks systems.
- Directed the preparation and analyzed annual municipal budgets, ensuring financial transparency and alignment with Council objectives.
- Developed multi-year Capital Improvement Plans for facilities, infrastructure, and major equipment to ensure strategic, sustainable investment.
- Partnered with nonprofits to revitalize over 400 homes for elderly and disabled residents.
- Chaired the Tarrant County Mayors Council and served on the CDBG Committee, advancing regional initiatives.
- Advocated before the Texas Legislature on infrastructure, environmental, and municipal policy.

- Conducted frequent town halls and communication forums to ensure transparency and community trust.
- Met regularly with developers and business owners to discuss economic development opportunities, negotiate Chapter 380 incentive agreements, and foster public-private partnerships that drove sustainable growth and expanded the city's commercial tax base.

Certifications & Professional Memberships

- International City/County Management Association (ICMA) – Active Member
- National Incident Management System (NIMS) – Certified
- Criminal Justice Information Services (CJIS) – Level 2 Security Certification
- Texas Municipal League (TML) – Longstanding Member during elected service
- ICMA Credentialed Manager Candidate – Will pursue upon transition
- Texas Open Meetings Act Certificate
- Texas Public Information Act Certificate

Key Accomplishments

- Directed citywide COVID-19 response and flood recovery with consistent public confidence.
- Oversaw modernization of water and wastewater systems through efficiency-based upgrades.
- Implemented a citywide radio-read water meter program improving accuracy and accountability.
- Maintained reserves exceeding 180 days during record infrastructure investment.
- Spearheaded the Azle 2045 Comprehensive Master Plan.
- Created an award-winning paint recycling initiative recognized nationwide.
- Revitalized 400+ homes for the elderly/disabled through nonprofit partnerships.
- Constructed major civic facilities including City Hall, Library, Police & Fire Stations, and Parks.
- Rebuilt golf course greens, driving range, and pavilion, enhancing tourism and recreation.
- Developed the City's central park with grants and community collaboration.
- Earned 22 consecutive GFOA Awards for Excellence in Financial Reporting.
  Fostered transparent, approachable governance through open engagement.

City Council Member – City of Azle, Texas • 2003–2011

Developed balanced budgets and adopted strategic policies supporting growth.

Owner – Executive Insurance Solutions • 1998–Present

Operate successful independent insurance agency; oversee staffing, financial management, and community relations with over $5M in annual premiums.

Owner – Turkey Mountain Feed & General Store • 2020–Present

Own and operate rural supply business supporting local farmers and outdoor enthusiasts; sponsor civic and agricultural events.

Professional Recognition & Service

- 22 Consecutive GFOA Awards for Excellence in Financial Reporting
- Chair, Tarrant County Mayors Council

- Director of Emergency Management – City of Azle (2011-2025)
- Testified before the Texas State Legislature on earthquake subcommittee
- Member, Community Development Block Grant Committee (CDBG) – Tarrant County
- Recipient, Regional Environmental & Recycling Awards (multiple years)
- Recognized for community revitalization and engagement initiatives
- Member – International City/County Management Association (ICMA)
- Municipal Court Magistrate 2011-2025

Recycling & Environmental Awards and Recognitions

- Texas Recycling Summit 2026 – Speaker "Developing Recycling Programs with Municipalities"
- NAHMMA- Award | Public & Private Partnership 2025 (City of Azle, CWD & Servolution Network)
- Regional Recycling Leadership Award – North Central Texas Council of Governments (multiple years)
- Outstanding Recycling Program Award – State of Texas Alliance for Recycling (STAR)
- Environmental Excellence in Municipal Leadership Award – Tarrant County / NCTCOG
- Paint Recycling Innovation Award – Recognized for creation of Azle's community paint reuse program
- Keep Texas Beautiful – Gold Star Affiliate Designation (for Azle Beautification and sustainability initiatives)
- Outstanding Community Partnership Award – For collaboration with local nonprofits on recycling and home revitalization
- Tree City USA Designation – National Arbor Day Foundation (multiple consecutive years) for commitment to urban forestry, beautification, and environmental leadership.
- Green Elected Official of the Year – State of Texas Alliance for Recycling (STAR)
- Speaker at Earth Day Texas on Injection Wells

Education & Professional Development

My education comes from over 25 years of leading organizations in both the public and private sectors. Through almost three decades of business ownership and 22 years in municipal leadership, I have gained applied expertise in public administration, fiscal management, infrastructure development, and strategic governance—skills forged through experience, accountability, and measurable outcomes.

Personal Philosophy of Service

Public service, to me, is not about titles, recognition, or personal achievement—it's about responsibility. I believe leadership is earned daily through integrity, consistency, and compassion. I have always measured success not by accolades, but by the stability, pride, and trust that grow within a community when people feel seen, heard, and valued.

My approach to leadership is grounded in empathy and action: listening before deciding, serving before leading, and ensuring that every voice has a place at the table. I attend community events, volunteer initiatives, and city programs not out of obligation, but because I genuinely enjoy being among the people I serve. The relationships built through those interactions are what drive my decisions and remind me why I chose a life of service—to make a lasting difference in the lives of others.

Professional References

Tom Muir – Azle City Manager
tmuir@cityofazle.org 817-822-7936

Charlie Geren – Texas State Representative
charlie.geren@house.texas.gov 817-271-5555

Christopher Gregory – Justice of the Peace, Precinct 4, Tarrant County
jp4court@tarrantcountytx.gov 817-238-4425

Susie Hiles – Assistant to the Azle City Manager
shiles@cityofazle.org 817-522-8299

Jimmy Duvall – Azle Stormwater Manager / Streets Superintendent
jduvall@cityofazle.org 817-600-9091

Lee Godbold – Azle Assistant Fire Chief
lgodbold@cityofazle.org 817-444-7108

Ben Hall – Azle Police Chief
bhall@cityofazle.org 817-374-3717

Jason Maleweski – Executive Director, Servolution Network
jason@servolutionnetwork.com 817-894-0835

Robert Medovich – Municipal Representative, Community Waste Disposal
rmedigovich@communitywastedisposal.com 972-333-6106

Todd Smith – Superintendent, Azle Independent School District
tsmith@azleisd.net 817-614-8591

Mojy Haddad – Vice Chairman, North Texas Tollway Authority
mhaddad@ntta.org 817-999-1991

Randa Goode – Azle Mayor
rgoode@cityofazle.org 817-501-0313

Stacy Peek – Azle, Mayor Pro Tem
speek@cityofazle.org 972-977-4934

Chandler Merritt – Tarrant County Administrator
cmmerritt@tarrantcounty.com 817-884-1043

Glen Whitley – County Judge, Tarrant County, TX (2006–2022)
judgewhitley@gmail.com 817-994-0060

Patricia Stewart – Tarrant County Community Development
pjstewart@tarrantcountytx.gov 817-850-7958

Lawrence Bryant – Assistant City Manager, Euless, TX
lbryant1@gmail.com 817-522-2755

Thomas Scott – Azle Fire Chief
tscott@cityofazle.org 817-444-7093

Jody Johnson – Constable, Precinct 4, Tarrant County
817-991-0135

Douglas Hudman – Azle Municipal Court Judge
drhudman@gmail.com 817-271-1739

Eric Ogea – Board President, Servolution Network
eric@servolutionnetwork.com 817-771-4000

Greg Roemer – President, Community Waste Disposal
groemer@communitywastedisposal.com 972-333-6101

Brian Barth – Deputy Executive Director for Program Delivery, TxDOT
brian.barth@txdot.gov 512-305-9527

Rob Denkhaus – Director, City of Ft Worth Nature Center and Preserve
robdenkhaus@gmail.com 817-629-9981

Anthony J. Carson, Jr.

11165 Hancock Ave., Forney, TX 75126 | (330)984-5293 | anthonycarsonjr1112@outlook.com

Mayor & Council:

I am contacting you regarding the Town Manager's position in the Town of Juno Beach.

I have 28 years of County/Municipal executive experience with over 20 of those years as a City Manager and County Administrator. I have a master's in public administration and have been a ICMA Credentialed Manager since 2008. During my tenure, I have successfully managed communities with populations of 5,000 to 225,00 residents. The yearly budgets of some of these communities exceeded 100 million dollars with over 400 employees.

Throughout my years in City/County government, I have gained a wide range of knowledge with all aspects of government operations. I was the first Town Manager of Fenwick Island, DE and spent 4 ½ years as Town Administrator in Berlin, MD. During this time in both communities, I successfully managed both communities through hurricanes and nor'easters. I have successfully completed the NIMS required classes that FEMA required from the Chief Executives of the organizations.

I have demonstrated notable success in overseeing a variety of Capital Improvement Projects, which include a courthouse, public works buildings, solid waste/call center and various renovations of existing City facilities. I have demonstrated success in bringing national companies and developers to the communities I have managed. I have successfully overseen over $100 million dollars of water and sewer capital improvement projects.

Along with my extensive government experience, I bring a unique perspective of having owned and operated a variety of successful companies in the private sector. As a previous business owner, this has allowed me the ability to relate to the business community and bring a business mindset to government decision making.

I am confident that with my experience and knowledge of city operations I can be a valuable member of the Town of Juno Beach.

Thank you, in advance, for your consideration.

Sincerely,

Anthony J. Carson, Jr.

Anthony J. Carson, Jr., MPA, ICMA-CM

11165 Hancock
Forney, TX 75126
(330)984-5293
Anthonycarsonjr1112@outlook.com

ANTHONY J. CARSON, JR.

PROFESSIONAL PROFILE

Highly accomplished, results-driven professional with excellent customer and project management skills. Action-oriented with strong ability to align the operations of the city with the policies and procedures set forth by the council.

QUALIFICATIONS

- Ensures customer satisfaction is afforded the highest attention and priority
- Insightfully and calmly responds to tough situations
- Established track record of developing and implementing both short-term and long-range strategic goals and managing key logistics necessary for critical goal setting
- History of strong fiscal responsibility
- Highly ethical standards
- Excellent written and verbal communication

WORK EXPERIENCE

CITY OF MESQUITE
2022- Present

DIRECTOR OF SOLID WASTE/ EQUIPMENT SERVICES

Direct operations of residential, commercial Solid Waste, along with a transfer station and compost site. Manage Equipment Services operations ensuring all City vehicles and heavy equipment is operating efficiently.

- Successfully implemented Commercial Solid Waste Program with 2,000 accounts bring in over 18 million dollars of revenue.
- Established a quarterly Director award for staff members nominated by peers and supervisors.
- Develop and ensure compliance with a 40-million-dollar yearly budget.

OPERATIONS MANAGER, CITY OF MESQUITE, TX
Manage four divisions in Public Works which include Solid Waste, Utilities, Streets, and Equipment Services with over 250 employees.

- Successfully managed the design and construction of the 16,000 sg. ft. Solid Waste building.
- Assisted in the creation of the Commercial Solid Waste division to service 2,300 business locations.
- Provide guidance on HR issues for all divisions.
- Develop RFPs for the various divisions.
- Coordinate the Capitol purchases and outfitting of vehicles for the Police Department.
- Assist in Special Projects as needed.

CITY MANAGER, CITY OF FORNEY, TX

2018-2021

Manage one of the fastest growing cities in Texas with a wide range of departments, Police, Fire, Public Works, Parks, Water & Sewer, Facilities, Finance, IT, Utilities, Special Events, and Engineering.

- Responsible for attracting three Amazon Distribution Centers,
- Was able to attract four additional companies that added another 2.9 million sg. ft. of light industrial and distribution space.
- Negotiated multi-agreements for retail/ commercial development.
- Prepared short- and long-term plans for infrastructure, facilities, and staffing.
- Excellent fiscal oversight. FY2020 City ended General Fund with $6.7m carryover.
- Ended FY20 with 70% fund balance in General fund and 150% fund balance in utility fund.

CITY MANAGER, CITY OF PEKIN, IL

2016 – 2018

Manage a city of over 34,000 residents; over 300 employees; and oversight of a total budget of $64 million.

- Reduced expenditures by over $600,000 and increased revenue by over $450,000 in first year of employment.
- Balanced budget for the first time in 5 years and in the 2017/18 budget allocated $453,000 into the Cash Reserve fund.
- Chief negotiator for the City on all labor contracts,
- Responsible for the Downtown District beautification.
- Reorganized city staff to accomplish increased efficiency and create a succession plan for all departments.
- Selected for the Bloomberg Philanthropic Mayors Challenge.

CITY MANAGER, CITY OF PAINESVILLE, OH

2013 – 2016

Oversaw a city with 20,000 residents, 300 employees, 6 labor unions and a budget of $70 million.

Obtained funding and managed $1.5 million Streetscape project of the downtown business district.

- Formulated a 7-year storm water capital improvement plan to address flooding.
- Negotiated purchase power agreement for the City owned Electric Power Plant.
- Reorganized departments for increased efficiency and accountability.
- Instrumental in passing first fire and road levy in decades.

TOWN ADMINISTRATOR, TOWN OF BERLIN, MD

2009 – 2013

Oversight responsibility for: Police, roads, storm water, water and sewer, electric utility, parks, recreation, planning, zoning, finance, general services, and personnel.

- Obtained 22 million dollars of grants and loans for wastewater plant upgrade.
- Established one of the largest spray irrigation systems in the State of Maryland.
- Reduced overall budget expenditures by 13%.
- Reduced town resident property tax by 7%.
- Successful in leading Town of Berlin as the first Sustainable Maryland Certified Municipality.
- Increased City sponsored festivals by 50%.
- Established first storm water utility department.

TOWN MANAGER, FENWICK ISLAND, DE
2007 – 2009
Served as the first chief administrative officer of the Town.

- Created first policies and procedures manual.
- Prepared and implemented the Town's first Comprehensive Study.
- Oversaw the approval of the first Comprehensive Land Use Plan.

TRUMBULL COUNTY COMMISSIONERS, TRUMBULL COUNTY, WARREN, OH
1998 – 2006
COUNTY ADMINISTRATOR
Served as administrator of a county that is the 12th largest in the State of Ohio with a population of 225,000. Prepared a $40 million-dollar general fund budget and oversaw the administration of a $73 million-dollar non-general fund budget with over 1000 employees, with over 420 under my direct supervision.

- Served as the lead negotiator for the county's contracts with AFSCME and Teamsters Unions, effectively utilizing interest-based negotiating practices.
- Instrumental in bringing needed funding into the Port Authority resulting in commercial airline service to the local airport.

DIRECTOR OF PURCHASING
Developed initial bid specifications and an inventory control system which led to the 40% reduction of county costs.

- Implemented improvements, including a natural gas program, to allow county residents' savings for heating bills.
- Served as a hearing officer resolving grievances between the union and management.

DEPUTY AUDITOR/APPRAISER
Appraised residential property for tax purposes. Addressed tax inquiries.

- Earned Ohio State Residential Appraiser License.
- Served on the Board of Revisions for tax disputes.

EDUCATION

VALDOSTA STATE UNIVERSITY, VALDOSTA, GA
Master of Public Administration
Pi Sigma Alpha (National Political Science Honor Society)

KENT STATE UNIVERSITY, KENT, OH
Bachelor of Science, General Studies

LEADERSHIP

International City/County Manager Association (ICMA)
ICMA Credentialed Manager
American Public Works Association
Solid Waste Association of North America
ICMA Richmond and Seattle Conference Evaluation Committee

Texas City/County Managers Association
Illinois City/County Managers Association
Illinois Down State City/County Managers Association
Ohio City/County Managers Association
United Way Government Division Municipalities Chair
Board Member of Downtown Painesville Organization
Maryland City/County Managers Association
Maryland Municipal League Legislative Committee
Maryland Municipal League Communication Committee
Board of Trustees of Hillside Rehabilitation Hospital

REFERENCES Available upon request



Hello, my name is Brandon Eugene Carter, and I am writing to express my deep interest in the Town Manager position with the Town of Juno Beach, Florida. I have garnered the pertinent leadership experience throughout my tenure in the United States Marine Corps (USMC). During my leadership tenure in the USMC, I ensured that daily operations were completed in a timely and efficient manner. This role truly prepared me for the duties and responsibilities to fulfill my previous role as the Executive Director of Finance for the City of Lake City, South Carolina. I am seeking to take on greater responsibilities that will enable me to uplift, nourish, and lead not only a team but also an organization to daily success. Additionally, I am also looking forward to seeking a greater challenge and to further develop my skill set in executive management. Importantly, I am striving to achieve this position to showcase youth progression and retention in the government sector. Young people are leaving the government sector at a staggering rate. I am doing everything within my power to encourage young people to not only stay in the government sector, but to refrain from being stagnant and to seek more challenging roles.

I am a strong candidate for this position, because I am adamant that I have a special calling to serve and lead others. I have practiced and perfected the leadership style of servant leadership. My hard work, unselfishness, and motivated mentality promotes camaraderie and high morale. Servant leaders are attuned to the needs of those underneath their charge. In my tenure as a Non-Commissioned Officer in the USMC as well as my previous role as the Executive Finance Director of Lake City, SC, I make it a top priority to ensure the social, emotional, and psychological wellbeing of my staff. I am indeed a natural born leader who believes in employee empowerment and self-accountability. Furthermore, I possess an unwavering loyalty to the adherence of ethical behavior and the abidance towards policies and procedures. I constantly ensure that my employees are adhering to the standards of procedures, while in the interim, implementing a harmonious environment. Servant leaders should be adaptable and possess the capability to overcome adverse situations. I possess strong critical thinking and assertive communication skills that are essential in a leadership role. The skills given allow me to think outside of the box, find positive strength base solutions, adapt well in unknown predicaments, and deescalate those with heightened emotions without aggression.

I am the top contender for this position due to my experience from my previous tenure from the City of Lake City. First, I filled in the role as Deputy City Administrator once he was terminated in 2023, then I filled in the role as City Administrator after his termination in 2025. Albeit I was not appointed by mayor and city council as the official City Administrator. Once the

City Administrator was terminated, I innately took the helm of the ship and continued to progress the city forward. I possess the mindset to hit the ground running and to go up and beyond the duties of my hired roll. This mindset aligns with my basic core principle of adaptation which is a leadership trait I have gleaned from my tenure in the USMC. This mindset sets me apart from your other applicants due my results-driven mindset. The success of an organization is based upon the fluidity of the team.

I was the Executive Director of Finance for Lake City for over two years. I truly enjoy being in the public sector and have hit the ground running. I currently possess a Master of Business Administration (MBA) in business administration. Additionally, I currently possess my Certified Public Funds Investment Manager (CPFIM) Certification with the Association of Public Treasurers of United States and Canada (APTUS&C). I am currently enrolled in the Certified Public Finance Officer (CPFO) certification with the Government Finance Officer Association (GFOA). I am a firm believer in continuous education and staying abreast in the rules and regulations regarding municipality laws and operations along with the FASB and GASB updates within governmental accounting and finance. I have been a heavily involved active member of organizations such as Government Finance Officer Association (GFOA), Government Finance Officer Association of South Carolina (GFOASC), International City/County Manager Association (ICMA), South Carolina City/County Management Association (SCCCMA), Association of Public Treasurers of the United States and Canada (APTUSC), National League of Cities (NLC), and the Municipal Association of South Carolina (MASC). Not only I have been a highly involved active member, but I have also been a sitting executive board member in a few of these organizations as well. I had the honor to be elected and inducted to sit on the board of directors of the GFOASC and served as the President-Elect. I have also had the honor and privilege to be inducted and elected to sit on the board of directors of the Young Professionals Network (YPN) with the GFOA in which I am currently serving. These organizations have given me the expertise and tools to work with elected officials, community leaders, and the public.

In conclusion, I strongly believe I am the best candidate for this position. Not only do I exhibit and live by the principals of servant leadership, but I am also a great team player as well. I have gained a tremendous love for working alongside elected officials and community leaders. The feeling of aiding and witnessing a city grow and develop is a euphoric and mission filled feeling that I truly find fulfilling. It would be a great honor to work with your organization and aid your city to the next level. I will make your mission my personal mission. Please reach out to me by phone or email if there are any additional questions or concerns. Thank you very much for your time and the opportunity.

Best Regards,

Brandon E. Carter, MBA, CPFIM
carterbe843@gmail.com
843-860-1661
www.linkedin.com/in/brandon-carter-mba-cpfim-1031bb1a1
“A successful man is who can lay a firm foundation with the bricks others have thrown at him.”
– David Brinkley

BRANDON E. CARTER, MBA, CPFIM

Sumter, SC 29153 *Willing to Relocate*
843-860-1661
carterbe843@gmail.com

Summary

Dedicated, personable, and ambitious professional. Proficient in executive management and supervisory duties and functions. Adept in accounting, finance, and administrative support. A devoted servant leader who leads by example and promotes employee empowerment. A collaborative leader who promotes mutual accountability and teamwork. Currently seeking a position with long-term growth opportunity due to my core strengths which are accuracy, efficiency, and leadership, in addition with my love of working in a unit that shares the same mentality to be the best. I have acquired these strengths from my decade of experience in managing deadline-driven teams in fast-moving environments from the Marine Corps to a successful publicly traded recruiting firm to local government.

SKILLS

- Administration
- Operations
- Public Engagement
- Municipal laws/Regs
- Accounting/Audit
- HR/Payroll/Risk Mgmt.
- Perform/Growth Mgmt.
- Facilities/Utilities Mgmt
- Finance/Budget
- Economic Development
- Capital Projects/CIP/PM
- Bonds/Debt Mgmt.

PROFESSIONAL EXPERIENCE

Executive Director of Finance **Jan 2023-Jul 2025**

Interim City Administrator (Unofficial)

City of Lake City, SC.

Executive Finance Director presides over the financial, accounting, and administrative operations and functions of a town with a population of 6,000. Manage relationships with the local organizations and businesses such as the Chamber of Commerce and neighboring municipalities. Collaborate with department heads such as Police Chief, Fire Chief, Public Works, Recreations, and others. Ensure the City is within Compliance of federal, state, and local law. Oversee, directs, and preside over the financial health and metrics of the City.

Finance

- Presided over the full cycle of financial and administrative operational functions for the City of Lake City; Control/Preside over the functions of ledgers and reconciliations; Oversee/managed the month-end/year-end closings; Ensured/Oversee annual fiscal audits.
- Prepare/Manage/implement the annual operating budget; Prepare/Implement the capital improvements plan; Develop various approaches/strategies regarding bolstering cash flow.
- Managed the operating budget; Cut expenses across departments such as outsourcing and unnecessary spending; Reconstructed the Debt management; Rebuild the fiscal discipline and organization for each department; Managed all bond issuances and capital purchases.
- Director of human resources/risk management; Ensured timely payroll; Administered the implementation of the City's Internal Controls.
- Governed the financial health of the City; Organized with code enforcement regarding collection

of delinquent business licenses tax/hospitality tax.

- Spearheaded the generation of revenue; Constructed methods of improvements via benchmarking neighboring jurisdictions/nation-wide municipalities; Oversee the city's growth/developments; Oversaw all collaborations regarding City's events/affairs.
- Founder and Director of the Grants Department; Managed the Grants administration, Grants writing, and finance; Oversaw all capital projects, and compliance; Generated/Rewarded over 13 million dollars of federal, state, and local funding; Facilitated numerous capital projects such as a community center which led to community growth.

Administration

- Engaged with Department Heads regarding financial metrics/budget performance; Provides guidance regarding fiscal discipline; Presented/analyzed financials to city council/pubic; Managed organizational issues/matters; Provided weekly correspondence to mayor and city council.
- Oversaw all public information/engagements; Orchestrated correspondence to local, county, federal officials/department heads regarding City developments/investments; Provided insight on shortfalls/surplus; Provided guidance regarding steps to attract collaboration/assistance via partnerships/relationships; Play a major role as a liaison and representation for the City.
- Orchestrated/Engaged budget workshops for local officials/community; Assist the Mayor and City Clerk in the production of city council meetings; Assist in matters related to Resolutions/Ordinances.
- Assisted in Economic Development; Led the charge to Improve the business climate; Managed meetings with project managers, engineering/legal firms, and local officials; Managed acquisitions/developments and annexation; Assisted in recruiting new businesses.
- Spearhead/Managed capital projects/developments for city's growth; Collaborated with City Council/Community leaders regarding City's progression; Provided guidance/counsel regarding steps towards accumulating growth via infrastructure, housing affordability, and revitalization.
- Founder of the Information Technology (IT) Department; Cut all sourcing ties which saved over $100K, Led the City to a new digital/electronic environment.

Accounting Specialist **Oct 2021-Jan 2023**

HireQuest Incorporated, Goose Creek, SC.

Accounting Specialist that presides over the A/R duties and functions of a fast-moving, publicly traded staffing/recruiting firm; Manages relationships of 200 branches and 50 owners in 40 states while coaching my team to constantly improve our processes, with the results being record growth across the board for the branches and the company.

- Led a team of accounting professionals to ensure the timely processing of all vendor's checks and invoices; Oversee the financial health of over 200 branches nationwide in addition with the company as an entity.
- Play a major key role in accounting activities to ensure compliance, principles, policies and procedures, and audits; Worked closely with management and team members regarding improvements of internal controls.
- Founder and Director of the company's professional training academy; Oversees/Governs

personnel training regarding accounting, finance, and administrative functions and principles; Develop/Implement coaching strategies to increase retention; Safeguard/Preside over the company's contingency plans and programs.

Office Manager **Jul 2020-Oct 2021**

Harris Ventures DBA Staff Zone, North Charleston, SC.

Directed/Managed the daily branch operations; Worked with my team to develop standard operating procedures, both financial and in terms of employee performance. Responsible for all credit, invoicing, collections, financial reporting, payroll, training, and tracking improvement; Played a key role in consumer relations; Drove sales by maintaining rapport with customers; Mitigated legal and financial risk by conducting thorough in-depth research of clients.

- Supervised seven professionals; Established/Solidified the company's standards and expectations for the branch; Prioritized the physical and mental well-being of the employees.
- Pioneered the modeling/execution of the full cycle financial/accounting process.
- Administered the recruitment efforts to maintain a strong workforce; Processed candidates' applications/onboarding; Interviewed candidates for various employment opportunities; Hired/delegated employees for different assignments.

Administrative Specialist **Jul 2012-Feb 2016**

United States Marine Corps, MCAS - Cherry Point, NC.

Administrative specialist that governed the daily financial, logistical, legal, accounting, and administrative operations of a company of over 600 Marines; Spearheaded/Executed the company's budgeting, expenses, payroll, employee policy and procedures, and all team-development.

- Supervised six professionals into completing operational tasks which entail administrative, financial, accounting, payroll, logistics, and legal functions.
- Mastered the myriad ways to conduct formal and informal team and individual coaching, mentoring, assessment, counseling, and evaluation; Implemented team/individual exercises.

EDUCATION

Master of Business Administration (MBA) with a concentration in Business Administration. **Jul 2022**

Liberty University, Lynchburg, VA.

CERTIFICATIONS

Certified Public Funds Investment Manager (CPFIM) **04/2025**

Tawas City, MI

PROFESSIONAL ORGANIZATIONS

International City/County Management Association (ICMA)

South Carolina City/County Management Association (SCCCMA)

ACHIEVEMENTS

Elected to the Board of Directors of GFOASC as President-Elect.

Elected to the Board of Directors of the YPN with the GFOA.

BRANDON E. CARTER, MBA, CPFIM

Sumter, SC 29153 *Willing to Relocate*
843-860-1661
carterbe843@gmail.com

Professional References

Marshann Terwilliger
Title: Former City Clerk
Location: City of Lake City, SC
Phone: 843-754-8824
Email: marshannterwilliger@hotmail.com

Max Slingluff
Title: Accounting Manager
Company: HireQuest
Location: Goose Creek, SC
Phone: (843) 715-1255
Email: maximilien333@gmail.com

Harold Thompson
Title: Mayor
Location: City of Union, SC
Phone: (864) 441-4404
Email: hthompson@cityofunion.org

Frank McClary
Title: Mayor
Location: City of Andrews, SC
Phone: (843) 359-3355
Email: FMcclary@townofandrews.sc.gov

Amy Pringle
Title: Main Street Director
Location: City of Kingstree, SC
Phone: (843) 372-5383
Email: apringle@kingstree.org

Kipp Coker
Title: Town Manager
Location: City of Kingstree, SC
Phone: (843) 355-8162
Email: kcoker@kingstree.org

David Kenner
Title: District Number 2 County Councilman- Vice Chairman
Location: Barnwell County, SC
Phone: (803) 383-1337
Email: ofkenner@gmail.com

Joseph Fields
Title: Associate Project Manager
Company: Osmose Utilities Services
Location: Knoxville, TN
Phone: (865) 364-8549
Email: fieldsjoe89@gmail.com

Christopher J. Williams
Title: Director of South Carolina Veterans Business Outreach Center
Company: South Carolina Veterans Business Outreach Center
Location: Charleston, SC
Phone: (760) 994-5716
Email: williamscj03@gmail.com

Darrin Yarborough
Title: Major
Company: Florence County Sheriff's Office
Location: City of Florence, SC
Phone: (843) 409-4851
Email: dyarborough@fcso.org

Deandre D. Sealey
Title: Operations Manager
Company: Amazon
Location: Pensacola, FL
Phone: (850) 291-0143
Email: deandres12@icloud.com

Jeffrey Fiegenschuh
Title: City Manager
Location: City of Washington, IL
Phone: (217) 418-5964
Email: Jeffrey.Fiegenschuh75@gmail.com

Brian Hester
Title: County Administrator
Location: Chester County, SC
Phone: (803) 697-0359
Email: bhester@chestercountysc.gov

Hello,

My name is Maximilien Slingluff and I am the accounting manager for HireQuest Inc. (HQI). I am writing to recommend Mr. Brandon Carter to your organization. Brandon was integral to my team during his time with us and made a tremendous impact on HireQuest.

Brandon joined our team during a tumultuous time but he "took the ball and ran with it." As a national staffing company we took a big hit during covid and then underwent a series of rapid mergers and acquisitions, which means that our work-load doubled every few weeks. This meant that we lost many people at the exact time that we needed massive improvements to workflow and general procedures. Brandon became our hero during this time. I would have had to work 18 hours per day without him. He was initially hired to perform our A/R tasks, as we have 400 branches handling over 30,000 clients. We had cycled through numerous people in this position until we met Brandon. He had no interest in simply doing his core tasks so he can go home and get a paycheck, instead he went above and beyond to eliminate inefficiency and did this while being a wonderful motivator for the entire company.

During his time with us he:

- Cut our receivables processing time in half.
- Worked with IT to develop a more efficient payment processing system.
- Learned all the functions of our large accounting team so that he could be a "universal backup" for all functions. (Critical during a time of high turnover!)
- Made excellent training courses and job-aids for all roles on the team which continue to help us on a daily basis years later.
- Built excellent relationships with our 75 franchise-owners and 400 branches at a pivotal time when they were not only wary of us but desperately trying to recover from the losses they took during the pandemic.
- Coached and motivated all team-members. I believe he is responsible for the sudden rise in employee-retention. He became a beloved figure here, and still is.

Upon getting to know Brandon it became clear that he has a passion for what I would call the "science" of leadership. As someone who earned their college degree in "Leadership & Management" I find it annoying that so many people throw the word "leadership" around without any understanding of how to implement it in a tactical, face-to-face sense. Brandon does not use it as a buzzword, but as an actual developing science, blending financial strategy with industrial psychology, which seems to truly bring him joy. His dedication and coaching were inspiring to us. He is a much more selfless person than myself and I had to command him to use his weekends for himself instead of developing courses and systems for us.

On a personal level Brandon is the most honorable and motivated person I know, which is especially rare for a millennial of his age. He is something of a “folk hero” over here at HQI and will always have a “work home” here if he wants. We miss him greatly. He definitely solidified our policy of hiring Marines whenever possible.

I am happy to discuss him with you any time, as are my colleagues. As a financial advisor I can say that if Brandon Carter was a stock I would buy that stock now. Please reach out with any questions.

Thank you for your time,

Maximilien S. Slingluff

mscslingluff@hirequest.com

(843) 715-1255 (mobile)

(843) 723-7400 ext. 1013 (office)



Certificate of Training

This Certifies That

Brandon Carter

Has Successfully Completed The

Certified Public Funds Investment Manager

Provided by the Association of Public Treasurers of the United States & Canada

Greg Prost

Greg Prost, Instructor

April 3, 2025

Date

This APT US&C training provided 7 hours of continuing education and qualifies for credit for your CPFA certification. Use self-reporting standards as required by your state for CPE.

To Whom It May Concern:

My name is Harold Thompson, and I am the Mayor of Union, South Carolina. I am writing this letter in major support regarding Brandon Carter's application to your organization. He has shown great tenacity within the government sector. He has shown tremendous love for local, county, state, and federal government. I have been blown away by his professionalism, dedication, and the way he carries himself. Despite his youth, he has shown great maturity and wisdom that is typically beyond his years. Brandon's hunger for knowledge is reflective of his heartfelt commitment to the public sector.

I have personally watched Brandon's interaction while attending national, state, and local conferences. The way he confidently interacts with my fellow elected officials shows his love and dedication to public service. Additionally, Brandon has shown his love for building new relationships. He understands the need to work together in solidarity. I have been mentoring him for some time now, and he has been receptive. This trait is rare and should be pushed more throughout his age group. He is advent learner and a firm believer in continuous education. He knows when to act, and when to observe and be patient. This skillset goes a long way in leadership.

In conclusion, I am in great support of Brandon. I have no doubt that he will make a difference within your organization. His love of public service is authentic and is reflective of his good nature. He believes in self-accountability and taking ownership when it counts. We are both firm believers in servant leadership and believers of taking care of our own. Please reach out to me if you have any questions or concerns. I would be happy to further discuss Brandon and how he would assist your organization.

Best Regards,

Mayor Harold E. Thompson
P.O. Box 987
101 Sharpe Avenue
Union, SC 29379
Phone: 864-429-1700
Fax: 864-429-2816

BARNWELL COUNTY GOVT.

David Kenner | ofkenner@gmail.com

January 28th, 2026

To Whom It May Concern,

I am writing this letter of support to offer my full support and highest recommendation for Mr. Brandon Carter in his pursuit of the position of Administrator, Manager or any leadership position. I recently had the opportunity to interview Mr. Carter, and I found him to be exceptionally knowledgeable, direct, and well-prepared. Throughout our conversation, it was clear that Mr. Carter possesses both the energy and the eagerness necessary to take on the demanding responsibilities needed within county or municipal government. His depth of understanding of governmental operations, combined with his forward-thinking approach, strongly impressed me.
I believe Mr. Carter would serve as a highly effective leader for any county or municipal government. He demonstrates the type of professionalism, initiative, and clarity of vision essential in a successful leadership role. For these reasons, I confidently and without reservation recommend him for consideration.

Respectfully submitted,

David Kenner
Barnwell County Councilmen District #2
803-383-1337

Anne P. Harty
Retired CFO – City of Rock Hil, SC
836 Bridgewood Drive
Rock Hill, SC 29732

To Whom it May Concern:

I am writing to express my support of Brandon Carter as he continues his career in local government.

I met Brandon through the Government Finance Officers Association of South Carolina where I served as President in 2020 and 2021. I found Brandon eager to learn, grow, and he was a dependable resource to me and to the organization.

Branon is a people person. Through demonstration of hard work and dedication, he quickly gained the trust of others and was elected President-Elect of the association in the Fall of 2024.

Brandon would be a great addition to your team.

Sincerely,

Anne P. Harty

Anne P. Harty

March 4, 2026

To Whom It May Concern:

It is with great pleasure that I am providing this letter of recommendation for Brandon E. Carter for consideration of employment with your entity.

As an outside financial governmental consultant, I was on the review team and participated in the hiring of Brandon at the City of Lake City, South Carolina. He was very proactive in learning the operations of the City, and became involved with the Municipal Association of South Carolina and the Government Finance Association of South Carolina to ensure he had information at hand pertinent to the financial function of his job. He also worked hard to learn the basic job duties of his departmental employees so that he could adequately and accurately assist with any questions or if they requested assistance.

Brandon has great people skills, and made many attempts at team building and cross training. He was always open and receptive to his coworkers, subordinates and the general public. He presented financial information at City Council meetings on a monthly basis and communicated well with those members.

If there is anything I need to clarify, I am accessible by phone at 843.687.1451 (cell).

Sincerely,

Donna D. Sullivan

Certified Government Finance Officer
Sullivan Consultants LLC

DEPARTMENT OF VETERANS AFFAIRS

January 29, 2026

Brandon Eugene Carter
1860 Hatteras Way
Sumter, SC 29153

Dear Brandon Carter:

This letter certifies that Brandon Eugene Carter was discharged from the U.S. Armed Forces having served during the following period(s):

Branch of Service	Entered Active Duty	Discharged	Character of Service
Marine Corps	July 23, 2012	February 1, 2016	Honorable

(You may have additional periods of service not listed above.)

How You Can Contact Us

- If you need general information about benefits and eligibility, please visit us at https://www.va.gov.
- Call us at 1-800-827-1000.
- Contact us using Telecommunications Relay Services (TTY) at 711 24/7.
- Send electronic inquiries through the Internet at https://www.va.gov/contact-us.

Sincerely Yours,

Regional Office Director

DEPARTMENT OF VETERANS AFFAIRS

January 29, 2026

Brandon Eugene Carter
1860 Hatteras Way
Sumter, SC 29153

Dear Brandon Carter:

This letter is furnished to support your consideration for Veterans' preference as you seek Federal civil service employment.

What Our Records Show

The Department of Veterans Affairs records certify that you separated under honorable conditions from active duty military service and that you are entitled to compensation for service-connected disability(ies) which are at least 30 percent or more disabling. Your payment is made in accordance with public laws administered by the Department of Veterans Affairs.

How You Can Contact Us

- If you need general information about benefits and eligibility, please visit us at https://www.va.gov.
- Call us at 1-800-827-1000.
- Contact us using Telecommunications Relay Services (TTY) at 711 24/7.
- Send electronic inquiries through the Internet at https://www.va.gov/contact-us.

Sincerely Yours,

Regional Office Director

Marcia Carty, CPA, CGFO, Boynton Beach, Florida 33436
cartymarcia@yahoo.com * 904-444-7300



July 7, 2026

Finance/HR Director Emily Alves
Town of Juno Beach
340 Ocean Drive
Juno Beach, Florida 33408

Dear Ms. Alves,

Please accept this letter as my application for the Town Manager position with the town of Juno Beach. With over three decades of progressive executive leadership in Florida municipal government, public finance, and community development, including recent service as City Manager and Finance Director for the Cities of Palatka and Quincy, in the areas of budgeting, finance, land use and planning, public works, airport, golf course, and redevelopment - completing complex capital projects, and building strong, trust-based relationships with elected officials, staff, and residents, even in the midst of turbulence, council changes, and radical growth activity, I am excited about being considered by your leadership team.

Most recently, as City Manager (and previously Interim City Manager) for Palatka, I managed an annual budget of approximately $76–$82 million, directed all City departments, and oversaw simultaneously more than sixty (60) grant and locally-funded projects. The size of staff that I have managed ranged from 7 (CPA firm) to 180 (as City Manager) or 50 (Finance Director or VP, Finance, Health Industry). I have led development and implemented the city's mission, vision, and values; strengthened performance management; and improved transparency through open data practices and regular communication with the City Commission and community. I also served as Emergency Manager during two (2) hurricanes, ensuring public safety, continuity of operations, and effective public communication. In both cities, I served as the primary negotiator for both the Fire and Police unions' successful union agreements and ratification, with the assistance of Human Resources and Legal departments.

As Finance Director for both the City of Palatka and the City of Quincy, I directed all financial operations, consistently produced balanced budgets and clean audits, and led strategic financial planning aligned with organizational goals. I have extensive experience with TRIM millage and assessment calculations, capital planning, pension reporting, accurate and communicative financial reports, CRA operations, and internal control enhancement. Across my municipal career, I have created, managed, and stabilized city budgets up to $82 million, managed more than $48 million in grant funding, and successfully negotiated favorable financing for major facilities, vehicles, and infrastructure. For three to four months, I was the Acting City Manager for the City of Quincy.

Marcia Carty, CPA, CGFO, Boynton Beach, Florida 33436
cartymarcia@yahoo.com * 904-444-7300



My background is further strengthened by experience in economic and community development and public-private partnerships. I have performed outreach strategies to attract new businesses and jobs, led community revitalization initiatives, secured funding and oversaw the construction of a $3.6 million solar farm project, which was completed with over $1 million in savings. I am also NIMS-certified and experienced in emergency operations—critical capabilities for Florida communities facing hurricanes and other crises. Over the past four years, I have worked with Charter Review committee, website re-design, telephone and ERP upgrades.

What particularly attracts me to the Town of Juno Beach is the mission/vision of togetherness where a community of neighbors share their commitment to maintaining an exceptional quality of life. It is very appealing to me that the Town does not remove or mechanically rake seaweed from its beaches, which is indicative of the desire to maintain a balanced approach to benefiting from the seaweed and the life it contributes to. This is one of the reasons why I started an anti-litter program in Miami (transforming a depressed environment into one that is now prosperous and has succeeded in employing 336 previously homeless person and reduced litter).

Finally, having worked in huge municipalities like Broward County and Miami-Dade to smaller cities like Quincy and Palatka, traffic was one of the concerns addressed, as growth impacted the environments, from determining the amount of impact fees to what factors to negotiate with developers, such as parks, egress and ingress of parking, and involvement with FDOT. Per my research, Juno Beach is experiencing increased traffic, increased residential development and the growth of neighboring communities, my experience addressing community physical and social growth can be useful as Town Manager.

The strategic priority of growth plans, commitment to fiscal stewardship, and community engagement is the core of my leadership style. I am confident that my blend of executive servant type leadership style, municipal budgeting and financial management, capital improvement planning, and hands-on community engagement would enable me to support your governing body in delivering efficient, transparent, and resident-focused services.

With so much experience in entrepreneurship, business development, and fiscal constraints, often, it was necessary to lead in an autocratic manner that achieved goals, objectives, and Council-driven policies, but encouraged team input which transformed leadership, minimizing micromanagement. For instance, “Team Palatka” became the war cry of both the City’s leadership and community.

I would welcome the opportunity to discuss how my experience as a Town Manager, Finance Director, CGFO, and CPA, can support the town of Juno Beach’s goals. Thank you for your time and consideration.

Sincerely,

Marcia G. Carty

Marcia G. Carty, CPA, CGFO

Marcia Carty, City Manager

Boynton, Florida, United States, 904-444-7300, cartymarcia@yahoo.com

PROFILE

Dynamic City Manager with extensive experience in municipal governance and public finance. Expertly managed budgets exceeding $82M, directed large-scale infrastructure projects, and enhanced operational efficiency across multiple departments. Skilled in fostering community partnerships, securing funding for critical initiatives, and driving strategic planning to align with city goals. Committed to transparent leadership and improving community engagement through innovative programs.

AREAS OF EXPERTISE

Municipal Budgeting	Expert	Financial Management	Expert
City Management	Expert	Grant Administration	Expert
Policy Development	Expert	Infrastructure Planning	Expert
Community Development	Expert	Performance Improvement	Expert
Public Speaking	Expert	Crisis Management	Expert

KEY ACCOMPLISHMENTS

- ***Created, managed, and stabilized city budgets up to $82M ($30+ million General Fund) ; and consistently produced balanced budgets and clean audits.***
- ***Directed sixty (60) capital and infrastructure projects (roads, utilities, pump stations, parks) in the $2.4M–$10M range each (after re-activation).***
- ***Managed over $48M in grant funding and locally-funded projects simultaneously.***
- ***Led citywide mission/vision/values planning; implemented performance measures and strategic planning to increase efficiency and accountability.***
- ***Served as Emergency Manager during hurricanes; managed emergency response and public communication to protect lives and property.***
- ***Secured funding and led construction of a $3.6M solar farm project completed at a more than $1M savings (final cost $2.4M).***
- ***Built strong business partnerships, contributing to new economic development and job creation with Airport operations and others (Babcock Furniture, Wawa, Deputy Attics).***
- ***addressed critical matters such as homelessness and cold weather sheltering***

EMPLOYMENT HISTORY

Feb 2025 — Apr 2026

City Manager, City of Palatka

Oversaw City's annual budget of $76M–$82M; submitted weekly reports and proposals to City Commission and monitored implementation. Organized and evaluated all City departments to ensure compliance with policies and regulations. Directed capital improvement plan budget; managed execution of capital and operating budgets.

- Supervised 14 department directors and City Clerk; handled hiring, evaluations, and personnel matters, including greivances.
- Led completion of mission and vision statements, fostering collaboration between public, leadership team, and City Commission.
- Managed multiple infrastructure projects totaling $25.4M, including street improvements and facility upgrades, and new public works building.

May 2023 — Feb 2025

Finance Director, City of Palatka

Directed financial operations for City, overseeing budget development, accounting, reporting, and audits. Supervised finance team, achieving clean audit reports and compliance with GAAP and

regulations. Enhanced internal controls, analyzed financial statements, and developed contingency plans. Negotiated financing terms for capital projects and managed pension accounting.

- Led annual operating and capital budget preparation, ensuring public hearing compliance.
- Identified new revenue streams for municipal revenue diversification.
- Produced timely financial reports for City Manager's decision-making.
- Championed professional development within Finance Department.

Sep 2024 — Jan 2025

Interim City Manager, City of Palatka

Created and managed annual budget of $76M–$82M, submitting proposals to the City Commission and overseeing implementation. All City departments were organized and evaluated to ensure compliance with policies and laws. Directed capital improvement plan budget and monitored capital and operating budgets. Managed 14 department directors, City Clerk, and 7 finance staff, handling all personnel matters.

- Championed completion of City’s mission, vision, and values statement.
- Enhanced employee effectiveness by updating City Personnel Policies with HR.
- Coordinated emergency responses as Emergency Manager during two hurricanes.
- Advocated for funding opportunities, securing resources for critical city projects.

Jul 2019 — May 2023

Finance Director, City of Quincy

Directed all fiscal and accounting staff for the City, overseeing Cashiering and Billing while leading Grants Department operations. Developed monthly and annual financial reports, collaborating with external auditors to secure clean audit opinions. Prepared TRIM and millage reports, annual budgets, and presented updates to the City Commission. Served as financial advisor to City Council and department heads, simplifying complex financial data.

- Enhanced internal controls to reduce risk and improve operational efficiency.
- Led strategic financial planning sessions to align with organizational goals.
- Negotiated with financial institutions to secure favorable financing terms.
- Managed payroll and vendor payments, ensuring compliance and accuracy.

Feb 2021 — May 2021

Acting City Manager, City of Quincy

Acted as City Manager, overseeing city finances and municipal operations. Enhanced community engagement via public outreach programs and events. Secured funding for a $3.6M solar farm project, achieving final savings of over $1M. Ensured compliance with city ordinances, state requirements, and federal laws.

- Conducted workshops on COVID-19 reopening and police department workloads.
- Advised the Board of Commissioners on financial and policy matters.
- Collaborated with the Police Department on financing and grants.
- Fostered public-private partnerships for joint projects.

Jan 2015 — Jun 2019

Financial Accounting Supervisor, Broward County, Water and Wastewater Services & Libraries Divisions

Oversaw financial operations for WWS & Libraries Divisions, serving as primary audit contact for enterprise fund. Mentored junior accountants, enhancing team capabilities. Maintained accurate fixed asset records through regular inventory and depreciation schedule updates. Directed financial reporting for WWS Business Operating Division, managing six accountants and overseeing Accounts Payable for 500+ vendors.

- Spearheaded technical transfer of general ledger data across systems: AMS, PeopleSoft, Maximo.
- Supervised reporting and maintenance of warehouse and physical inventory.
- Developed internal auditing function for WWS division, reporting on budget variances.
- Led payroll team for Library Division, ensuring accurate processing for 715 employees.

Jan 1978 — Jan 2015

Managing Principal, Cummings-Grayson & Co.

Led teams through significant organizational changes, ensuring support and high morale. Cultivated strong relationships with key clients, driving consistent growth. Identified new business opportunities, contributing to revenue increase. Developed long-term strategic plans aligned with company objectives. - Verified accuracy of payments, including payroll and vendor invoices. - Streamlined financial reporting by enhancing internal controls. - Negotiated contracts to secure optimal financial terms. - Conducted audits and budgeting for diverse clients, including restaurants and non-profits.

EDUCATION

Master of Science, Taxation, Florida International University, Miami, Florida

Bachelor of Science, Accounting, University of Florida, Gainesville, Florida

Doctoral Study in Organizational Leadership (Completed two (2) years) Atlanta, Ga.

OTHER PROFESSIONAL ROLES

Jessie Trice Community Health Center, Miami, FL

- **Finance Director (1992–1996)**
- **Vice President of Finance (1997–1998)**

Helen B. Bentley Family Health Center, Miami, FL

- **Chief Financial Officer (1999–2012)**

Professorships 1983–2003

- University of Miami
- Florida Memorial University
- Union Institute
- Miami Dade Community College
- Johnson & Wales University

Courses taught: Accounting I, Introduction to Accounting, Financial Accounting, Managerial Accounting, Cost Accounting, Auditing, Governmental & Non-Profit Accounting, Federal Taxation, Restaurant Accounting, Business Math, Business Management.

Licensed Independent Insurance Agent, 2014–2026

CERTIFICATIONS & PROFESSIONAL CREDENTIALS

- Member, ICMA and FCCMA
- ICMA City Management Credential Training (currently in midst)
- Certified Public Accountant (CPA), State of Florida
- Certified Government Financial Officer (CGFO), State of Florida
- Member, FGFOA

- AICPA, FICPA, ALGA Peer Reviewer
- Sales and Use Tax Auditor (State of Florida Department of Revenue)
- Insurance Agent (215 – Life, Health & Annuity), 1991 and 2014
- NIMS IS-700 & IS-100 Certified
- Leadership FGFOA Graduate

COMMUNITY SERVICE

- Past President and charter member, Zeta Phi Beta, Mu Epsilon Chapter, University of Florida
- Appointed member, Miami-Dade Zoning and Appeals Board (Commissioner Barbara Carey)
- Board service, Greater Biscayne Community (various roles)
- Pastor, New Beginning Church of Deliverance of All Nations (2009–2016): led food and assistance programs for low-income residents; chaplain at Jackson Memorial Hospital (2002–2012).
- Accounting Change Commission member, Florida Memorial University.
- Established mandatory internship course for all graduating seniors in Florida Memorial University's Accounting Department, placing at least 50 students in internships with local cities and Miami-Dade County.
- Advisor, Florida Association of Non-Profit Organizations.
- Managed a teenage pregnancy program funded by the State of Florida and Miami-Dade School Board (2008–2015).
- Created Fatherhood, teenage pregnancy, afterschool tutoring, and new mother support program, all funded by The Children Trust (2004-2008).
- Organized tutoring at four City of Miami parks for low-performing students, assisting approximately 375 students (2010–2011).
- Created Overtown "Blue Shirts" resident program funded by the CRA in 2009 (still operating)
- Provided SES tutoring services to 107 students.
- Basileus, Zeta Phi Beta, Mu Epsilon, University of Florida, (Charter Line)

City of Palatka



2025 ANNUAL REPORT

CITY OF PALATKA
Relax. Explore. Repeat.

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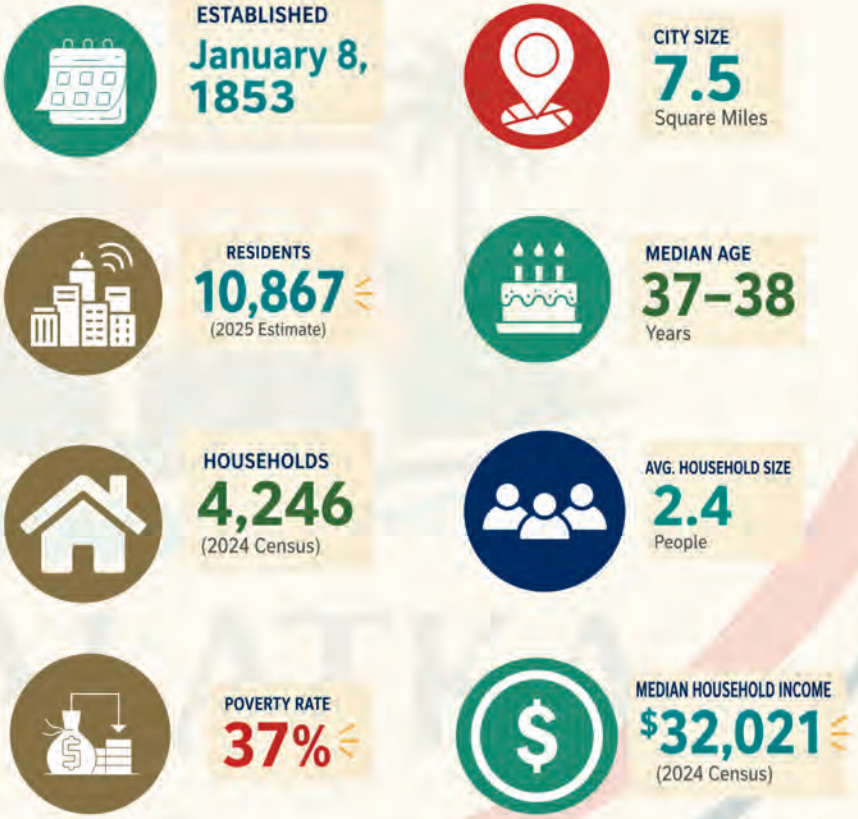
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CITY OF PALATKA AT A GLANCE

Relax. Explore. Repeat.



CITY OF PALATKA MAYOR AND CITY COMMISSIONERS



Annie Henderson Davis
Commissioner



Justin Campbell
Commissioner



Roberta "Robbi" Correa
Mayor/ Commissioner



Will Jones
Commissioner



Rufus Borom
Commissioner



Annie Henderson Davis
Oath of Office
January 6, 2025



Will Jones
Oath of Office
January 6, 2025

Office of the City Manager



Marcia G. Carty
City Manager

As City Manager of Palatka, I am pleased to present the 2025 Annual Report, highlighting our City's key accomplishments and progress.

This year, we invested in infrastructure, strengthened public safety, and advanced economic development to support Palatka's lasting growth. We also prioritized transparency, fiscal responsibility, and public involvement to ensure our citizens' voices guide every decision.

As we recognize these achievements, we remain committed to continued progress. Our intention is to enhance quality of life, expand opportunities, and preserve the unique character that defines Palatka.

I sincerely thank our dedicated city staff, elected officials, and engaged community members. Your steady support and partnership drive our success.

Respectfully,
City Manager
City of Palatka





Marcia G. Carty
Oath of Office
March 13, 2025



2025 Accomplishments

Infrastructure & Capital Improvements

- Completed the Northside Resurfacing Program
- Completed Oak Street Improvements (15th–17th Streets)
- Completed potable water line replacement on Madison Street (6th–11th Streets)
- Completed the Fire Station Wind Retrofit Project
- Parks & Recreation Enhancements
- Constructed new restroom facilities at Hank Bryan Park
- Completed renovations at Palm Bowl (Triangle) Park
- Completed renovations at Shaw Buck Park

Housing & Community Development

- Assisted 15 households with $20,000 each through the Down Payment Assistance Program (Affordable Housing Grant)
- Assisted 12 households with $40,000 each for home repairs through the Affordable Housing Grant

Planning, Design & Projects in Progress

- Completed design and procurement for the St. Johns Avenue Streetscape Phase II Project
- Completed design and procurement for the COVID Sidewalk Project
- Completed design, procurement, and initiated construction of the NE/NW Potable Water Project
- Completed design, procurement, and initiated construction of the Bronson House Project
- Completed procurement for the Tilghman House Project
- Completed procurement for Water Treatment Plant pump replacements
- Completed design and procurement for Price Martin Center renovations
- Initiated design for the Transportation Hub

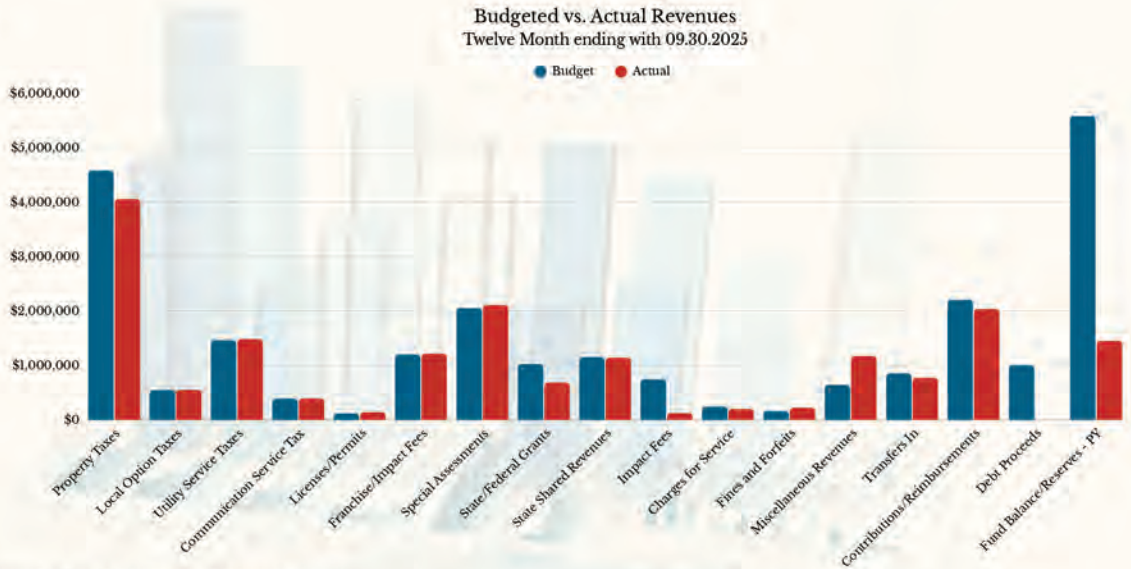
Grant-Funded & Special Projects

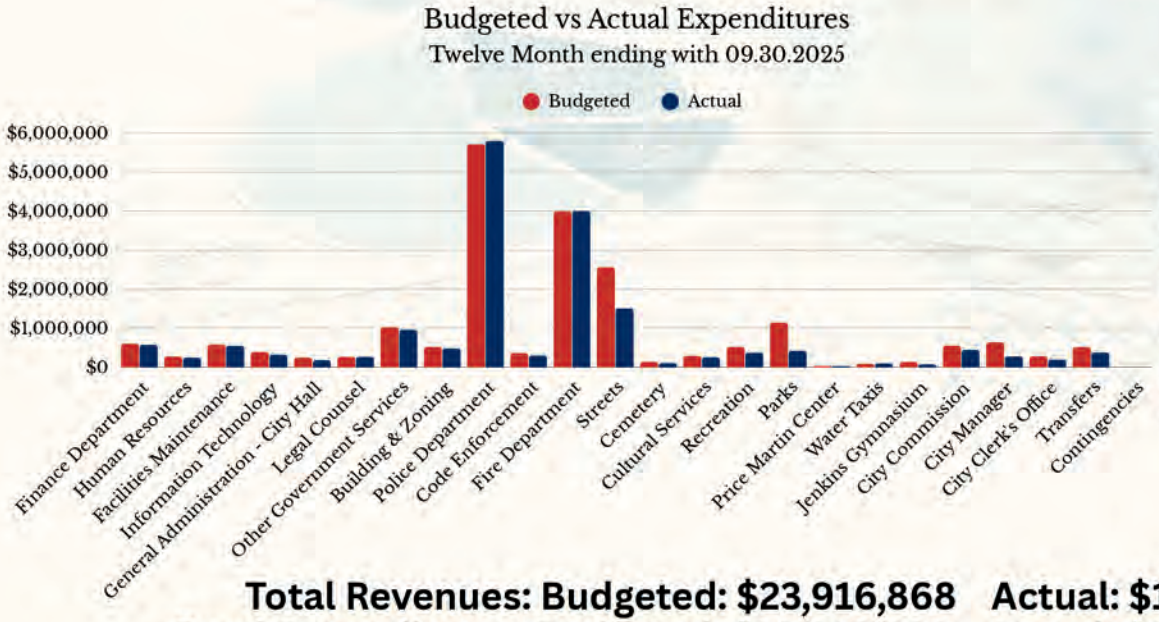
- Completed the Jenkins Project (grant-funded portion)

BUDGET & TRANSPARENCY

Finance Department

The Finance Department is dedicated to protecting the City of Palatka's financial integrity and assets. We manage and maintain accurate financial records, maximize revenue through strategic use of grants, and ensure compliance with Florida Statutes, Governmental Accounting Standards Board (GASB) guidelines, and City policies.





Our mission is to responsibly steward public funds and safeguard City assets and infrastructure to meet the current and future needs of the City Commission, City staff, and residents.

Total Revenues: Budgeted: $23,916,868 Actual: $17,723,923
Total Expenditures: Budgeted: $23,916,868 Actual: $17,702,610

Enterprise, Special Revenue & Capital Funds

Airport Fund- Enterprise Fund:
This fund tracks the airport's operations, which run like a self-supporting business. Most expenses are paid for by user fees, including airline charges, leases, and service fees. This setup helps the airport stay efficient and financially responsible.

Total Revenues: Budgeted: $5,170,275 Actual: $2,410,079
Total Expenditures: Budgeted: $5,170,275 Actual: $2,300,807

Utility Fund- Enterprise Fund:
This fund helps run and maintain the City's utility services, including water, wastewater, and related infrastructure. These services work much like a self-supporting business and are mainly paid for by user fees. This approach helps keep services reliable, supports system upgrades, and ensures the City can manage these utilities well into the future.

Total Revenues: Budgeted: $26,032,355 Actual: $12,519,826
Total Expenditures: Budgeted: $26,032,355 Actual: $12,427,579

Sanitation Fund- Enterprise Fund:
This fund pays for solid waste services like garbage collection, recycling, and disposal. Most of the funding comes from user fees, which help keep services reliable, protect the environment, and maintain equipment and facilities.

Total Revenues: Budgeted: $4,006,921 Actual: $3,627,231
Total Expenditures: Budgeted: $4,006,921 Actual: $3,133,993

Golf Course Fund- Enterprise Fund:
This fund covers the operation and upkeep of the City's golf course. Like a self-supporting business, it relies mainly on user fees, including greens fees, memberships, and facility rentals. These funds help provide quality recreation and support ongoing improvements to the course.

Total Revenues: Budgeted: $174,577 Actual: $225,680
Total Expenditures: Budgeted: $174,577 Actual: $190,842

Enterprise, Special Revenue & Capital Funds, continued

Tax Increment Fund (TIF) – Special Revenue Fund:
This fund collects part of the increased property tax revenue from certain redevelopment areas and puts it back into those same areas. The money goes toward improving infrastructure, supporting economic growth, and making public spaces better. These efforts help revitalize neighborhoods and make the community stronger over time.

Total Revenues: Budgeted: $2,188,828 Actual: $931,104
Total Expenditures: Budgeted: $2,188,828 Actual: $507,007

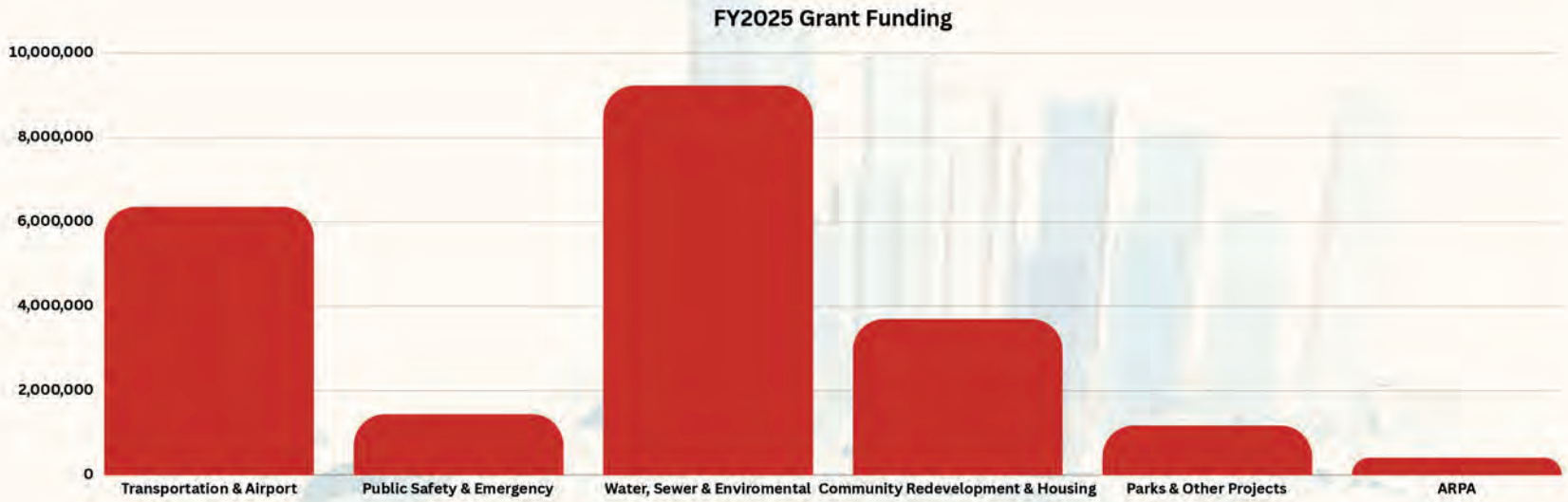
American Rescue Plan Act (ARPA) Fund – Special Revenue Fund:
This fund records federal allocations provided through the American Rescue Plan Act to facilitate community recovery and promote long-term resilience. The money finances initiatives such as infrastructure upgrades, targeted public health efforts, and direct economic relief. These investments enhance local services and improve residents' quality of life.

Total Revenues: Budgeted: $1,546,460 Actual: $409,688
Total Expenditures: Budgeted: $1,546,461 Actual: $409,688

Better Place Plan Fund – Special Revenue Fund:
This fund supports the City of Palatka's Better Place Plan, a community-focused initiative aimed at enhancing neighborhoods, public spaces, and overall quality of life. Dedicated revenues fund priority projects such as parks, infrastructure, and community improvements—helping make Palatka a better place to live, work, and visit.

Total Revenues: Budgeted: $15,258,788 Actual: $3,930,317
Total Expenditures: Budgeted: $15,258,788 Actual: $4,249,282

Grant Funding Summary



FY2025 Total Grant Funding
$22,309,688

Overall Financial Condition:

In FY2025, total revenues reached $41.78 million while total expenditures were $40.92 million, resulting in a positive operating margin. The primary operating funds generated sufficient income to support uninterrupted service delivery without incurring a deficit.

Finance Director Chantel Pierre

Community Redevelopment Agency

Community Redevelopment Agency

The City of Palatka Community Redevelopment Agency (CRA) works to eliminate conditions of blight and promote reinvestment within designated redevelopment areas through strategic public investment, historic preservation, and economic revitalization. Core functions of the CRA include implementation of the adopted CRA Plan, administration of the CRA Trust Fund in compliance with Chapter 163, Part III, Florida Statutes, coordination of capital and beautification projects, and collaboration with City departments, property owners, and external partners.

Major Accomplishments:

- **Advanced the Central Business District Streetscape Project into the construction phase.**
- **Completed targeted landscaping and beautification enhancements within the Central Business District.**





- **Initiated the CRA Plan update process to align priorities with statutory changes and City goals.**
- **Continued historic district beautification efforts and administration of qualifying Building Improvement Grants in the North and South Historic Districts.**

CRA TIF Revenues and Expenses for 2025:

Fiscal Year 2024-2025 Net Results

- Total Revenues- $931,104.00
- Total Expenditures, and Transfers- $568,674.00
- Net Results- $362,430.00







Funds Appropriated for Projects for Fiscal Year 2025-2026

- Potable water line replacement - $130,000
- Phase III - St. Johns Avenue Streetscape - $911,684
- Historic Building Revitalization - Tilghman $300,000
- Historic Building Revitalization - Larimer $150,000
- Building Improvement Cost Share Grants - $208,009
- Total Obligted Funds for Fiscal Year 2025-2026- $1,699,693.00

CRA Coordinator: Nicole Auth

The CRA administers its Trust Fund in accordance with adopted budgets and statutory requirements.

Planning Department & Code Compliance

Planning Department

Staffing Snapshot

Authorized Positions: five (5)

Filled Positions: five (5)

Vacant Positions: zero (0)

The Planning Department helps guide growth and development in Palatka by making sure projects match the community's vision, the Comprehensive Plan, and local regulations. Staff review development proposals, manage zoning and land use, and support long-term planning.
The Planning Department works with residents, businesses, and regional partners to encourage sustainable growth, protect the community's character, and support economic development.

FY2025 MAJOR PROJECTS

PALATKA VISION PROJECT
Funding Source: Grant **Status:** Completed

City of Palatka closely collaborated with residents and stakeholders to develop its Vision Plan. Residents provided feedback that shaped the City's priorities, such as improving infrastructure, driving economic growth, and enhancing quality of life. This community-guided plan will direct decisions and support sustainable growth in the coming years.

FY2025 ACCOMPLISHMENTS

- **Over 2500 customers served**
- **357 building permits reviewed (29-Single family homes & 328 non-residential)**
- **337 Business Tax Receipts (Occupational licenses)**
- **New Development: McLaury Cove Townhome-248 units; Cypress Landing Townhomes-68 units; Sherwood Landing- 61 units; 3 new restaurants; 2 industrial developments and other small nonresidential projects**
- **21.35 acres incorporated into city limits through Annexations**

Code Compliance

The City's Code Compliance Division made specific changes to improve how it works. As a result, the team collected more fines, reduced the number of liens, and cleared a three-year backlog of cases. System upgrades also made records more accurate, helping the team work better and stay accountable.

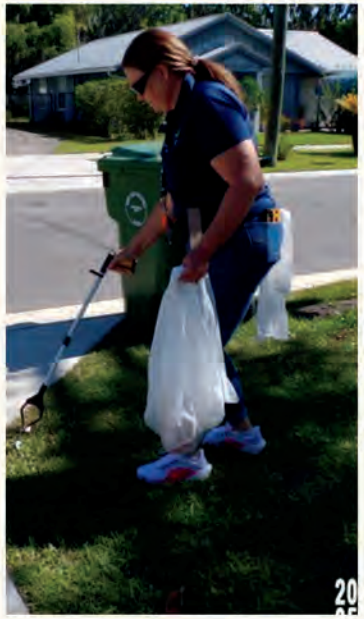
Staffing Snapshot

Authorized Positions: three (3)
Filled Positions: three (3)
Vacant Positions: zero (0)

FY2025 ACCOMPLISHMENTS

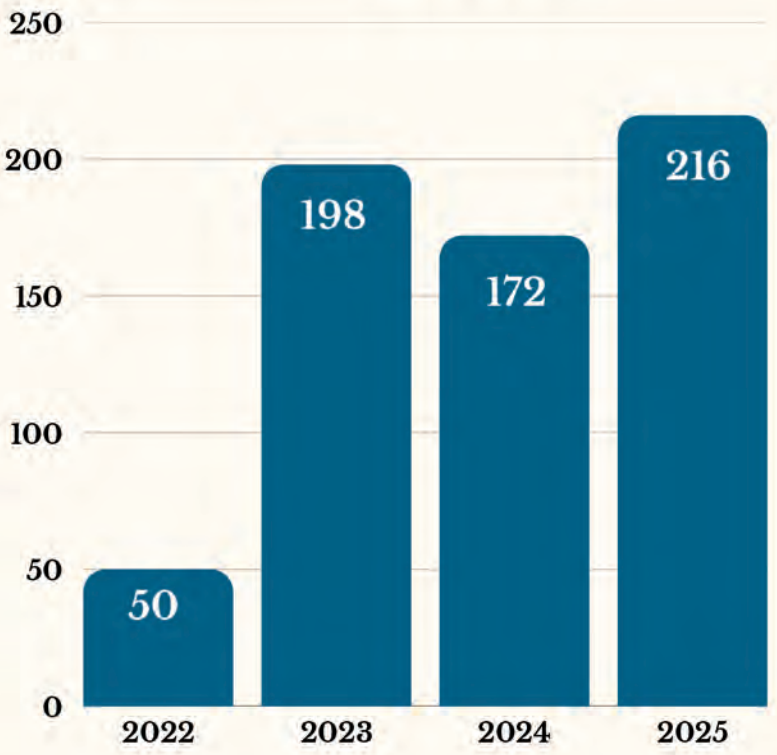
181 Closed Cases; 7 Open Liens

Increased lien reductions and fines paid prior years





Annual # of Cases



Planning Director: Lorenzo Aghemo

Public Works- Water & Sewer and Streets Divisions

Public Works- Water and Sewer

Staffing Snapshot: Authorized Positions: ten (10) Filled Positions: nine (9)

The water and sewer department ensures, safe, reliable, drinking water reaches all customers through maintenance and repair of waterlines, hydrants meters and valves all while responding to leaks and emergencies promptly to protect the health and safety of the citizens of Palatka.



2025 ACCOMPLISHMENTS

- **Northside Resurfacing Program- ongoing grant funded program.**
- **Began signage upgrade.**
- **Began storm drainage cleaning- prioritizing flood prone areas.**

2025 ACCOMPLISHMENTS

- **Replaced 2,640 ft of aging water mains for better water quality.**
- **Lined 3,168 of sewer main for less sewer issues and infiltration.**
- **Lined 42 mainholes for less sewer issues and ilfiltration.**
- **Replaced 2,531 Meter Interface Units (MIU) for better reporting.**
- **GIS mapping training and begining implementation.**

Public Works- Streets

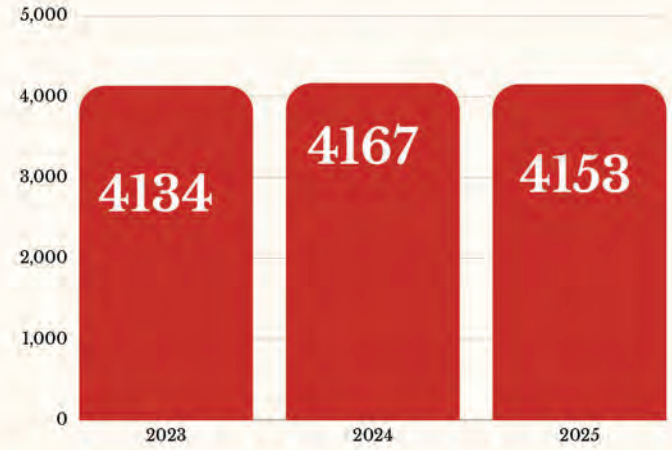
The Streets Division maintains the City's roads to ensure safe, easy travel. Its main duties include repairing and paving streets, managing drainage, maintaining traffic signs and road markings, and caring for public spaces along the roads.

The division also repairs sidewalks, trims trees, sweeps streets, supervises inmate maintenance crews, and manages security systems in all city buildings.

Staffing Snapshot:
Authorized Positions: six (6)
Filled Positions: three (3)
Vacant: Positions: three (3)

Public Works- Sanitation (Residential & Commercial)

The City of Palatka Sanitation Department proudly serves 3,855 residents and 732 businesses, providing reliable, efficient, and environmentally responsible waste collection services throughout the city and is committed to maintaining a clean, safe, and beautiful community while delivering dependable service to every resident and business in Palatka.





Staffing Snapshot

Authorized Positions: nineteen (19)
Filled Positions: seventeen (17)
Vacant: Positions: two (2)

The City offers both residential and commercial garbage collection within city limits, ensuring that homes and businesses receive consistent and dependable service.
Residential Collection: Regular household garbage and horticultural waste are collected on designated service days.
Commercial Collection: Businesses can choose between 5-day (Monday–Friday) or 6-day (Monday–Saturday) collection schedules to meet their operational needs.



Public Works Director: Joe Verrechio

R.C. Willis Water Treatment Plant

R.C. Willis Water Treatment Plant

The City of Palatka works hard to provide safe and reliable drinking water for everyone who lives and works here. We regularly test and monitor our water system to make sure it meets all federal and state standards. The Safe Drinking Water Act sets these rules, and both the Florida Department of Environmental Protection and the US Environmental Protection Agency oversee our efforts. Every year, we share a drinking water quality report, called the CCR. This report explains where your water comes from, what we test for, and the results from the past year.



Staffing Snapshot

Authorized Positions: nine (9)
Filled Positions: eight (8)
Vacant: Positions: one (1)

2025 ACCOMPLISHMENTS

- **Passed TTHM/Haa5 testing for 1st time in the city history.**
- **Rebuilt two (2) aeration towers**
- **Cleaned and painted all three (3) ground storage tanks.**
- **Full rehabilitation of Well #8**
- **Installed new security fences around Well #6.**

Major Projects/ Ongoing

- S.C.A.D.A. - Rebuild/replace old, outdated control systems- Grant/City Funded
- Granular Activated Carbon (G.A.C.)- New filtration system- Grant Funded
- G.A.C. Piping- Installation of new pipe work at facility for G.A.C. system- Grant/City Funded

Platt Drew Wastewater Reclamation Facility

Wastewater from Palatka's homes and businesses is transported daily through an underground network of pipes and pump stations to the City's treatment facility. This infrastructure operates continuously to protect public health and the environment.

The Platt Drew Reclamation Plant, established in 1985, treats an average of 1.7 million gallons of wastewater per day and has a total capacity of 3.5 million gallons daily. Thirty-eight lift stations, maintained by Public Works staff, support the system to ensure reliable and efficient service.

While the facility remains reliable, much of its infrastructure is over 40 years old, which is twice its original life expectancy. The City is investing in upgrades to address aging systems, improve efficiency, and ensure long-term resilience.

2025 ACCOMPLISHMENTS

- **Completed major biosolids facility upgrades**
- **Secured a $4.9 million grant to improve headworks infrastructure**
- **Achieved zero sanitary sewer overflows (SSOs)**
- **Reduced service-related calls significantly**
- **Reached full staffing levels and increased certified operators**



Staffing Snapshot

Authorized Positions: twelve (12)
Filled Positions: twelve (12)
Vacant Positions: zero (0)

Upcoming/Ongoing Projects

- Key priorities for the coming year include:
- Upgrading irrigation systems at the municipal golf course
- Improving pump station infrastructure, including Moody Road
- Replacing aging generators and critical equipment

Palatka Municipal Airport/ Lt. Kay Larkin Field/ 28J

Palatka Municipal Airport/Lt. Kay Larkin Field/ 28J

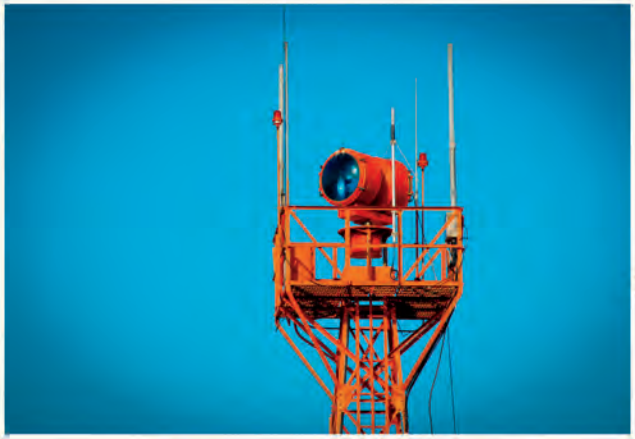
Ranked 8th Busiest non-towered airport in Florida!

The Palatka Municipal Airport/ Lt. Kay Larkin Field/28J is a key transportation and economic asset for the City of Palatka and Putnam County. It serves private and business travelers, supports flight training, and contributes to public safety through medical and emergency services.

The airport operates safely and efficiently, providing convenient access to Northeast Florida. Ongoing maintenance and upgrades reflect the City's commitment to high standards and future development.

The airport is positioned to enhance regional connectivity and support continued economic growth.





Number of flights FY2025: 90,617 +104.76% over FY2024

Gallons of fuel sold FY2025: 76,613 gallons +75.08% over FY2024

Fuel Sales in FY2025: $659,554 +50.91% over FY2024

Palatka Municipal Airport/ Lt. Kay Larkin Field/ 28J

2025 ACCOMPLISHMENTS

- Tree obstruction and removal FDOT project
- Passed Annual FDOT Airfield Inspection
- Passed Titan Annual Fuel Quality Assurance Inspection
- Completion of the FDOT project Westside Taxilanes and Fuel Apron Rehabilitation
- Airside and landside landscape and parking lot lighting
- Completion of updated security access control, gate drivers and CCTV

Staffing Snapshot

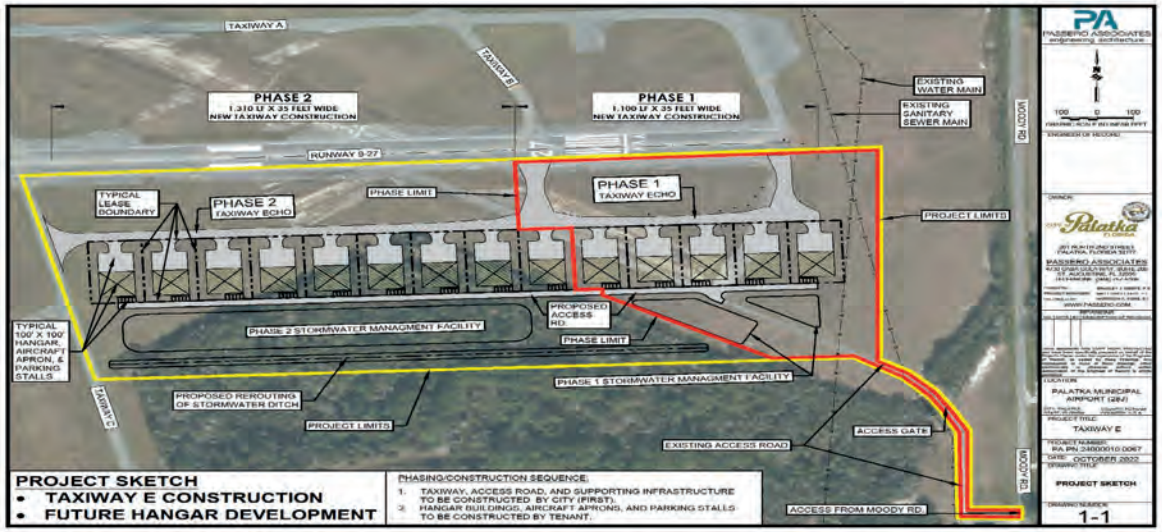
Authorized Positions: seven (7)
Filled Positions: six (6)
Vancant: Positions: one (1)



ONGOING PROJECTS:

Project Name: Jet Center
Construction of an approximate 14k s.f. Corporate Hanger, adjacent to the main terminal with supporting apron space.
FUNDING: FDOT and FAA Grant.

Project Name: Taxiway E
Construction of Taxiway E (Phase 1)which will run along Runway 27.
FUNDING: FDOT and FAA Grant.



Airport Manager: Yul McNair

Community Affairs & Recreation Department

Community Affairs & Recreation Department

The City of Palatka Community Affairs & Recreation Department creates meaningful recreational opportunities for growth and enrichment by developing diverse, affordable programs and multicultural events. We are committed to promoting community service and environmental awareness while meeting the physical, mental, social, and psychological needs of our community.

Staffing Snapshot

Authorized Positions: seven (7)
Filled Positions: six (6)
Vancant: Positions: one (1)

2025 ACCOMPLISHMENTS

- **Jenkins Community Center renovations and upgrades**
- **Episcopal Children Services co-located at the Community Center**
- **Newtown Museum Focus Group established**
- **Over 35 Community Events hosted**

The City of Palatka's Community Affairs and Recreation Department offers a lively mix of activities that help bring residents together, encourage wellness, and celebrate our local culture. People of all ages can connect, stay active, and enjoy meaningful experiences in the community.

Community Affairs offers activities like arts and crafts, live entertainment, and chances to meet local organizations. These events bring people together to support local causes and encourage both recreation and giving back. Seasonal celebrations and Back-to-School events add to the community spirit, providing family fun and helpful resources all year long.

Community Affairs & Recreation Department

Arts, Culture & Enrichment

Residents can get creative with arts and crafts or join music and arts clubs, offering ways to express themselves and connect with local culture. The Chess Club helps build strategic thinking and supports youth development, while also bringing people together.

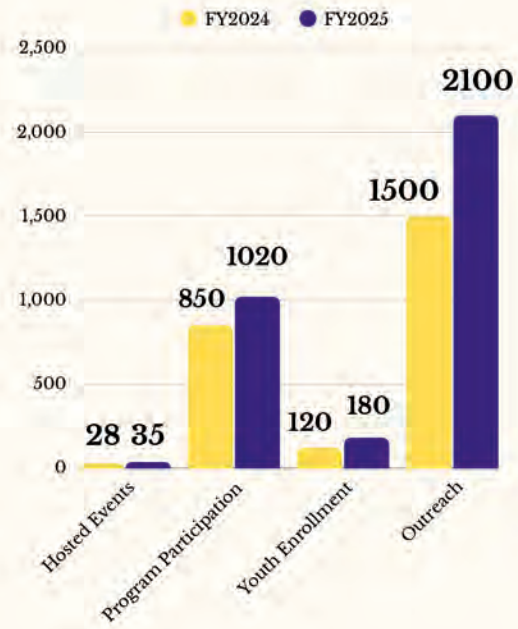
Youth & Family Recreation

Palatka has many activities for kids that help them stay active and involved. Programs like Toddler T-Ball, soccer, and flag football encourage teamwork, fitness, and learning new skills in a fun and supportive setting.

Health, Fitness & Active Living

Our community supports wellness with programs like the Fitness Challenge, which helps residents build healthy habits. Line dancing is another fun way for everyone to stay active together and enjoy our traditions.

FY2024 vs FY2025

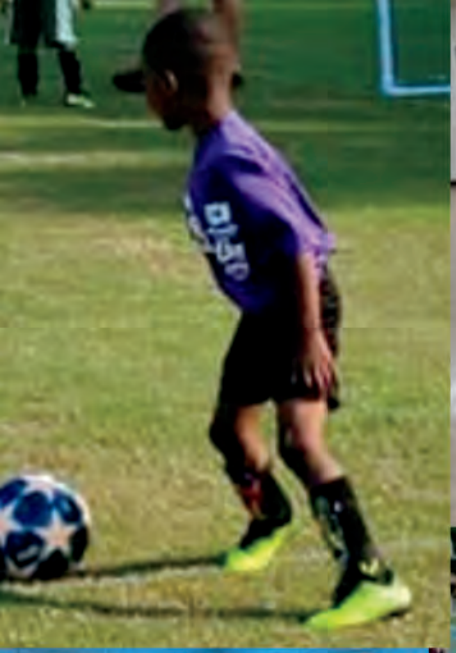


Adult Sports & Community Engagement

Adults can join organized leagues like Adult Women's 35+ Basketball and Adult 50+ Basketball. These leagues are a great way to enjoy friendly competition, stay active, and meet new people. Community Affairs also holds neighborhood meetings so residents can share their ideas, learn about local projects, and connect with city leaders.



Community Affairs Director: Eddie Cutwright























Community Photos
















Police - Public Safety - Fire

Public Safety - Fire Department

Public Safety - Fire Department

2025 CALLS FOR SERVICE 4192
6% INCREASE OVER 2024

The mission of the Palatka Fire Department is to protect the lives, property, and environment of the citizens and visitors we serve through an all-hazards approach to public safety.

Training and Operational Readiness

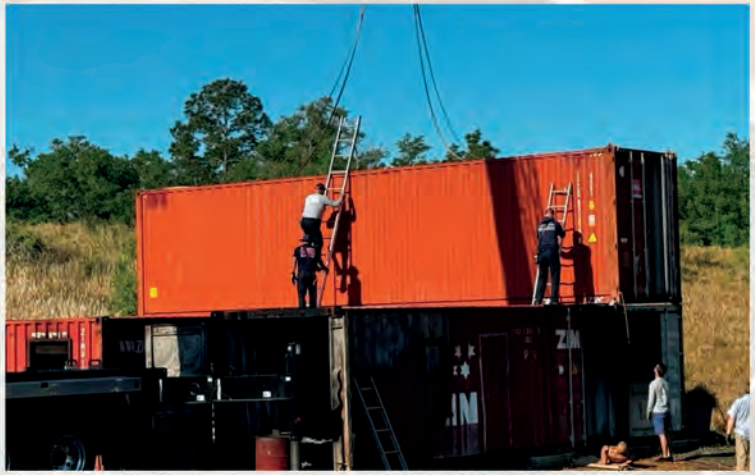
- **348 hours** of annual training required per member by Insurance Services Office (ISO), **totaling 9,048 man-hours**

Additional **3,489 man-hours** of specialized training, including:

- Radiation response
- Firefighting foam tactics
- Grounding and bonding
- Risk-based response with meters
- Trench rescue
- Rope rescue
- Fire Inspector II
- Fire Inspector I
- Fire Investigator I
- Live Fire Instructor
- Hazardous Materials Safety Officer
- Incident Command System
- And additional advanced training disciplines

2025 ACCOMPLISHMENTS

- **Completed upgrades to the department's Training and Fire Grounds.**
- **Completed wind retrofit for Kay Larkin Station #2.**
- **Acquired approval for new ladder truck to replace our 2006 tower truck.**
- **Renegotiated Georgia Pacific fire contract adding $25,000 for required equipment.**
- **Hosted 60 regional firefighters as part of the Ancient City Fire Expo- multi day fire training event.**



ISO CLASS 2

PALATKA EST. 1878 FIRE DEPT.

Plan Review & Inspections:

437 annual inspections completed FY2025
336 annual inspections completed FY2024

- **23% increase** in annual inspections (to include: annual inspections, construction inspections, and plan reviews

Revenue Increase (Fire Marshal's Office):

- FY2023–2024: $18,703.67
- FY2024–2025: $38,627.37
- **48% increase** in plan review and construction inspection fees

Operational Improvements:

- Implementation of new data programs
- Added personnel in the Fire Prevention Bureau
- Improved tracking and increased efficiency

Community Engagement

The fire department provides community outreach through station tours, fire safety talks and truck shows, fire extinguisher training, and public education campaigns shared through media and social platforms.

2,394 citizens engaged in FY2025
1,863 citizens engaged in FY2024
28.5% increase in engagement





Fire Chief: Chief Christopher Taylor

Public Safety - Police Department

Public Safety - Police Department

17.98% TOTAL CRIME DECREASED

The Palatka Police Department partners with our community to address concerns, reduce crime and fear, and enhance quality of life. We are committed to providing fair, respectful, and efficient service while remaining responsive to community needs.

2025 ACCOMPLISHMENTS

- Crime Reduction of 17.98%.
- Agency Reaccreditation.
- Staff Study.
- New Community Orientated Policing Unit.
- Hosted and participated in 42 Community Policing events.
- Cops Hiring Program Grant.
- New Crime Analysist Position.
- Successfully secured and managed state and federal grants.







26,126 Calls for Service
9.87% Increase over FY2024

Staffing Snapshot

Authorized Positions: forty-six (46)
Filled Positions: forty-four (44)
Vancant: Positions: two (2)
(1-Officer/1- Animal Control)

Major Projects and Initiatives:

Project	Description	Status	Funding Source
Streetlight Upgrades	Enhancing streetlighting with high output LED's	**Ongoing**	**General Fund**
Staff Study	UNF staff need analysis	**Completed**	**General Fund**
Range Upgrades	Training building, fencing and berm upgrades	**Ongoing**	**General Fund**
Building Upgrades	New roof, flooring, interior and exterior paint, illuminated signage	**Completed**	**General Fund**
School Zone Safety	Speed enforcement camera systems installed in school zones	**Ongoing**	**General Fund**
City Ordinance Citation	City ordinance citations added to report system for issuance to violators. Magistrate to provide due process.	**Completed**	**General Fund**
Police Department Security Upgrades	New keyless entry system & internal and external security cameras installed.	**Ongoing**	**General Fund**

Police Chief: Chief Jason Shaw

Affordable Housing Grant Program

Affordable Housing Grant Program

The City of Palatka offers a Homeowner Down Payment Assistance Program and Home Repair Program to help residents buy homes, as part of a $1 million project funded by the Florida Department of Commerce.

The City launched this program in March 2025 and gives funding to income-qualified residents who want to buy a home in Palatka. By partnering with St. Johns Housing Partnership and Azcarate Consulting.



Before Repair



After Repair

Home Repair Program



Before Repair



After Repair



Before Repair



After Repair

Assisted 15 households with $40,000 each

Down Payment Assistance Program

Turning Renters into Homeowners

The City has worked closely with Azcarate Consulting to help residents buy homes. So far, 12 families have become homeowners through this program, and there is still funding available to help more households.

This program shows the City's dedication to building stronger neighborhoods, helping residents move up economically, and supporting their long-term success. By helping families move from renting to owning, the City is building community pride, stability, and steady growth.

The program highlights the City's focus on real results, using state funding to help more people buy homes and make the local housing market stronger.









Assisted 12 households with $20,000 each

Community Photos





















Quick Reference Numbers

Administration Offices

City Hall- Main ..... (386) 329-0100
City Manager ..... (386) 329-0100 Opt#1
City Attorney ..... (386) 312-2073
Communications/Media ..... (386) 312-2089
Human Resources ..... (386) 329-0100 Opt#3
Finance ..... (386) 329-0100 Opt#5
Planning/Code Compliance/Business ..... (386) 329-0100 Opt#2
Community Affairs ..... (386) 329-0100 Opt#4

Public Works/Utilities

Public Works-Sanitation/Garbage Pick Up ..... (386) 329-0107
Public Works-Cemeteries ..... (386) 329-0107
Public Works-Streets ..... (386) 329-0107
Public Works-Utilities ..... (386) 329-0107
Palatka Gas Authority ..... (386) 329-0107

Public Safety NON-Emergency Numbers

Fire Department Main Station
100 N. 11th Street, Palatka 32177 ..... (386) 329-0120
Fire Department- Kay Larkin
500 N. Moody Road, Palatka 32177 ..... (386) 329-0129
Fire Marshal/Inspectors Office ..... (386) 329-0122
Police Department - Office ..... (386) 329-0115
NON-Emergency Dispatch ..... (386) 329-0801



City of Palatka
201 N. 2nd Street
Palatka, Florida 32177
(386) 329-0100

CITY OF PALATKA
Relax. Explore. Repeat.

Report prepared by: Greta Hall
Public Information Officer
pubicinformationofficer@palatka-fl

ROBERTA M. CORREA
MAYOR-COMMISSIONER

ANNIE H. DAVIS
COMMISSIONER

JUSTIN R. CAMPBELL, SR.
COMMISSIONER

WILL JONES
COMMISSIONER

RUFUS J. BOROM
COMMISSIONER

CITY of Palatka FLORIDA

Regular meetings 2nd and 4th Thursdays of each month at 6:00 PM

JASON L. SHAW, SR
ACTING CITY MANAGER/
CHIEF, POLICE DEPT.

JANE WEST, ESQ.
CITY ATTORNEY

KAREN HAYES, MMC, FCPC
CITY CLERK

CHRIS TAYLOR
CHIEF, FIRE DEPT.

CHANTEL PIERRE, CPA
FINANCE DIRECTOR

Dear Interviewing Panel,

I am pleased to write this letter of reference in support of Marcia Carty for the position of City Manager with your organization. I have worked with Marcia Carty for three years in my capacity as Commissioner, and during that time I have found her to be a highly capable and committed public administrator.

Marcia Carty has demonstrated leadership in managing complex municipal operations, including budgeting, public works, public safety, economic development, and community services. In her role as Finance Director and City Manager, she managed a budget of more than $80 million and a staff of 180 employees, ensuring that services were delivered efficiently while maintaining fiscal responsibility.

A key example of Marcia's effectiveness was addressing the water lines inventory mandated by both the federal and state government, which she accomplished as an emergency item with innovative strategies, blending different departments and contractors to complete numerous deadlines, and leading a multi-year capital improvement plan, funded principally by grants, and negotiated the police union contracts. She reengineered the grants department, managing sixty (60) grants and training new staff simultaneously. These initiatives not only saved money, but improved services, built trust, while also demonstrating her ability to collaborate with elected officials, department heads, community stakeholders, and residents.

Marcia Carty communicates clearly and transparently, even when addressing difficult issues such as budget constraints, infrastructure challenges, or policy changes. She has a proven ability to balance the policy direction of the elected body with the operational needs of staff and the expectations of the community. I have seen her handle contentious public meetings with calm, professionalism, and respect for all parties involved, such as airport and golf course improvements.

In my professional judgment, Marcia Carty possesses the vision, experience, and temperament necessary to excel as City Manager. She would bring to your community a thoughtful, steady, and forward-looking leadership style that supports both day-to-day operations and long-term strategic goals.

I recommend Marcia Carty without reservation for the City Manager position. Please feel free to contact me at (386) 546-4708 or rborom@palatka-fl.gov or rjborom1@yahoo.com if you require any additional information.

Sincerely,

Commissioner Rufus Borom

Jack L. McLean Jr. & Company, LLC

7119 Summit Ridge Drive
Tallahassee, FL, 323121
850.841.0443

Jack L. McLean Jr. *mccl3690@comcast.net*

Attorney at Law

July 7, 2022

To Whomever It May Concern:

It's my great pleasure to recommend Marcia Carty for the position of Deputy City Manager for a growing and exciting community as the City of Dania Beach. As the immediately past City Manager of the City of Quincy, Florida, and the recruiter for the position of Finance Director for the City, I could not have found a more well-rounded and experienced person for the position.

Marica is an energetic, wise administrator and a consummate cheerleader for each department head and employee under her direct supervision. She develops talent, encourages innovations, rewards achievement, and requires dedication to the public good, all with a smile and a firm reproach when appropriate.

I search far and wide for someone with immense skills, experience, and disciplined vision. Fortunately for the City of Quincy, she accepted my offer to join the administrative team. With her as a valued partner, the City increased revenues by more than $10M in infrastructure and general revenue grants, in part because of her grant writing skills, executive experience, familiarity with state and federal regulations, and her willingness to make others see beyond the excitement of the moment to the community rewards each stroke of the pen, a well-designed financial presentation, and carefully conceived management concepts would bring to the community.

Quincy was and currently is amid tremendous growth and a wide range of opportunities, threats, and change. With the influx of immigrants, constructing a solar grid, and developers in line to build affordable housing, Quincy needed a professional who could lead and guide us thru the various unventured territories we were encountering and still achieve a "clean opinion" annually. Marcia Carty has been that person.

I have been fortunate to have had her support. As City Manager, I refunded debt and obtained new debt to take advantage of lower interest rates, interacted with new and unfamiliar commission members, and established new relationships with third parties for the growth of the City. The financial information provided by Marcia allowed me to make wise decisions or to consider alternatives and matters I had not thought of previously. I have always been able to rely on her wide breadth of knowledge and experience.

Quincy needed a Finance Director who possessed the accounting acumen and an intangible element – concern for the community. Perhaps, I should mention the primary reason for me recruiting Marcia – her love for the community. At the core of her financial guidance or even her history as a professional, there is always the seed of love for her community.

If you offer this position to Marcia Carty, you will receive more than the value of the funds you pay her – she will always give to the mission of the City and the City Manager. If you would like to speak to me, contact me at 1-850—441-0443.

Sincerely

Jack L McLean Jr.

Jack L McLean Jr.

PEGGY CASTAÑO

Pembroke Pines, FL 33029

☎ 786-261-7199 ✉ peg111679@aol.com https://www.linkedin.com/in/peggy-castano-6aba5789/

CAREER PROFILE

Results-driven and seasoned Assistant City Manager with over a 15 years of vibrant leadership experience in municipal government. Proven track record of successfully collaborating with Mayors, Commissioners, residents, business owners, and staff to achieve organizational goals. Adept at directing day-to-day operations, strategic planning, and navigating diverse municipal administration levels. Skilled in managing multiple city departments, including Administration, Public Information Office, Engineering, Parks & Recreation, Development Services, Code Enforcement, Public Works, and Community Improvement Projects. Experienced in managing multi-million dollar budgets and maintaining strong fiscal oversight; commended for building solid relationships with community members, local schools, and stakeholders through active engagement in community events and promoting open communication.

KEY RESPONSIBILITIES AND ACHIEVMENTS

- Oversee daily operations and provide strategic direction to ensure continuous progress and effectiveness across municipal administration. Act as City Manager or Interim Director for multiple departments and complete special projects and administrative tasks as needed.

- My comprehensive portfolio consists of several key departments, including Communications and Public Information Office (PIO), Engineering and Construction Services, Public Works, Intergovernmental Affairs, Development Services, and the Mayor and Commission Office. By overseeing these areas, I foster collaboration across the city, drive vital initiatives, and implement robust support systems to optimize operations, encourage development, and ensure clear communication.

- Demonstrate adaptability and strong leadership skills as Interim Director of Development Services, managing five divisions: Building and Permitting, Housing, Planning and Zoning, Business Tax Receipt, and Code Enforcement.

- Successfully implemented Energov and managed Engineering and Construction Services, overseeing $35 million in completed projects and $80 million in strategic planning stages, showcasing proficiency in project management and fiscal responsibility.

- Secure significant funding for critical projects by developing and presenting persuasive legislative and federal agendas, addressing community needs, and promoting fiscal accountability.

- Cultivate relationships with diverse stakeholders, maintaining transparency and trust with the public, and enhancing the city's image through comprehensive branding, marketing, and crisis communications strategies.

- Support financial sustainability by identifying, securing, and managing grants and external funding sources to enable the successful execution of city projects and programs.

- Actively contribute to developing and implementing the city's strategic vision, mission, and goals, ensuring alignment with community needs and fostering overall growth.

- Build and lead high-performing teams, create a positive and collaborative work environment, and invest in the professional development of city staff to promote a culture of continuous improvement and innovation.

CAREER PROGRESSION

OPERATIONS MANAGER
Collier County EMS **December 2025 – Present**

Provide executive-level operational leadership for a countywide EMS system serving more than 417,000 residents. Oversee daily EMS operations, strategic initiatives, and performance improvement efforts for more than 229 employees across 27 stations.

- Directly develop, administer, and oversee a $90 million annual EMS operating budget.
- Provide executive oversight for countywide EMS operations serving 417,000+ residents.
- Lead strategic EMS and Fire Rescue consolidation initiatives.
- Direct workforce management, operational readiness, compliance, and performance improvement.

SENIOR CONSULTANT
Local Government Consultant Group **June 2025- Current**

As a Senior Consultant specializing in local government services, I provide interim departmental oversight, project management, and expert guidance in internal and external communications, marketing, branding, capital improvement project supervision, and governmental affairs at the federal and state legislative levels. In addition, I offer tailored solutions for Assistant City Manager roles and administration challenges. Drawing from my experience as an Assistant City Manager, I understand the pivotal role this position plays in ensuring the smooth and efficient functioning of municipalities. My expertise spans various facets of day-to-day operations, contributing significantly to the overall success and well-being of communities. By collaborating with department heads and staff, I focus on streamlining processes and improving operational landscapes. In line with my strategic leadership capabilities, I support city leadership in identifying critical priorities and implementing strategies that align with long-term goals, fostering sustainable growth and development. My current projects and accomplishments include:

- Mayor and Commission Office: Facilitating effective policy implementation and fostering transparent communication between city leadership and the community.

- Engineering Services: Directing infrastructure projects, urban planning initiatives, and development activities, ensuring alignment with sustainable growth objectives.

- Communication: Overseeing branding and communication strategies, creating, and delivering engaging content through multiple channels to maintain a positive public image.

- Strategic Planning: Identifying opportunities for continuous improvement by evaluating departmental processes, implementing best practices, and pursuing innovative solutions to enhance operational effectiveness.

- State and Federal Legislative Agendas: Working closely with government officials and stakehol to advocate for the city's interests, secure funding, and shape beneficial policies.

- Development Services: Demonstrating versatile leadership while overseeing critical divisions, ensuring seamless operations, enhancing collaboration, and facilitating successful implementation of key initiatives.

- Collaborate with department heads and staff to streamline processes, improve operational landscapes, and implement strategic initiatives, including Standard Operating Procedures (SOP) assessment and updates.

With my wealth of experience and deep understanding of local government administration, I am dedicated to providing effective solutions that contribute to the successful operation of cities and the well-being of their communities.

ASSISTANT CITY MANAGER/ADMINISTRATIVE SERVICES DIRECTOR
City of Lauderdale Lakes, FL **July 2023 – June 2025**

As the Assistant City Manager, I play a pivotal role in ensuring the smooth and efficient functioning of all aspects of our municipality. My responsibilities encompass comprehensive support across various facets of day-to-day operations, contributing significantly to our community's overall success and well-being. This involves collaborating with department heads and staff to streamline processes and enhance the overall operational landscape. Part of my role consists of contributing to the development and execution of the city's strategic vision. I work closely with city leadership to identify critical priorities and implement strategies that align with our long-term goals, ensuring sustainable growth and development.

In addition to my overarching role in supporting the City Manager in all areas of the city's day-to-day operations, I also manage a dedicated department that serves as a hub for crucial functions within our municipality. This department encompasses the Mayor and Commission office, Engineering Services, Capital Improvement Projects, Public Works, Parks and Recreation and Communications, reflecting a comprehensive portfolio of responsibilities.

- Leadership and Coordination: As a strategic leader, I guide the Mayor and Commission office, facilitating effective policy implementation and fostering transparent communication between city leadership and the community.

- Engineering Services Oversight: Managing Engineering Services involves directing infrastructure projects, urban planning initiatives, and development activities, ensuring alignment with the city's sustainable growth and development objectives.

- Communication: I oversee the city's branding and communication strategies, guiding, creating, and delivering engaging content through multiple communication channels to maintain a positive public image.

- Strategic Planning for Continuous Improvement: Engaging in strategic planning, I identify opportunities for continuous improvement by evaluating departmental processes, implementing best practices, and pursuing innovative solutions to enhance overall operational effectiveness.

- Public Works Management: Overseeing the Public Works department to maintain and enhance the city's infrastructure, including roads, water systems, and public facilities, ensuring high-quality services and efficient resource allocation.

- Parks and Recreation: Managing the Parks and Recreation Department, I ensure the provision of diverse recreational opportunities, well-maintained parks, and engaging community programs, contributing to the city's overall quality of life and fostering a strong sense of community engagement.

- State and Federal Legislative Agendas: I manage the city's state and federal legislative agendas. I work closely with government officials and stakeholders to advocate for the city's interests, secure funding, and shape policies that benefit our community and support our strategic objectives.

- Development Services: I exhibit versatility and exceptional leadership capabilities while overseeing five critical divisions: Building and Permitting, Housing, Planning and Zoning, Business Tax Receipt, and Code Enforcement. By effectively managing these areas, I ensure seamless operations, enhance collaboration, and facilitate the successful implementation of key initiatives across the department.

ADMINISTRATIVE SERVICES DIRECTOR/ASSISTANT TO THE CITY MANAGER (ACTING ASSISTANT CITY MANAGER)
City of Lauderdale Lakes, FL **OCT 2015 – JULY 2023**

As an overall generalist in the city, my mission is to assist the City Manager in effectively implementing council policies, completing projects and fostering a culture of pride and dedication among employees. With my unwavering commitment and extensive experience, I have excelled in supporting the City Manager and have focused my efforts on various areas, including overseeing and managing Capital Improvement Projects, leading the Public Information Office, supervising Legislative Aides, enhancing community outreach, improving the city's public image, and strengthening the city's interaction with stakeholders.
In my years of municipal government I've obtained experience in multiple departments within the organization.

- Successfully manage the Mayor and Commission Office, ensuring smooth operations and facilitating effective communication between key stakeholders.

- Provide oversight to the Public Works Department, Engineering and Construction Services, ensuring efficient and quality project delivery.

- Oversee the City Clerk's Office, maintaining accurate records and facilitating transparent governance processes.

- Manage the Public Information Office (PIO) and all aspects of public relations for the city, ensuring effective communication with residents and the media.

- Assist the City Manager with special projects, contributing to the successful execution of strategic initiatives ensuring their timely and successful completion.

- Demonstrate proficiency in managing grant reimbursements

- Coordinate and manage the State of the City Address.
- Implement comprehensive overhauls of internal operating policies, resulting in improved operational and administrative efficiencies throughout the organization.

EXECUTIVE ADMINISTRATOR TO THE CITY MANAGER
City of Opa-locka FL. **JULY 2013 – OCT 2015**

Collaborated with the City Manager to oversee the day-to-day operations of all city departments, ensuring smooth functioning and efficient service delivery. Acted as a reliable gatekeeper, providing effective and productive support to government officials at all levels (City Manager, City Commission, Directors, and residents).

- Managed and directed the utilization of Community Development Block Grant (CDBG) funding, including project management and grant proposal writing.
- Co-drafted the Community Challenge Grant, securing a $1 million planning grant from HUD, which facilitated the update of the City's Comprehensive Plan.
- Received national recognition from the HUD Secretary for achieving the Community Challenge Grant, working in partnership with a local non-profit organization.
- Handled confidential matters within the Human Resources Department, ensuring sensitivity and professionalism in dealing with sensitive employee-related issues.
- Participated on the hiring panel for the City of Opa-locka, contributing to the selection of qualified candidates for various positions within the organization.
- Assisted the Community Development Department in implementing the Certificate of Use Program, establishing streamlined processes and effective controls that yielded fiscal benefits for the City.

SENIOR SUPERVISOR FISCAL ANALYST (2007-2013)
State of Florida Probation and Parole **JULY 2008 – JUNE 2013**

During my tenure, I played a vital role in assisting the State Circuit by recovering and distributing funds that were incorrectly assigned through restitution payments and judgments. I diligently monitored all actions with a fiscal impact on the Circuit, achieving a remarkable success rate of 95.9% throughout my years in the department.

- Manage and monitor cell phones usage for probation officers
- Manage and approve travel vouchers for probation officers
- Part of the Special Recovery Team
- Implement all Court Orders as assigned by the Judge
- Provided training within the Circuit
- Receive and Document all restitution and supervision payments, prepared bank deposits, controlled inventory, and maintained equipment and technology
- Submit monthly report to my supervisors OP27, OP28, E1.

- Fingerprint and interview incoming high and medium risk offenders
- Assisted Officers and supervisors in the Circuit with the COPS report with a proven track record of a 94% decrease on all reports.

EDUCATION / CERTIFICATION

- **Master's in Public Administration**, Barry University, Miami, Florida (Dec 2020)
- **Bachelor of Arts in Public Administration**, Florida International University (FIU), Miami, Florida (December, 2011)
- **Associates of Arts in Public Administration**, Miami Dade College, Miami, Florida (May 2009)
- **Green Belt**, Six Sigma Project Training

Professional Memberships

- INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOCIATION (**ICMA**)
- FLORIDA CITY AND COUNTY MANAGEMENT ASSOCIATION (**FCCMA**)
- BROWARD COUNTY AND CITY MANAGERS ASSOCIATION (**BCCMA**)
- NATIONAL INFORMATION OFFICERS ASSOCIATION (**NIOA**)
- FLORIDA MUNICIPAL COMMUNICATORS ASSOCIATION (**FMCA**)
- GOVERNMENT SOCIAL MEDIA (**GSMCON**)
- LOCAL GOVERNMENT HISPANIC NETWORK (**LGHN**)

PROFESSIONAL REFERENCES

Kelvin Baker, Deputy City Manager
City of Miramar
(305)335-9174

Howard Brown, Consultant
Former City Manager
(305)788-9647

Elbert Waters, Consultant
E.L Waters and Company Consulting
(305)-785-9757

Maqsood Mohammad Nasir, PE, City Engineer, CIP Director
City of Lauderdale Lakes
(754)248-1004

Phil Harris, CRA Director
City of Green Acres
(727)-900-1338

Treasa Brown Stubbs, Former City Manager
City of Lauderdale Lakes
(954) 815-3362

Gregory Salters, Former Assistant Police Chief
City of Fort Lauderdale
(954) 214-7960

Christopher B. Clausi, JD, SHRM-CP
Franklin, Tennessee
(615) 586-9017
clausic1107@gmail.com
linkedin.com/in/chrisclausi/

July 8, 2026

Mayor and Members of the Town Council
Town of Juno Beach
340 Ocean Drive
Juno Beach, Florida 33408

Re: Town Manager Position

Dear Mayor and Members of the Town Council:

Please accept my resume for the position of Town Manager for the Town of Juno Beach. I am drawn to this opportunity because Juno Beach appears to be looking for more than a technically competent administrator. The Town is seeking a steady, visible, ethical, and collaborative manager who can support the full Council, communicate clearly with residents, preserve the Town's character, mentor a lean staff, and help guide thoughtful redevelopment without losing the qualities that make Juno Beach special.

That is the kind of work I have built my career around.

I currently serve as Assistant City Administrator for the City of Spring Hill, Tennessee, after serving as Interim City Administrator during a major leadership transition. In those roles, I have helped provide operational continuity, supported elected officials and department heads, participated in budget and fiscal decision-making, and provided executive oversight and support for Police, Fire, IT, GIS, Library, Parks and Recreation, and Emergency Management. Spring Hill is a fast-growing city where infrastructure, utilities, public safety, staffing, resident expectations, and long-range planning all have to be addressed at the same time and under public scrutiny.

Before Spring Hill, I spent 27 years with the City of Franklin, Tennessee. Franklin was once viewed as a small town facing intense scrutiny over growth, development, traffic, community identity, and preservation. Over time, it became an award-winning city while still working hard to protect the character and quality of life that residents valued. Having served in both Franklin and Spring Hill, I have seen the good and bad of growth. I understand that growth and redevelopment can bring investment, services, and opportunity, but they can also strain infrastructure, neighborhoods, traffic, trust, and a community's sense of identity if leadership is not intentional, transparent, and disciplined.

What I would bring to Juno Beach is not a pro-growth mindset or an anti-growth mindset. I would bring a community-first mindset. In my experience, the manager's role is to support the Council as a whole, provide honest professional guidance, help residents understand the process, and create the conditions for good decisions to be made in public view. I have often been called upon in difficult organizational moments where residents felt unheard, employees felt undervalued, or elected officials felt disconnected from the process. In those situations, I have been effective because I listen carefully, identify the real issue beneath the conflict, connect opposing viewpoints where possible, and help move people toward practical, collaborative solutions without overreacting or allowing problems to drift.

A consistent theme throughout my career has been helping organizations strengthen trust, communication, accountability, and culture. My HR leadership background is a significant part of that. It has required me to advise executives and elected officials, support department heads, address employee concerns, manage

sensitive investigations, improve policies, and help organizations make difficult personnel and operational decisions fairly. I understand that a healthy municipal culture does not happen by accident. It is built through clear expectations, consistent communication, ethical decision-making, respect for employees, and leadership that is visible, steady, and willing to address problems directly.

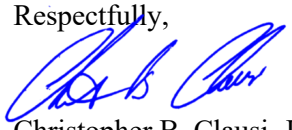
My background also gives me a strong foundation in public safety, investigations, legal and risk awareness, employee relations, and organizational accountability. I hold a Juris Doctor, a SHRM-CP certification, and have served in municipal executive, HR, public safety, and oversight roles. I am comfortable making difficult decisions, but I believe those decisions should be made fairly, explained clearly, and grounded in the best interest of the community.

I recognize that Florida and coastal municipal experience are valuable, and I would approach that learning curve directly and respectfully. At the same time, I believe the deeper issue for Juno Beach is stewardship: preserving a unique community, maintaining confidence through leadership transition, supporting a highly engaged Council and public, and selecting someone who genuinely wants to become part of the community for the long term. This position is not a steppingstone for me. My children are grown, I am able to relocate, and I have wanted for some time to make Florida my long-term home. Juno Beach is exactly the kind of community where I would be proud to invest the next chapter of my professional life.

The leaders, elected officials, department heads, employees, and community members I have worked with in Franklin and Spring Hill would speak about me in the same terms Juno Beach has identified as important: integrity, fairness, professionalism, responsiveness, ethical leadership, sound judgment, and the ability to work constructively with people across different viewpoints and backgrounds. The same is true of the other public-sector organizations I have served. I have worked hard throughout my career to earn that kind of trust, and I would bring that same commitment to the Town of Juno Beach.

Thank you for considering my application. I would welcome the opportunity to discuss how my experience, leadership style, and long-term interest in Florida align with the needs of the Town of Juno Beach.

Respectfully,



Christopher B. Clausi, JD, SHRM-CP

CHRISTOPHER B. CLAUSI, JD, SHRM-CP

Municipal Executive | Assistant City Administrator | Public Sector Operations Leader

Franklin, TN | (615) 586-9017 | clausic1107@gmail.com | linkedin.com/in/chrisclausi/

EXECUTIVE PROFILE

Municipal executive and public sector leader with experience in city administration, human resources, public safety oversight, investigations, policy development, budget support, legal/risk management, employee relations, and organizational change. Currently serves as Assistant City Administrator for the City of Spring Hill after serving as Interim City Administrator during a major leadership transition. Brings JD-level legal training, SHRM-CP certification, 23 years of law enforcement experience, and firsthand leadership experience in communities balancing growth, infrastructure, public trust, and preservation of community character.

CORE STRENGTHS

City Operations | Council and Elected Body Support | Budget and Fiscal Stewardship | Public Safety | HR Strategy | Legal/Risk Compliance | Capital Projects | Utility and Infrastructure Strategy | Policy Development | Investigations | Leadership Development | Culture and Organizational Change

SELECTED EXECUTIVE HIGHLIGHTS

- Selected to serve as Interim City Administrator during a major leadership transition, providing stabilizing leadership, operational continuity, and executive support to elected officials, department heads, and staff.
- Currently serves on the executive leadership team with direct oversight and support for Police, Fire, IT, GIS, Library, Parks and Recreation, and Emergency Management.
- Brings firsthand experience in two highly scrutinized Williamson County communities, Franklin and Spring Hill, where leadership required balancing growth, infrastructure capacity, public trust, public safety, long-range planning, and preservation of community character.
- Reduced recurring personnel costs by more than $225,000 annually by eliminating two non-essential positions during an administrative transition.
- Led recruitment and hiring of the Finance Director and supported a stronger budget-development process that resulted in FY2026 budget recognition by the Tennessee Comptroller's Office after prior-year budget approval challenges.
- Supported major fiscal and infrastructure actions, including AA+ credit rating affirmation, a $57 million general obligation bond issue, a 60,000-square-foot Police Department Headquarters opening, Advanced Water Purification work, and the strategic purchase of 111 acres for long-term water and reservoir needs.

PROFESSIONAL EXPERIENCE

CITY OF SPRING HILL | Spring Hill, TN | *Dec 2023 - Present*

Fast-growing Tennessee municipality serving approximately 60,000 residents across Williamson and Maury Counties.

Assistant City Administrator | *Sep 2025 - Present*

- Report to the City Administrator and help lead citywide operations, executive decision-making, departmental coordination, and implementation of elected-body-approved priorities.
- Provide executive oversight and support to Police, Fire, IT, GIS, Library, Parks and Recreation, and Emergency Management, including supervision of department directors and coordination of cross-functional priorities.
- Participate in budget development, fiscal oversight, staffing analysis, policy review, agenda preparation, and weekly departmental briefings tied to service delivery, infrastructure needs, and operational accountability.
- Support the City Administrator and elected officials on utility capacity, public safety services, organizational structure, intergovernmental coordination, and resident-facing concerns.

Interim City Administrator and Human Resources Director | *Oct 2024 - Sep 2025*

- Appointed to carry out City Administrator duties and lead administrative operations while continuing to serve as Human Resources Director during the City's transition and nationwide executive recruitment process.
- Stabilized the organization during leadership transition by maintaining operational continuity, supporting elected body agenda work, and coordinating with elected officials, department heads, legal counsel, finance, and administration.
- Recruited and hired the Finance Director, strengthening the City's fiscal leadership and budget development capacity during a critical budget cycle.
- Served as the executive point of continuity during FY2026 budget development and approval, public safety facility transition, water reclamation and Advanced Purification planning, and major land acquisition for long-term infrastructure assets.

Human Resources Director | *Dec 2023 - Oct 2024*

- Led enterprise HR strategy, employee relations, recruitment, benefits, compensation, classification, policy administration, training, risk coordination, and legal compliance for a full-service municipal organization.
- Modernized HR practice and policy tools, including remote work standards, vehicle use and take-home vehicle agreement work, ADA documentation, position/classification review, and leadership-facing personnel guidance.
- Advised department heads and executive leadership on discipline, investigations, performance issues, FMLA/ADA matters, compensation, hiring processes, and risk-sensitive personnel decisions.

PRIOR EXECUTIVE AND PUBLIC SECTOR LEADERSHIP EXPERIENCE

TURNIP TRUCK | Nashville, TN | *2022 - 2023*

Chief Human Resources Officer

- Served as senior HR executive for Nashville's locally owned natural foods grocer, aligning people strategy, employee relations, recruiting, culture, and compliance with company operations; introduced a PTO program and pay plan that reduced employee turnover by 14% within two months.

METRO NASHVILLE AND DAVIDSON COUNTY | Nashville, TN | *2020 - 2022*

Assistant Director, Metro Nashville Community Oversight

- Oversaw investigative processes and resolution of Metropolitan Nashville Police Department misconduct complaints; contributed to oversight of 10 direct reports and a $1.7 million annual budget.
- Made policy and best-practice recommendations to the Chief of Police, resulting in a 90% acceptance rate; digitized HR and onboarding processes, reducing onboarding time by 50%.

CITY OF MURFREESBORO | Murfreesboro, TN | *2018 - 2020*

Assistant Director, Human Resources

- Planned, directed, and supervised HR activities for approximately 1,456 full-time, part-time, and seasonal employees, including benefits, workers' compensation, retirement, recruitment, and employee relations.
- Served as City ADA Coordinator, boosted diversity hiring by 12% in Q1, and digitized new-hire onboarding, reducing onboarding time by 45%.

STATE OF TENNESSEE | Nashville, TN | *2017 - 2018*

Director, Financial Services Investigative Unit

- Directed statewide investigative activity involving suspected fraud and financial crimes, supervising eight investigators and one administrator while coordinating with federal, state, and local consumer protection partners.
- Led transition to alternative workspace operations, increasing case closure rate by 250% while maintaining 100% employee retention; implemented the division's first fully paperless case-file process.

CITY OF FRANKLIN | Franklin, TN | *1990 - 2017*

Twenty-seven years of public service in a highly scrutinized, growing Williamson County city balancing growth, redevelopment, preservation, traffic, public safety, and community trust.

Assistant Director, Human Resources | Employee Relations Manager | *2013 - 2017*

- Co-led HR operations for a municipal workforce of more than 750 employees, with responsibility for employee relations, training, recruitment, policy interpretation, HR systems, and budget support.
- Revived and completed a stalled HRIS implementation in six months, implemented the City's first employee management system, trained 500+ employees, and reduced formal employee/leader complaints by 30%.

Law Enforcement Leadership and Public Safety Operations | *1990 - 2013*

- Completed a 23-year law enforcement career before moving into municipal HR, oversight, investigations, and executive administration, providing practical public safety credibility, investigative discipline, and an understanding of police culture, accountability, and community trust.

EDUCATION, CREDENTIALS AND PROFESSIONAL MEMBERSHIPS

Nashville School of Law | Juris Doctor (JD)

Williamson Christian College | Bachelor of Science, Management and Ethics

Society for Human Resource Management | SHRM-CP

International City/County Management Association (ICMA) | Member

Linda Connors · 2781 NE 25 Street, Lighthouse Point, Florida 33064 · (954) 336-8870 · clconnors95@comcast.net

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Objective

Experienced municipal executive with over 25 years of progressive leadership in urban planning, development services, and local government administration. Proven track record of managing multi-million-dollar budgets, leading organizational change, securing external funding, and enhancing community services. Seeking to contribute strategic vision and operational expertise as Town Manager.

Education

Master of Science, Urban and Regional Planning Florida State University, 1991

Bachelor of Arts, University of Florida, 1989

Professional Experience

Town of Lauderdale-By-The-Sea, Florida (population 6,500/10,000+ in-season with an all-funds budget of $30.47 million)

Town Manager | *2021 – Present*

- Oversaw all municipal operations, budgeting, and personnel management for an oceanfront town with high resident expectations.
- Negotiated and implemented a new interlocal agreement to replace volunteer fire services with professional coverage, enhancing public safety.
- Led the modernization of the Town's employee pay plan to remain competitive in the public sector market.
- Managed ARPA-funded downtown enhancement project, improving aesthetics and infrastructure.
- Launched a transparent and resident-friendly budget process.

- Introduced a micro-transit shuttle, increasing monthly ridership from 800 to over 9,000.
- Secured direct state appropriation for a major drainage improvement project, mitigating flooding.
- Created a weekly e-newsletter to improve public communication and a separate Commission recap to increase civic transparency.
- Initiated redevelopment of neighborhood parks and launched a strategic planning process to guide future investment.
- Improved public records response times and customer service.
- Reformed financial strategy by increasing interest income and launching an investment program that generated $500,000+ annually.

Town of Lauderdale-By-The-Sea, Florida
Development Services Director / Assistant Director / Town Planner | *2011 – 2021*

- Rewrote the Town's Land Development Regulations to reduce conflicts and support high-quality redevelopment.
- Transitioned to a new building department contractor, improving service quality and turnaround time.
- Designed and implemented neighborhood and business grant programs to spur reinvestment.
- Created design guidelines to preserve the Town's unique mid-century modern architectural heritage.

Private Consultant | *2002 – 2011*

- Represented clients in development applications and permitting across multiple South Florida jurisdictions.
- Administered federal Neighborhood Stabilization Program (NSP) housing grant, ensuring compliance and delivery.

City of Lighthouse Point, Florida (population 10,500)
Development Services Director | *1999 – 2002*

- Directed planning, building, and code enforcement services, ensuring regulatory compliance and responsive service.

City of West Palm Beach, Florida (population 124,000)
Senior Historic Preservation Planner / Assistant to the City Administrator | *1995 – 1999*

- Led historic preservation initiatives and redevelopment planning for CityPlace, a transformative mixed-use project.
- Helped secure the “All-America City” designation for community engagement and innovation.
- Wrote successful HOPE VI housing grant and created a neighborhood grants program to support revitalization.

City of St. Petersburg, Florida (population 263,500)
Neighborhood Planner / Historic Preservation Planner | *1992 – 1995*

- Managed planning initiatives in historic Roser Park and authored the preservation element of the City's comprehensive plan.
- Secured federal grant funding to develop a management plan for a historic cemetery.

Professional Affiliations

- Member, International City/County Management Association (ICMA)
- Member, County City Managers Association

RESUME OF STEVEN B. CRAMER

Contact Information

Mailing Address: 9205 Bowden Drive #102, Palm Beach Gardens, FL 33418
Email Address: stevenbcramer@gmail.com **Cell Phone:** (561) 420-7995

College Education

Master of Science in Planning, Florida State University, Tallahassee, FL. Major: Urban Planning.
Bachelor of Arts, Florida Atlantic University, Boca Raton, Florida. Major: Urban Planning.
Associate of Arts, Palm Beach State College, Lake Worth, Florida. Major: Architecture.

Employment History

City of Belle Glade, FL. Planning & Community Redevelopment Director, 6/24 – 7/26. Managed Planning & Zoning, Building & Permitting, and Code Enforcement divisions. Processed land development applications, including annexation applications, building permits and business tax receipts for zoning compliance. Presented staff reports to boards.

Village of Indiantown, FL. Economic Development Specialist, 7/2022- 3/2024**.** Worked with prospective developers on obtaining various incentives from the federal government and the Business Development Board of Martin County.

South Florida Water Management District, West Palm Beach, FL, Right-of-Way Technician, 2021–2022. Reviewed and processed applications for Right of Way Occupancy and Use Permits for waterways under the SFWMD's 16-county jurisdiction.

Board of County Commissioners, Washington County, FL. Planner, 2017–2019. Supervised the Planning Division. Planner for the County Commission, Planning Commission and four municipalities. Processed land development applications. Presented staff reports to various boards. Conducted neighborhood information meetings.

Board of County Commissioners, Palm Beach County, FL. Senior Code Enforcement Officer, 2016. Supervised team of five code enforcement officers.

Law Firm of Perry & Taylor, P.A., Palm Beach Gardens, FL. Land Planner, 2009. Manager for land development applications for private clients. Conducted due diligence research.

Village of Wellington, FL. Planning, Zoning and Building Department.

- **Project Manager**, 2006-2008. Manager for special projects (EAR for Comprehensive Plan).
- **Code Compliance Manager**, 2004-2005. Supervised the Code Compliance Division.
- **Principal Planner**, 2003-2004. Reviewed and processed land development applications.

City of Palm Beach Gardens, FL. Principal Planner, 1999-2002. Managed land development applications and presented staff reports to various boards.

Dear Members of the Town Council,

Based on the recent Town Council meeting I have seen a direct focus on not only accountability regarding the Town Manager position, but also open and honest transparency shared publicly. I believe that the role of the Town Manger is to just get to a yes, which is an important part, but also to achieve the goals and direction of the Town Council. Each community has a vision for what they desire their town and government to look like. They achieve this through the election of representatives that align with their vision. I have long admired Juno Beach's commitment to maintaining its unique small beach town character while fostering thoughtful, sustainable growth. I am writing to express my strong interest in the Town Manager position, bringing with me a proven record of enhancing organizational efficiency, managing complex budgets, and building transparent, trust-based relationships with both staff and residents.

Strategic Leadership & Governance Throughout my career, I have served as a high-level administrator, where I have been responsible for steering large-scale organizational initiatives. My background as a Deputy Fire Chief of Administration has required me to operate with the same high level of accountability, financial stewardship, and operational discipline that the Town of Juno Beach demands. I am adept at translating council policy into actionable administrative strategies that prioritize the long-term health of the town. In my most recent position I am not only tasked with overseeing all administrative and strategic aspects of the fire department, but also creating and building the department from the ground up. This process was highly publicized and played out in a very public manner. This required not only very strategic and intentional decision making, but also extreme transparency of the entire build out process from construction to apparatus purchasing and recruitment of over 100 staff members across the organization.

Commitment to Public Service Juno Beach thrives on its community-oriented culture. My career has been defined by a deep engagement with the communities I serve—not just as an administrator, but as a listener. I understand that the role of a Town Manager is to provide stability and professional guidance while ensuring the public's voice is the primary driver of policy as guided by Town Council. I bring a collaborative management style that fosters interdepartmental cooperation and empowers municipal employees to deliver exceptional service to residents while engaging the residents of the town through traditional means such as events and citizen committees as well as non-traditional means like volunteering and participating in community involvement events not directly sponsored by town government.

Proven Adaptability In my experience navigating the complexities of county and municipal government, I have learned that the most effective managers are those who can balance immediate operational demands with long-term strategic goals. Whether overseeing complex capital improvement projects or managing multi-million-dollar budgets, I am prepared to apply my experience in organizational development to ensure that Juno Beach continues to operate at the highest standard of excellence. With the upcoming

protentional tax reform and subsequent increased focus on fiscal efficiency, the next Town Manager for Juno must be able adapt quickly while maintaining the prioritization of Town Council direction. This is accomplished through transparent and frequent communication with each Town Council member while adhering to strict Sunshine Law to remain efficient and fiscally responsible.

As your next Town Manager, I believe my greatest responsibility is to be the one that oversees application of the vision of the Town Council. I am eager to discuss how my background in strategic leadership and my dedication to professional public management can help the Town of Juno Beach meet the challenges and opportunities ahead in the short and long term. Thank you for your time and consideration.

Sincerely,

Michael DeStefano, DSL, MPA

MICHAEL DESTEFANO, DSL, MPA

Melbourne, Florida | 407-267-2850 | Michaeldestefano@live.com

EXECUTIVE PROFILE

Strategic and collaborative public-sector executive with more than 20 years of progressive leadership experience in Florida local government, including executive administration, organizational development, budgeting, labor relations, strategic planning, emergency management, and personnel leadership. Proven ability to lead large and complex organizations through growth, cultural transformation, and operational modernization while maintaining a strong focus on transparency, customer service, fiscal responsibility, and employee engagement.

Experienced advising executive leadership and governing bodies on policy implementation, long-range planning, organizational effectiveness, and capital improvement initiatives. Recognized for building high-performing teams, strengthening organizational culture, and developing strategic solutions through data-driven decision-making and collaborative leadership.

CORE LEADERSHIP COMPETENCIES

- Executive Government Leadership
- Strategic Planning & Organizational Development
- Municipal Budgeting & Fiscal Administration
- Labor Relations & Collective Bargaining
- Capital Improvement & Construction Oversight
- Public Administration & Policy Implementation
- Board & Executive-Level Presentations
- Emergency Management & Community Resilience
- Human Resources & Personnel Administration
- Recruitment, Retention & Workforce Development
- Intergovernmental Coordination
- Accreditation & Performance Excellence
- Data Analytics & Operational Improvement
- Community Engagement & Public Communication

PROFESSIONAL EXPERIENCE

Jupiter Fire Rescue – Deputy Fire Chief of Administration | October 2024 – Present

Executive leadership role within a newly established municipal fire rescue department responsible for organizational administration, strategic development, budgeting, operational support services, and executive policy implementation.

- Provide executive-level administrative support to the Fire Chief in the development and implementation of a newly formed municipal fire rescue department.

- Lead strategic planning initiatives focused on organizational growth, operational effectiveness, and long-term service delivery.
- Oversee departmental budgeting, logistics, accreditation efforts, performance analytics, and administrative operations.
- Manage construction coordination and project oversight for multiple new fire station capital projects.
- Present organizational updates, operational recommendations, and strategic initiatives to executive leadership and governing stakeholders.
- Coordinate policy development and administrative initiatives to support organizational accountability, transparency, and service excellence.
- Utilize data-driven analysis to support operational planning, resource allocation, and performance improvement.

Brevard County Fire Rescue – Assistant Chief of Professional Development | May 2022 – October 2024

Served as senior executive leader overseeing workforce development, personnel initiatives, recruitment and retention strategies, training administration, investigations, and organizational development for one of Florida's larger county public safety organizations with more than 700 personnel.

- Directed organizational development initiatives supporting a workforce of more than 700 employees.
- Led strategic workforce planning efforts focused on recruitment, retention, leadership development, and succession planning.
- Developed and implemented strategic plans for division-wide operational and personnel improvement initiatives.
- Participated in labor-management negotiations and collaborative workforce initiatives through both executive leadership and prior union leadership experience.
- Managed investigations, policy implementation, leadership development programs, and educational initiatives.
- Secured and administered grant opportunities supporting departmental training, operational readiness, and organizational improvement efforts.
- Collaborated with county leadership and external stakeholders on organizational planning and intergovernmental initiatives.
- Delivered executive presentations and policy recommendations to senior leadership teams and public-sector stakeholders.

Additional Progressive Leadership Experience (2005 – 2022): Firefighter/Paramedic, Lieutenant, Training Officer, District Chief, and Chief of Training.

GOVERNMENT & COMMUNITY LEADERSHIP

Mission First Alliance – Board Member | 2025 – Present

Provide strategic guidance and organizational support for a nonprofit organization focused on first responder wellness, leadership, and resiliency initiatives.

Calvary Chapel Viera – Young Adult Pastor | 2025 – Present

Lead mentorship, organizational development, and community engagement initiatives supporting young adults and volunteer leadership teams.

EDUCATION

- Doctorate in Strategic Leadership (DSL), Liberty University – 2025
- Master of Public Administration (MPA), Barry University – 2017
- Bachelor of Public Administration, Barry University – 2014
- Associate of Science in Fire Science Technology, Eastern Florida State College – 2012

PROFESSIONAL CERTIFICATIONS

- Chief Fire Officer (CPSE)
- Florida Fire Officer IV
- Florida Certified Paramedic
- Blue Card Incident Command Instructor
- Florida Fire Instructor III
- Live Fire Training Instructor
- Florida Firefighter I & II
- Executive Strategic Leadership Certificate – Liberty University

PUBLICATIONS & PROFESSIONAL CONTRIBUTIONS

Published nationally on topics including organizational leadership, workforce culture, employee engagement, public service leadership, and training and professional development.

- Fire Engineering
- Firefighter Nation
- Florida Fire Service Magazine
- Fire Rescue Magazine

CONFERENCE PRESENTATIONS

Presenter and featured speaker at national leadership and public safety conferences on topics including organizational culture, strategic leadership, workforce resiliency, and applied leadership research.

- Center for Public Safety Excellence (CPSE)
- International Association of Fire Chiefs (IAFC)
- Fire Department Instructors Conference (FDIC)

Mario A. Diaz, MPA

Cell: 786-202-9343 LinkedIn Profile: www.linkedin.com/in/mariodiaz21/

Dear Members of the Juno Beach Town Council,

I am pleased to submit my application for the Town Manager position with the Town of Juno Beach. During my career as City Manager of North Miami Beach and, most recently, Acting Town Manager of Surfside, I have learned that exceptional local government is built on trust, disciplined execution, and strong relationships with elected officials, employees, and residents. Juno Beach's commitment to preserving its character while planning thoughtfully for the future strongly reflects the type of community I hope to serve.

My experience has prepared me to lead organizations through financial, operational, infrastructure, and policy challenges while maintaining transparency and collaboration. As City Manager of North Miami Beach, I led approximately 600 employees and managed an annual budget exceeding $212 million. I implemented priority-based budgeting, strengthened financial policies, delivered more than $72 million in capital improvements, negotiated collective bargaining agreements, expanded organizational accountability, and worked closely with elected officials, regulatory agencies, developers, and residents to advance complex initiatives. More recently, through my consulting firm, MAD Strategic Consulting, I was retained to serve as Acting Town Manager of Surfside, where I have continued leading municipal operations while advancing coastal resilience projects, guiding budget development, negotiating labor agreements, strengthening strategic planning, and overseeing high-profile community priorities during a period of organizational transition.

What attracted me most to Juno Beach is its commitment to preserving the qualities that make it unique. Successfully leading a community like Juno Beach requires balancing thoughtful redevelopment with neighborhood character, protecting the public trust through open communication, and ensuring every decision reflects the community's long-term interests. Those priorities closely reflect how I have approached public service throughout my career.

I believe the Town Manager's responsibility extends beyond managing departments and implementing policy. It is to provide the Town Council with sound advice, build consensus, develop future leaders, and ensure the organization consistently delivers exceptional service. Success is measured by the confidence of the Council, the trust of residents, and an organization that addresses challenges before they become crises.

My leadership philosophy is grounded in five principles: Supportive, Integrity, Generosity, Honesty, and Transparency (SIGHT). These principles guide every decision I make and shape how I work with elected officials, employees, residents, and community partners. I believe the strongest organizations are those where expectations are clear, communication is open, accountability is shared, and people are empowered to succeed.

Having served both smaller and larger municipalities, I have found that the size of an organization is far less important than the opportunity to make a meaningful and lasting impact. I am seeking a community where I can build strong relationships with the Council, staff, and residents while helping preserve what makes Juno Beach special and thoughtfully preparing the Town for the future.

Thank you for your consideration. I would welcome the opportunity to discuss how my experience, leadership philosophy, and commitment to public service align with the Town Council's vision and how I can contribute to Juno Beach's continued success.

Regards,



Mario A. Diaz

Mario A. Diaz, MPA

Cell: 786-202-9343 LinkedIn Profile: www.linkedin.com/in/mariodiaz21/

Professional Summary

Municipal executive with more than 15 years of progressively responsible leadership experience in local government, public administration, strategic communications, and organizational transformation. Served as City Manager, Acting Town Manager, Village Manager, and Chief of Staff, leading organizations through financial stewardship, infrastructure investment, labor negotiations, redevelopment, strategic planning, and operational improvement. Recognized for building trust with elected officials, employees, residents, and regional partners while delivering measurable results through transparent, accountable leadership. Recipient of the 2025 Miami-Dade County League of Cities President's Excellence in Municipal Leadership Award, the Florida City and County Management Association Rising Star Award, and the PR News Community Relations Award. Leadership is guided by the principles of Supportive, Integrity, Generosity, Honesty, and Transparency.

Professional Experience

Founder & Principal
MAD Strategic Consulting, LLC | July 2025 – Present

Founded an executive consulting firm providing strategic advisory services to local governments and organizations serving the public sector.

- Retained by the Town of Surfside to provide executive management services during a leadership transition.
- Advise public sector organizations on strategic planning, organizational assessment, executive leadership, operations, and government relations.

Acting Town Manager (Client Engagement)

Town of Surfside | November 2025 – Present

Retained through MAD Strategic Consulting to serve as Acting Town Manager during a leadership transition, leading approximately 140 employees and an annual budget exceeding $110 million.

- Negotiated the Police Collective Bargaining Agreement, receiving unanimous ratification from the FOP and Town Commission.
- Directed completion of the annual audit and development of the Town budget while maintaining financial continuity.
- Advanced strategic planning, organizational modernization, and policy improvements across multiple departments.
- Managed high-profile initiatives, including the Champlain Towers South Memorial Park and beach renourishment project.
- Maintained operational stability while supporting the Mayor and Commission through complex organizational priorities.

City Manager
City of North Miami Beach | June 2023 – June 2025

Served as chief executive officer for a full-service municipality of approximately 600 employees with an annual budget exceeding $212 million.

- Directed more than $72 million in capital, resilience, redevelopment, water, stormwater, and facility improvement projects.

Mario A. Diaz, MPA

Cell: 786-202-9343 LinkedIn Profile: www.linkedin.com/in/mariodiaz21/

- Established a standalone Capital Improvement Department to improve project delivery and accountability.
- Implemented priority-based budgeting, Open Finance, and enhanced financial policies while maintaining the City's AA bond rating.
- Built consensus among elected officials, bargaining units, developers, regulators, and residents to advance complex initiatives.
- Negotiated collective bargaining agreements while balancing fiscal responsibility and employee retention.
- Expanded grant funding, Smart City initiatives, flood resilience efforts, and neighborhood investment programs.

Village Manager
Village of Biscayne Park | December 2020 – June 2023

As Village Manager of Biscayne Park, I oversaw all village operations, modernized administrative processes, and enhanced community transparency through targeted policy and procedural reforms. I was honored to receive the Florida City/County Managers Association 2023 Rising Star Award.

- Modernized the building department by transitioning from manual processes to an all-electronic.
- permitting system that lets residents submit applications, pay fees, and check status, and schedule inspections online.
- Negotiated with the Miami-Dade County Citizens Independent Transportation Trust to retain over $500,000 under audit and redirected those funds to stormwater management projects
- Secured $350,000 in state appropriations for stormwater management projects approved by the 2022 legislature.
- Leveraged a $50,000 FDOT grant and $120,000 of CITT funds to launch an on-demand transit service.
- Reformed the budget process to incorporate community feedback, reducing the millage rate from 9.7 to 9.5 while adding services.
- Negotiated a zero-net-change collective bargaining agreement with the Public Works Union and reduced the Police Union’s two-year salary increase request from $195,000 to $77,000—a 40 percent reduction—without compromising service levels.

Chief of Staff
North Bay Village | May 2019 – November 2020

As Chief of Staff of North Bay Village from May 2019 to November 2020, I oversaw the Communications, IT, and Procurement departments, and collaborated with the Village
The manager is to implement his vision and policy initiatives, driving fundamental change in village administration to boost transparency, efficiency, and the strategic implementation of policies.

Mario A. Diaz, MPA

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Key achievements:

- Oversaw the Communications, IT, and Procurement departments, driving transparency and operational efficiency across the administration.
- Executed 80 percent of Alvarez & Marsal's operational efficiency recommendations within ten months.
- Participated in contract negotiations, policy analysis, and strategic reporting as a member of the Executive Senior Management and Collective Bargaining teams.
- Negotiated a police union collective bargaining agreement that reduced a proposed $1 million salary increase to $100,000, balancing fiscal constraints with labor equity.
- Brokered a joint-use agreement with Miami-Dade County Public Schools to convert underused school property into a community park.
- Directed the development and launch of the NBV100 Strategic Master Plan, earning the American Planning Association Florida Award of Merit in 2021, and initiated plans for a new village hall and a county fire station.

Admissions Director | June 2017 – May 2019
Monsignor Edward Pace High School | Miami Gardens, FL

Public Information Manager / Public Information Officer
Miami-Dade Expressway Authority | September 2008 – June 2017

Over my nine years at MDX, I saw my responsibilities grow into the role of Public Information Manager, where I led the Authority's communications, marketing, and public affairs strategy, managed multi-million-dollar budgets, and served as spokesperson. In this role, I guided high-profile campaigns, directed crisis communications, and delivered initiatives that strengthened stakeholder trust and reshaped the agency's reputation.

Key achievements:

- Directed communications, marketing, advertising, and public affairs initiatives with budgets ranging from $250,000 to $2.5 million, ensuring consistent stakeholder engagement throughout project lifecycles.
- Designed and executed multi-channel campaigns (print, digital, TV, radio) that improved transparency, strengthened public trust, and expanded customer reach.
- Co-created the "Cash Back Rewards Program," shifting media perception from critical coverage to front-page praise in the Miami Herald for providing holiday financial relief to families.
- Captured 50% of MDX's customer base in the first year through integrated public relations and advertising efforts, earning PR News' national award for community outreach.
- Served as organizational spokesperson for local, national, and international media, preparing speeches, news releases, and executive communications for Board members and senior leadership.
- Led two full-scale website rebranding projects as project manager, improving usability, accessibility, and alignment with brand initiatives.
- Developed and managed MDX's crisis communications plan, providing real-time response and continuity during emergencies.

Mario A. Diaz, MPA

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Senior Public Relations Specialist
Dickey Consulting Services | July 2004 – September 2008

Over my time with Dickey Consulting Services, I managed community outreach for the City of Fort Lauderdale WaterWorks 2011 program. I coordinated communication between residents, contractors, and city leadership to maintain trust and resolve challenges during this multi-year infrastructure effort.

Key achievements:

- Managed all community relationships during project design and construction, serving as the primary liaison between residents, contractors, and the City Commission.
- Developed and delivered outreach materials, including newsletters, brochures, door hangers, and HOA presentations, to keep residents informed of construction progress and timelines.
- Addressed and resolved resident complaints, ensuring timely solutions to minimize disruption and maintain public support for the project.
- Provided regular progress reports to project teams and City Commission, strengthening accountability and transparency.
- Mentored and trained new public outreach employees, building internal capacity for long-term community engagement.

Leadership, Professional Service & Awards

- President, Miami-Dade City/County Managers Association (2024–2025).
- Executive Board Member, Local Government Hispanic Network and Vice President of Career Advancement.
- Florida City and County Management Association Rising Star Award.
- President's Excellence in Municipal Leadership Award, Miami-Dade County League of Cities (2025).
- ICMA Credentialed Manager Candidate.
- Leadership Florida Connect Class 11.

Skills

Executive Leadership | Strategic Planning | Organizational Transformation | Economic Development | Public Affairs | Marketing & Communications | Government Relations | Media Relations | Stakeholder Engagement | Budget Management | Crisis Communications | Performance Management | Regional Collaboration

Education

- Master of Public Administration (MPA), Florida International University, Member, Pi Alpha Alpha Honor Society
- Bachelor of Science in Communication, University of North Florida
- Associate of Arts in Mass Communications/ Media Studies, Miami Dade Community College

Mario A. Diaz, MPA

Cell: 786-202-9343 LinkedIn Profile: www.linkedin.com/in/mariodiaz21/

Certifications

- High-Performance Leadership, ICMA – 2023
- Leadership Florida – Connect Class 11
- Ethics in Government, Florida League of Cities – 2019–2026
- ICMA Credentialed Manager – Candidate – April 2025

Mario A. Diaz, MPA

Cell: 786-202-9343 LinkedIn Profile: www.linkedin.com/in/mariodiaz21/

Professional References

1. Fortuna Smukler
Commissioner
North Miami Beach
Elected Official
Phone: (305) 525-9222
Email: fortuna.smukler@citynmb.com

2. Jonathan Groth
Mayor
Biscayne Park
Elected Official
Phone: (860)558-6447
Email: jgroth@biscayneparkfl.gov

3. Dr. Ralph Rosado
Village Manager (former)
North Bay Village
Supervisor
Phone: (305) 588-4364
Email: ralph@ralphrosado.com

4. Juan Pinillos
Chief of Police
North Miami Beach
Direct Report
Phone: (786) 302-9410
Email: Juan.Pinillos@NMBPD.org

5. Babette Frieman
Director of Human Resources (former)
North Miami Beach
Direct Report
Phone: (954) 483-6403
Email: babette524@gmail.com

Angelo F. DiPierro
18365 S.E. Birdie Lane
Tequesta, FL 33469
bella24@bellsouth.net
(561) 747-0050 home
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July 5, 2026

Town of Juno Beach
ealves@juno-beach.fl.us

Re: Town Manager

Preface: Seizing opportunities to implement differentiating, transformative solutions by applying objective and insightful perspectives can lead to the identification of common themes among what appear to be competing challenges. Past experiences demonstrate proven successes by taking entrepreneurial, holistic approaches manifesting into efficacious outcomes – that is, mutually beneficial, collaborative partnerships; smart growth, revitalization, and economic development; enterprise resource planning; maximizing resource utilization and optimizing performance utilizing broad-based organizational alignment (e.g., NYPD's chain-of-command/span-of-control, specialized units and programs); and providing mentorship while practicing egalitarianism and transparency.

Dear Colleagues:

Submitted for your consideration are my credentials which describe a value-driven and results-oriented professional defined by an uncommon blend of experiences, a strong record of operational and programmatic accomplishments, and a progressive yet prudent manager who practices sound and reasonable financial principles. **As a published scholar with a Master of Business Administration degree in Corporate Economic Planning, I have earned a Professional Educator's Certificate conferred by the State of Florida in social science.** For the most part, my teaching experience has been at the rank of Adjunct Professor spanning many years while working concurrently in full-time positions the lion's share of which have been in public service.

With successful experiences in **public, private, non-profit, and academic settings**, I offer a considerable depth and breadth of skills, adaptability, decision making, and **unique entrepreneurial talents**. I have devised **well researched, data-driven strategic plans** designed to **maximize resource utilization** and **optimize performance** leading teams to **produce exceptional results** -- that is, **profitability, revenue generation, cost control, and budget replenishment**. Having been requested by Palm Beach County Government's executive management to take over a troubled office, I **crafted a long-range *Business Plan* incorporating business metrics and key performance indicators** to build and lead a successful operation chartered with a broad and diverse portfolio, including an **enterprise venture serving 32,000 registered clients, which has generated well over $100 million in proceeds and asset acquisition recovery/reassignment value for the County and its Partner Agencies**. In November 2024, this venture achieved a significant benchmark date celebrating its 30th Year of Continuous Community Service.

In two previously held positions, I was assigned the responsibility to (a) spearhead post-disaster recovery efforts by documenting claims in order to obtain Federal (FEMA), State (DCA), and commercial insurance reimbursement and (b) perform cash management functions. Pertaining to Hurricanes Floyd and Irene, sixty-five projects were processed resulting in $5 million in reimbursement while the implementation of progressive cash management and banking practices resulted in a level of interest earnings greater than my office's annual operating budget.

Given the increasingly shrinking, interdependent world in which we live, my instructional method centers on providing an integrated, multi-disciplinary approach wherein theory meets practice. Similarly, my managerial approach harnesses operational performance by integrating the organization's mission, goals and objectives, policies, processes, and resources. Establishing a sound protocol with rigorous yet realistic expectations within this framework results in the emergence of a constructive work environment. An environment which serves to drive the team's success while ensuring the work group remains focused on a long-term efficient, effective and productive course with the lowest organizational opportunity cost.

Indeed, these experiences* have confirmed my understanding of the purpose associated with lifelong learning, the importance of organizational improvement and development, and the need for values, ethics, and morality in our lives and the work place.

Thank you for your consideration.

Cordially,

Angelo F. DiPierro

Enclosures.

***Here are just a few of the many *highlights* from my career followed by additional information presented as a cover letter supplement:**

received the Palm Beach County Administrator's "Golden Palm" Award five (5) times for distinguished public service and honored with a National Association of Counties (NACo) Achievement Award for conceiving then implementing Radio Frequency Identification Technology on a Countywide basis to enhance and improve inventory management and control efforts over capital assets;

served on the New York City Office of Management & Budget's Administration of Justice Task Force with stewardship of a multi-billion dollar annual operating and capital budget, the City of Greenacres' Audit & Finance Committee of a Risk Management Consortium involving oversight of $7 million in insurance coverage for the Seven Member Municipal Governments, Palm Beach County's Audit Planning & Review Committee and Emergency Management Disaster Planning & Logistics Branch, and reconciling expenditures and accounting for capital and non-capital assets acquired and placed in service for the construction work-in-progress element of projects funded in the multi-billion dollar Capital Improvement Program;

invited to deliver Power Point Presentations for the 2022 Florida Government Finance Officer's Association (FGFOA) Webinar Series, "Capital Asset Investment & Recovery Operations" and the 2015 Annual Conference for the School of Government titled, "*Maximizing Your Investment Recovery Strategy*," which were well received;

extensive experience with enterprise resource planning and entrepreneurship is clearly evident in the **preparation and implementation of a prescient long-range *Business Plan* for the Palm Beach County Fixed Assets Management Office (its core operational mission being capital asset investment and recovery)**, the conversion of the County's computerized financial management system while integrating and enhancing separate software applications, i.e., the proprietary Fixed Assets Bidding System (FABS) and Radio Frequency Identification (RFID) Technology, and automating the work flow processing for the Facilities Development & Operations and Planning, Zoning & Building Departments;

for the **City of West Palm Beach**, my report titled, **"*Present Issues: Future Vision*,"** was published which mapped the City's **economic development (revitalization of the downtown area and central business district)**; and

establishing a Foundation and Scholarship Fund to honor my High School Principal for his eightieth birthday, funding the Plantation Fraternal Order of Police for officers injured in the line of duty, serving as a volunteer Board of Director with a non-profit animal rescue organization, publishing many management studies (three of particular note are the *Environmentally Sensitive Lands Program – a joint Federal, State, Regional, and Local Governmental Entity effort dedicated to conservation and preservation on behalf of the public's interest and legacy with a focus on supporting efforts for the Florida Everglades Restoration, Code Enforcement Cost Recovery, and Land Development Collection Methods & Process/Staffing*), administering/facilitating the Potable Water Project Bond Issue for the historic center of Greenacres City, and the **City of New York's Police Cadet Corps Initiative, School Program to Educate and Control Drug Abuse, and the Playground for All Children – an apparatus on which handicapped and non-handicapped children can play together locating the Playground in the City's geographic center to facilitate commuter accessibility.**

Angelo F. DiPierro July 5, 2026

Cover Letter Supplement (how does my extensive public sector and other experiences relate to your organization?)

My significant, extensive experience and knowledge of local government operations have been gained while working in mega-sized, large, medium-sized, and relatively small public sector organizations from direct, indirect, consultative, and instructional perspectives.

For example, the published report titled ***"Present Issues: Future Vision"*** completely transformed and revitalized the entire downtown area of the *City of West Palm Beach* while at the same time making it aesthetically pleasing. Meetings with internal/external staff including local, regional, and state officials as well as bankers, developers, business representatives, and other stakeholders along with an intensive amount of research resulted in a viable program that not only mapped the City's future but also brought forth today's reality. ***Hundreds of millions of dollars of investment in residential, commercial, light industrial, hotels, convention and performing arts centers, parking garages, stores, and restaurants bringing life to a once bleak landscape*.**

Additional examples include the following:

> while serving with the *City of New York,* I worked in the Expenditure & Personnel Monitoring Unit and on the Administration of Justice and Parks, Recreation & Landmarks Preservation Task Forces to provide new and/or enhanced services for the purpose of renewing or revitalizing communities. Among the initiatives were the City's Buy-Out of several thousand federally funded employees hired per the Comprehensive Employment Training Act, then subsequently replaced by the Joint Training Partnership Act. Coordination with local Community Boards (the real grassroots level of government), Borough Presidents, City Council Offices and Committees, and other stakeholders paved the way for the City's rebirth from the trough of its fiscal crisis.
>
> while serving with the *City of Greenacres*, the Potable Water Bond Funded Project for the historic center facilitated residential and commercial development.
>
> while serving with the *Palm Beach County Government*, I have a broad and diverse portfolio which involves being responsible for the construction work-in-progress element of capital projects funded in the multi-billion dollar capital improvement program. Accordingly, transactions for land, right-of-ways, easements, buildings, improvements other than buildings, infrastructure and other tangible capital asset investments flow through my office such as the attraction of the Scripps Research Institute and professional baseball spring training/minor league stadiums. Additionally, by tapping into the Senior Community Service Employment Program and establishing Student Intern & Technician positions employment opportunities have been provided in the community.

Of course, these dealings encompass working with numerous project managers and operational staff, e.g., baseball team personnel and their management firms, as well as federal, state, external, and internal auditors on a regular basis.

My **management style** is highlighted by **open, bi-directional communication and dialogue**, *transparency, adherence to laws, regulations, codes, policy and procedures, ethics, and personal integrity*. Of course, laws and other forms of guidance should be periodically reviewed and modified, as necessary, when they are found to be obsolete, unjust, or unreasonable. For example, my work with the code enforcement process for Palm Beach County resulted in amendments to facilitate and encourage compliance yet *provide for liens and collection efforts even on homesteaded properties*, which were previously exempt.

Internal information flow and work products should not only occur within departments but also across the organization yet, ultimately, the chain-of-organizational-command should prevail so decision making is ***qualitatively and quantitatively vetted*** thereby ensuring issues receive timely and proper attention as well as due consideration.

Speaking as a Professor of Economics, Finance and other subject areas, scarcity vis-a-vis unlimited wants/needs is the fundamental economic/financial problem faced by society. Service levels, deliverables, culture, standard of living and quality of life experiences, as well as affordability are always front and center framing the discussion on budgeting both in the short- and long-run.

Therefore, initially I would focus on the mechanics of the budget development process (expense, revenue, and capital components) then how the *procurement, accounting practices, and capital asset recordings are performed*. As a consultant, I found that this flow of activity revealed the inherent strengths and weaknesses of the organization clearly demonstrating the ***capital to labor ratio and the relationship to productive, effective, and efficient operations***. Thus, a prescient, business model can be constructed with key business analytics/performance indicators to document how the mission-focused and human-centered organization performs its community service.

Consequently, personnel from my assigned areas of responsibility are expected to present Briefing Papers explaining their current and future mission, goals and objectives (SMART initiatives, i.e., Dashboarding operational and financial information, Radio Frequency Identification Tagging for capital and non-capital assets and stock inventory, etc.); business metrics (performance measures/key workload indicators); organizational and flow charts of major activities (Efforts to Support Career Advancement and Succession Planning for Retirements/Other Attrition); administrative policies & procedures and their authority; opportunities to streamline and automate manual processes; current assignments; approaching and annually recurring deadlines; and, most importantly, controllable versus uncontrollable costs citing any unfunded mandates along with an explanation of one time or recurring functions with a budgetary impact.

Accordingly, the aim of this evaluation is to (a) produce a comprehensive assessment documenting the strengths, weaknesses, opportunities, and threats in the short-run and over a long-range time horizon with the aim of continuous improvement then (b) perform a qualitative examination followed by a cost-benefit quantitative analysis to determine the operational/financial/economic impact. By organizing an operational charrette (*collaborative joint ownership exercise) making use of the staff's talents with input from the Leadership Team, officials, partners, and stakeholders, a comprehensive yet sensible consensus about prioritization may emerge upon which detailed near, mid, and long-range planning and implementation scheduling can be duly advanced.*

Mentoring and Teaching Philosophy -- An Inextricably Intertwined Approach, to wit:

- ***Lead and direct the staff/clients/stakeholders by strategically demonstrating the inherent value of organizational efficiency and effective communication among and between the participants. Ultimately, the accomplishment belongs to the staff/clients/stakeholders – that is, each group has a pulse that results in the development of a unique character and personality. It is therefore essential to eventually transition from leader/director to manager to facilitator whereby the staff/clients/stakeholders become fully engaged in their own success.***

- ***Connect real world issues as well as historical/current events to the theory/concepts. By so doing, a strong foundation can be established upon which staff/clients/stakeholders can become subject matter experts in the field through discourse covering terminology, facts, details, and examples that serve to deliver and reinforce a professional experience and collegial environment. For example, comparing and contrasting the various Schools of Economic Thought such as the Monetarists (a focus on the Federal Reserve (FED)) vis-à-vis Fiscal Policy (Keynesians) would provide relevant and timely insights about GDP, interest rates, yield and inverted yield curves, inflation and cost of living adjustments, earnings recession, the bond and equity markets including sovereign debt/ceiling/financing, and the impact of supply chain disruptions.***

- ***Explain what is meant by an organization's corporate culture and how that relates to its competitors and environment stressing the importance of qualified corporate governance and compliance with Statutes, Rules & Regulations, and Policies & Procedures, etc., which are necessary conditions for long-term, successful sustainability.***

- ***For in the final analysis, the purpose of mentoring and teaching is to provide staff/clients/stakeholders with the skill set to synthesize data and conditions, conduct professional level analyses and evaluations, and form logical findings and recommendations to proactively prevent problems from occurring or, when problems do arise, to creatively implement appropriate solutions – herewith is a golden opportunity to segue into a discussion about the pros and cons of Artificial Intelligence.***

Your organization's human and capital assets as well as other resources can be further leveraged in the following ways: offer effective speed reading instruction to the staff and clientele; implement Radio Frequency Identification Technology to productively conduct inventory management and control of assets, materials and supplies, etc.; consider vertically and horizontally integrating the existing economic opportunities by applying prudent infrastructure and natural environment investments, explore the establishment of an energy efficient Hydroponic Indoor Farming Facility to demonstrate 'localization-sustainability' and other Green Renewable activities; and, enhance marketing and deployment efforts of the organization's opportunities by broadcasting programs produced, directed, written, and hosted by the staff, clients and stakeholders to include 30-second spots and infomercials in addition to more lengthy features.

My professional career demonstrates the following: a proactive and productive history of collaborative and supportive leadership with constructive implementation of long-range, cross-functional strategic planning while addressing multiple priorities simultaneously; seizing opportunities to improve operations through efficient and effective time management; optimizing resource utilization resulting in productive and leading-edge service delivery; contributing to collective bargaining processes by preparing scenarios and providing their budgetary impact in the short and long run; creating and implementing policies and procedures; investigating, researching, designing, developing business requirements, and implementing innovative technological solutions resulting in positive organizational-wide outcomes; capital and non-capital project management; brand building, generating new sources of revenue with perennial positive cash flows by establishing an entrepreneurial inspired enterprise praised for its cost containment efforts; and providing financial and operational leadership through constructive oversight of broad and diverse portfolios.

In closing, let me offer that I look forward to working on behalf of the organization in order to optimize its best interests into the future. How can I further differentiate myself from other worthy candidates? My experiences include successfully assisting with positioning New York City to emerge from its fiscal crisis by taking proactive measures to address short-term concerns while working on long-range solutions. ***Being equipped with the skill set to assess complex problems from multiple perspectives, I will serve as an advocate on behalf of the organization's best interests – that is, by streamlining work flows while positively influencing decision making and advancing the executive and legislative priorities***. **Likewise, at this time in the organization's history, research and investigative efforts are called for in order to develop novel approaches and differentiating strategies involving data-driven analyses and evaluations to produce prescient results while simultaneously advancing the organization's commitment to inclusive excellence**. I am confident that the portfolio of responsibilities under my administrative leadership can meet or exceed such challenges achieving **positive outcomes through continuous qualitative and quantitative improvements** that will resonate accordingly.

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Executive Summary:

- ***Professional corporate economic planner with a strategic entrepreneurial spirit (an "Achiever" and "Doer");***
- ***Proven problem solver having a unique blend of experiences in public, academia, for-profit, and non-profit settings;***
- ***Record of innovative success enhancing profitability, revenue generation, cost control, and budget replenishment; and***
- ***Published scholar and public servant equally at ease writing communication instruments from white papers to full-length consultant studies.***

PROFESSIONAL EXPERIENCE

Public Sector

PALM BEACH COUNTY, FL - Office of Financial Management & Budget February 1995 - Present
Manager, Financial Management Division
Senior Management & Operations Consultant, Management Section,
also serving as Interim Manager, Fixed Assets Management Office (effective December 2000)
Senior Management Analyst, Management Section
Management Analyst, Management Section
(Promotions: while serving in the Management Section plus a position reclassification then onto Manager in the Financial Management Division**.)**

Lead, direct, administer, manage, organize, and control the broad and diverse portfolio for the County government's **capital asset investment and recovery operations**: reconcile and capitalize the construction work-in-progress element of capital projects funded in the multi-billion dollar Capital Improvement Program; implement Governmental Accounting Standards Board's pronouncements, e.g., infrastructure amounting to a book value over $1.5 billion; maintain and update centralized inventory control over 60,000 capital assets with a book value of $6 billion; engineered the surplus disposal program **serving over 32,000 clients while generating sales receipts and reassignment value, or cost avoidance, in excess of $100 million since inception (**these proceeds directly replenish the budgets of the Board of County Commissioners' departments/agencies including the Palm Beach International Airport, Sheriff's Office, Fire-Rescue, and Solid Waste Authority as well as the budgets of the municipal and special taxing district partners**)**; conceived, researched, crafted, published, and implemented a **long-range *Business Plan*** with **core metrics and key performance indicators**, policies and processes, training manuals, interlocal agreements, and desk procedures while **launching a successful multi-media marketing campaign**; **negotiate multiple contracts** including communications equipment, records management and retention, asset appraisal services, and recycling; comply with bond/grant covenants (i.e., land/construction/infrastructure and the Senior Community Service Employment Program), statutes, ordinances, and administrative or legal agreements; **published** FAMO's first annual financial and performance measurement report continuing with monthly, quarterly, and annual updates; developed scope of work and business requirement specifications **(enterprise resource planning)** for the conversion of the County's computerized financial management system while integrating and enhancing separate software applications, i.e., the **proprietary Fixed Assets Bidding System (FABS) and Radio Frequency Identification (RFID) Technology**; manage the hurricane shelter at Independence Middle School and post-disaster crisis center; served on the County's Audit Planning & Review Committee and Emergency Management Disaster Planning & Logistics Branch coordinating staging areas, supply and distribution sites, and mutual aid efforts; and **re-engineered** the operations and physical environment of the central office and surplus disposal operations while codifying their redesign into allocated space for the relocation to a new facility in April 2010.

Evaluated operations under the control of the Board of County Commissioners in order to design methods, procedures, improvements to financial and management information systems, and controls necessary to **enhance performance** by streamlining processes: **conducted management studies; operational, financial, programmatic, and compliance audits**; generated revenues; and recommended cost control and recovery measures. Translated conceptual ideas into feasible, concrete recommendations for efficient, effective, productive service delivery with the lowest organizational opportunity cost: ***Code Enforcement Cost Recovery*; *Vehicle Replacement Policy*; *Capital Projects Management* (established the procedures used in FAMO's project manager training sessions); *FEMA and Commercial Insurance Reimbursement*** (established the framework for the successful processing of 65 projects amounting to $5 million in claims reimbursement for losses attributable to Hurricanes Floyd and Irene); ***Land Development Collection Methods & Process/Staffing*; *Environmentally Sensitive Lands Program*; *Parks & Recreation - Revenue Collection & Projections*; *Community Services and Library System Organizational Studies***; and, ***Indirect Cost Allocation Plan* resulting in a $14 million net reimbursement to the General Fund**. Initiated new areas for examination by synthesizing real operational and financial concerns requiring attention -- e.g., ***County Property Insurance Coverage***. Interpreted Federal, State and County laws and regulations proposing amendments as necessary, e.g., facilitating code compliance initiatives while balancing the rights of property owners with the need for effective code enforcement and collection efforts. Recommended and coordinated programs to assimilate employees, supervisors, and managers in the techniques of work improvement and simplification.

CITY OF GREENACRES, FL - Administrative Services Department November 1988 - August 1990
Financial Operations Supervisor

Supervised financial, budgetary, data processing, procurement, and administrative processes in a progressive manner (**developed and established the protocol for investment/cash management strategies** which resulted in **unprecedented interest earnings**). Commenced and successfully completed a **$1.5 million Potable Water Project Bond Issue**. Served on the Audit & Finance Committee of the Risk Management Consortium involving oversight of $7 million in insurance coverage for the seven member municipal governments. Published data processing training and reference manual for citywide applications. Presided over the installation and modification of equipment/programs to protect and/or improve the computer system -- UPS, GIS, surge and fire suppression, ACCs, LCCs, and contiguous memory storage for enhanced speed and capability. Accepted a one-year contract with Cardinal Newman High School in order to earn the State of Florida Professional Educator Teaching Credential.

CITY OF WEST PALM BEACH, FL - Finance Department September 1987 - August 1988
Research & Budget Analyst

Prepared the annual capital and operating budget including **multi-year financial forecasts for the City's enterprise and internal service funds**. Performed operational and organizational studies to measure efficiency and take corrective action; reviewed sources of revenue generation; reconciled the City's Community Development Block Grant funding, expenditures, and cash position from inception-to-date; compiled the Statistical Section of the Comprehensive Annual Financial Report (CAFR); and formulated **long-range capital improvement planning in the amount of $446.5 million to chart the City's future economic development and revitalization efforts (publishing *"Present Issues: Future Vision"*) followed by a focused study on the central business district which manifested into City Place and Clematis-By-Night**. Prepared resource utilization assessments, developed and monitored citywide goals and objectives, and conducted workshops and delivered presentations. Accepted the position with the City Manager's assurance that the position would be upgraded to Research & Budget Director; unfortunately, the City Manager's contract was abruptly terminated during the fiscal year by the Board of City Commissioners ending his plans to create a Research & Budget Office. Upon successful completion of the entire portfolio of research and budget assignments, accepted a confidential consulting engagement with the General Manager of a local Auto Mall Dealership.

CITY OF NEW YORK, N.Y. - Office of Management & Budget May 1981 - September 1987
Senior Budget Analyst, Administration of Justice Task Force
Budget Analyst, Parks, Recreation & Landmarks Preservation Task Force
Assistant Budget Analyst, Expenditure & Personnel Monitoring Unit
(Promoted twice from Assistant Budget Analyst to Budget Analyst then to Senior Budget Analyst.**)**

Developed one-year, four-year and ten-year **financial plans** in billions of dollars for a full service entity. Served on the **Administration of Justice Task Force** presiding over an annual operating and capital budget in excess of **$1.5 billion**; the **Parks, Recreation & Landmarks Preservation Task Force** with a combined budget of **$350 million**; and, the **Expenditure & Personnel Monitoring Unit** accounting for the City's **240,000 employees** and related resources with an annual operating budget of **$21.5 billion**. Produced service delivery programs such as the School Program to Educate and Control Drug Abuse (SPECDA), Community Patrol Officer Program (CPOP), and the Police Cadet Corps as well as construction (Playground for All Children), reconstruction (Zoo and Wildlife Exhibits), and system improvements (E-911) funded with city and non-city sources -- i.e., CD, JTPA, UPARR, and Environmental Quality Bond Act (EQBA). Implemented policies, revised existing operations to better serve the public, and measurably solved problems. Composed the ***F.A.C.T. Book, City Council Briefing Papers*, and the *Mayor's Budget Message* and *Management Report*** (connecting budgets to programmatic initiatives, collective bargaining agreements, and service delivery by providing detailed explanations along with comparative performance measurements). Prepared **cash flow** data used to define short-term borrowing needs. Created, updated, and maintained the Citywide Quarterly Allocation (QAS) and Integrated Financial Management Systems (IFMS). Accepted a position with the City of West Palm Beach near the area where my family was planning to relocate (Town of Jupiter/Village of Tequesta in northern Palm Beach County).

Academia

CARDINAL NEWMAN HIGH SCHOOL, West Palm Beach, FL August 1990 - June 1991
Teacher/Coach
Economics (Advanced Placement Credit - sponsored by Barry University, and three Junior Achievement classes), U.S. History and Government. Broadcasted commercials produced, directed, filmed, and written by the student companies in order to market their products. Each company **posted profitable results from the sale of its merchandise**. Coached freshmen and varsity football and varsity soccer. Successfully completed and fulfilled obligations/requirements under the one-year contract with the School, the Alternate Teacher Preparation 12-Credit Program administered by Florida Atlantic University, and earned the State of Florida's Professional Educator's Certification. Accepted the challenge offered by a business opportunity with A & S Services, Inc.

PALM BEACH STATE COLLEGE, Lake Worth, FL Academic Year 1988/89 - Ongoing
SOUTH UNIVERSITY, West Palm Beach, FL (Winter 1988/89) Academic Year 1994/95 - 2005/6
NEW HORIZON ACADEMY, Boca Raton, FL Fall 1994
WASHINGTON COUNTY SCHOOL PROGRAM AT ECKERD, Okeechobee, FL Summer 1992
BARUCH COLLEGE (City University of New York), N.Y.C., N.Y. Spring/Summer 1987
PEARL RIVER SCHOOL DISTRICT, Pearl River, N.Y. Winter/Spring 1986-7
Adjunct Professor

Macro- and Microeconomics **(PBSC's Weekend Business Institute and Honor's Program)**; Decision Sciences; Statistics; Financial, Managerial, and Cost Accounting; Operations Management; Finance; Business Law and Taxation; Conventional and Speed Reading; World History; Mathematics; Communications; Personal Awareness; Fine Arts; and, Yearbook. **Develop and implement curricula**. **Advise and select textbooks**. For the most part, my teaching experience has been at the rank of Adjunct Professor spanning many years while working concurrently in F/T positions the lion's share of which have been in public service.

For Profit/Private Sector

A & S SERVICES, INC., Ft. Lauderdale, FL June 1991 - February 1995
President (Equity Ownership)

Directed the daily operations, financial management, and inventory management and control of the **S-corporation**. Organized and managed an automotive repair and vehicular rental business commencing with site and facility acquisition; procuring capital equipment, supplies, materials, and contractual services; hiring and developing staff; and controlling the supply chain and inventory. Designed a marketing program which resulted in sales growth at an increasing rate to achieve a **profitable position**. Revenues increased by a cumulative growth rate in excess of 80% on $400k in total sales. Prepared and implemented orientation and in-service training programs covering corporate policies and procedures, product differentiation, technical competency, productivity, efficiency, vendor qualification, procurement methodology, and customer relations. In 1995, sold business as a going concern to accept a position with the Palm Beach County Government.

PRIVATE ENGAGEMENT, Jupiter, FL August 1988 - November 1988
Independent & Confidential Consultant

Commenced and completed an engagement commissioned by the General Manager of the North Palm Beach Auto Mall: Chrysler/Plymouth Dealership's Service & Parts Departments. Uncovered **opportunities** for **automation** and **modernization**, **operational improvement**, **organizational effectiveness**, **procedural efficiency**, and **productivity** which were **implemented** resulting in a **profitable turnaround**. Accepted a position with the City of Greenacres – Administrative Services Department. Though I enjoyed consulting and was planning to simultaneously undergo the requirements to become a Certified Professional Educator, the senior executives offered me the opportunity to modernize the financial and technical business operations. Consequently, I postponed undertaking the Certification process until successfully accomplishing the effort. **[**Note: In early 1995, performed consulting services for International Profit Associates headquartered in Buffalo Grove, Illinois. Engagements focused on essential business fundamentals: strategic pricing; budgeting to make a profit; cash management; and inventory management, control, and turnover.**]**

Non-Profit Sector

CENTER for the STUDY of the PRESIDENCY, N.Y.C., N.Y. August 1980 - May 1981
Assistant Business Manager (P/T position during senior year in college)

Processed accounting functions, created marketing programs to sell published materials, conducted membership drives, **organized conferences/symposia**, and provided member services including **research on U.S. Presidents**, the **Presidency**, and the **Executive Branch of Government**. Accepted a F/T position with the City of New York.

EDUCATION

Master of Business Administration, Corporate Economic Planning, 1985, Pace University, New York, New York
Bachelor of Arts, Economics and Political Science (double major), 1981, Fordham University, Bronx, New York
Alternate Teacher Preparation Program, 1991, Florida Atlantic University, Boca Raton, Florida

CERTIFICATIONS and HONORS & AWARDS

N.Y.C. Mayor's Graduate Scholar
Fortune Pope Foundation Scholarship
National Economic, Political Science, and Foreign Language Honor Societies
GFOA Award for Distinguished Budget Presentation and Certificate of Achievement for Excellence in Financial Reporting
Popularly elected to serve on the Executive Committee of the OMB Benevolent Association
OFMB Incentive Fund Committee (Chairman) and Countywide Recognition Program Member
OFMB Departmental Employee Recognition Program and Countywide Kudos Awardee
Palm Beach County Administrator's Golden Palm Awardee (5 times)/NACo Innovation Achievement Award
Florida Professional Teaching Certification in Social Sciences (including Economics)
Crisis Prevention/Intervention Certification
South University - Professor of the Year
Florida Notary Public
Participant in public safety preparation for the 1986 Statute of Liberty Celebration and civil defense training of a French national via the United Nations
Customer Relations Recognition
Certificates - CPR, Red Cross, Commitment to Safety, Say No Drugs, Forklift Operation, Providing Employment Opportunities

PUBLICATIONS & JOURNALISM

Author/Reporter

JUPITER COURIER, WEEKDAY, NEWS/ADVERTISER, OMB NEWSLETTER, THE RAVEN, THE EXCHANGE, POINT MAGAZINE. Articles include: *Economy, Elections Have Much in Common*; *Solution to a Global Problem?*; *ROI on the MBA*; *Public Policy: Who's & Why's*; fundraising and scholarships; and many on local government and events/issues in northern Palm Beach County, Florida.

ACTIVITIES & INTERESTS

Fordham Alumni Student Team recruiter and volunteerism - Lighthouse Habitat for Humanity and Gulfstream Goodwill Industries, Inc.
Serving as a Volunteer on the Board of Directors for a non-profit 501(c)(3) Animal Rescue Organization, F.I.N.O. Rescue, Inc.
ICMA, GFOA, FGFOA (presentations titled, **"Capital Investment & Recovery Operations," and *"Maximizing Your Investment Recovery Strategy,"*** delivered for the 2022 Webinar Series and School of Government Finance @ the 2015 Annual Conference, respectively), IIA, Professional Educator's Network, Citizens for a Sound Economy, and James Madison Institute
Mock Jury Trials on behalf of the Palm Beach County Court System
Landscaping & Home Improvements/ Sporting Clays/ Saxophone/ Real Estate & Financial Markets

References
for
Angelo F. DiPierro

1.) John Flynn
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2.) David Rafaidus
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Community Services Department
Palm Beach County Government

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3.) Lorene Cosentino
Records Manager (retired)
Office of Financial Mgmt. & Budget
Palm Beach County Government

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4.) Victoria Mack
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South University

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5.) Glenn Pate
Associate Professor – Accounting
Department Chair – Business
Cluster Chair – Accounting

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6/) Kathy Rutkauskas
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John Flynn is a colleague; we have served in the Palm Beach County Government for three decades.
David Rafaidus is a colleague who volunteers his salesmanship services when we hold surplus auction sales.
Lorene Cosentino remains a colleague who shared office space with me for ten years.
Victoria Mack remains a colleague; we served together when I taught for South University.
Glenn Pate was my supervisor for several semesters while I was teaching for Palm Beach State College.
Kathy Rutkauskas is a personal colleague who serves as a technical consultant for regulatory compliance.

COLIN DONNELLY

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SUMMARY

Motivated public sector leader with 17 years of executive management experience. Best known for ethical leadership and a team player dedicated to systematic organization improvement. A creative solution orientated leader who is comfortable working within tight fiscal constraints. A solid, well-rounded administrator from working in complex smaller municipalities.

PROFESSIONAL SKILLS

- Procurement
- Project Management
- Employee and Labor Relations
- Policy Creation
- Capital Planning
- Creative
- Contract Negotiation
- Grant Administration

WORK EXPERIENCE

CIP Grants Administrator **Sep 2019 – Oct 2024**
City of Dania Beach *Dania Beach, Florida*

- Coordinate the development of the City's Five-year Capital Improvement Plan with staff, the Administration, elected officials, contract planners and engineers.
- Coordinate 30 active capital projects to keep design, bidding, construction, and project close-out on-schedule.
- Manage grant compliance for 19 Active Grants and liaise with finance for payments and reimbursements.
- Pair funding agencies with capital projects
- Manage contract grant writers and coordinate applications.

Consultant **Apr 2019 – Sep 2019**
Self ,

- Grant Writing and Management; Capital Planning; and Project Management.

Assistant City Manager **Dec 2006 – Mar 2019**
City of Dania Beach *Dania Beach, Florida*

- Performed duties as directed by the city manager and acted as city manager in his absence. In City Manager Acting capacity for five months.
- Dania Beach is located in South Florida, with an area of 8.3 square miles and a population of 31,000.
- Directly managed HR division with the authority to recommend hiring and firing (130 FTEs.)
- Code Compliance, Parks and Recreation, Beach, and Community Development were direct reports.
- Managed the planning, design, and construction of a new city marina and acquired $5M in grants for $8M construction cost.
- Represented the city manager through the annual budget process that maintained consistent tax rates and improved service levels through changing economic conditions.
- Led lease negotiations for several city assets and managed contracts: fishing pier, restaurant, and marina.
- Negotiated labor agreements with general employees and fire unions.
- Authored two city branding slogans: Living in History, Preparing for Tomorrow and Sea It, Live It, Love It.

COLIN DONNELLY

Town Manager **Sep 2003 – May 2006**
Town of Newton *Newton , New Jersey*

- Chief executive officer with 70 providing all municipal services to 8,200 residents.
- Completed three major capital projects: public works facility, public safety building, and new water plant
- Initiated redevelopment effort to solidify long-term revenue structure. Used visionary planning to rewrite the town's master plan and create a redevelopment plan.
- Negotiated sustainable labor contracts with police and general employees that introduced cost sharing for health care benefits.
- Served as a voting member of the town's planning board.

Assistant to the City Manager **Sep 1995 – Sep 2003**
City of Belleville *Belleville, NJ*

- Supported town manager in all areas of municipal government.
- Supervised the Personnel Division with two direct reports.
- Managed special projects.

EDUCATION

M.P.A. : Public Adminstration **May 2000**
Rutgers Graduate School - Newark, Newark, New Jersey

B.A.: Political Science **May 1991**
Rutgers University, New Brunswick, NJ

AFFILIATIONS

- International City/County Management Association Member
- Governmental Purchasing Association of New Jersey
- Society for Human Resources Management
- Dania Beach Quality Housing Solutions (past board member)

RICHARD A. DOUGLAS, AICP, ICMA-CM

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PROFESSIONAL PHILOSOPHY

Utilizing over 25 years of local government management experience to provide quality community services, with a results-oriented management style that emphasizes the principles of honesty, initiative, creativity, and customer service.

PROFESSIONAL EXPERIENCE

County Administrator, Sussex County Board of Supervisors, Sussex, Virginia, September 2020 to April 2026

Responsible for overall administration of county government ($47 million operating budget), including administration, economic development, finance, planning, building services, animal services, public works, solid waste management, public safety, children's services and social services; and coordination with Constitutional Officers, utility authority, and other organizations. Tasked with improving the overall professionalism of county government, improving efficiency and performance of county departments, and aligning resources to better fit county needs. Fostered a collaborative team involvement to include all Constitutional Officers as members of the management team, and restored a positive working relationship with the school system and Superintendent. Accomplishments include the following:

- Fostered regional cooperation in the provision of services, to include establishing a joint building services department with neighboring Surry County (sharing in the cost of a building official and building inspector), allowing for the recruitment of an experienced building official at a reduced cost to both counties (received 2022 VACO Achievement Award and presented this program at 2023 ICMA Annual Conference)

- Oversaw the transition of the county's Department of Social Services administrative structure from an administrative board to an advisory board, and implemented significant organizational changes that resulted in a reduced number of staff positions and improved performance measures; also restructured the children's services program to be housed under administration, resulting in improved state compliance and performance measures

- Utilized grant funding to significantly upgrade the county's animal shelter facilities, to include the addition of a barn to accommodate livestock, a cat viewing room and outdoor area, a pet interaction room, and outdoor dog runs, that created an improved environment for shelter animals and enhanced visitor experience that allowed for the promotion of animal adoption

- Received state and local foundation funding and coordinated with local electric cooperative to provide for county-wide broadband services for all county residents
- Developed a one-mile low maintenance walking trail at minimal cost at closed county landfill, adjacent to animal shelter, and initiated a walk-a-dog program for shelter dogs utilizing this trail (received 2024 VACO Achievement Award)
- Improved site readiness and marketability of large industrial site (renamed Sussex Green), to include improved coordination with state and regional economic development agencies and area utilities, the award of two large site development grants from VEDP, and the hiring of a deputy county administered focused specifically on economic development
- Obtained grant and technical assistance from the Army Corps of Engineers, to complete a drainage study and provide for measures to reduce flooding in the Town of Wakefield (an issue that had not been addressed in several decades and had significant economic development implications), leading to a $1.05 million grant award for physical drainage improvements
- Coordinated with county's fire and rescue association and financial advisor to develop an implementation schedule for the replacement of fire and rescue apparatus over the next 20 years

Planning and Economic Development Director, Colonial Beach, Virginia, July 2019 to August 2020

Responsible for managing Planning and Community Development Department for growing coastal community, including zoning permit review and enforcement of Chesapeake Bay Act requirements, site plan and subdivision review, code enforcement, and ordinance amendments. Also work with other town departments and community organizations on special projects such as historic district designation and downtown/boardwalk signage. Focused on improving permit process with an emphasis on customer service, improving working relationship with Planning Commission, and strengthening ordinance enforcement.

City Manager, Covington, Virginia, March 2016 to February 2019

Responsible for overall administration of an independent city ($24 million operating budget excluding school funding), with municipal services such as police, EMS, public works, sanitation/landfill, water, wastewater, development services, parks and recreation, finance, and administration, and joint services such as Sheriff/jail/courts, social services, health services, library, and economic development. Accomplishments include the following:

- Improved regional cooperation with neighboring county governments, including the adoption of a joint economic development revenue sharing agreement and a joint comprehensive planning process with Alleghany County; the development of a Drone Zone, a regional economic development project funded in part with a Appalachian Regional Commission grant and involving the redevelopment of a former school property; and a long-term landfill use agreement with Bath County that provided financial stability for the City's landfill operation

- Established a city emergency medical services department to include the use of 24/7 paid EMS staff, which greatly improved response time, reliability, and level of care, while maintaining a significant role for the volunteer Covington Rescue Squad and its declining membership

- Based in part on an external assessment of the Police Department, undertook measures to improve departmental operations and public confidence, to include completing the state law enforcement accreditation review process, implementation of more community policing measures; and increasing drug enforcement measures, such as acquiring first K-9 in several years

- Received approximately $3 million in state funding to resurface most of the major streets in the city and to complete a downtown streetscape project that had been delayed for several years; coordinated with city's engineer to develop a street paving prioritization list, and paved at least four streets each of the past three years

- Completed 14-year expansion of city's landfill, replaced all landfill equipment and scales, and reorganized staff, to improve operational efficiency, obtain and maintain state permit compliance, and increase trust with state regulatory personnel; established a separate solid waste enterprise fund to ensure sufficient revenues for current and future landfill/sanitation obligations

- Received state grant funding/zero interest loan to upgrade all wastewater lift stations, to ensure reliability and permit compliance, negotiated wastewater consent order with state regulatory personnel for the construction of a wastewater equalization basin at the wastewater treatment plant and received state funding for the project; made substantial improvements to the city's water plant, restarted a hydrant flushing program, and inspected all water tanks, which had not been completed in several years

- Established a development services department (formerly known as the building inspector's office) and increased emphasis on planning, code enforcement, and economic development; implemented a minimum housing prioritization list and removed or improved several residential structures

Town Manager, Erwin, North Carolina, July 2013 to October 2015

Responsible for overall administration of municipal government ($3 million operating budget), including police, public works, planning and code enforcement, parks and recreation, library, finance, and administration, with an emphasis on planning and economic development. Accomplishments include the following:

- Worked with economic development consultant and state and local economic development professionals to identify redevelopment strategies for 57-acre former Erwin Mills denim manufacturing property

- Removed town from nine-year probationary status with National Floodplain Insurance Program and addressed major stormwater management issues

- Updated 15-year old land use plan and completed several revisions to town's zoning ordinance

- Worked to improve attractiveness and economic viability of downtown area, including streetscape and sidewalk planning, completion of feasibility study to relocate historic depot to downtown, completion of historic district nomination application, and park improvements (PARTF grant)

Town Manager, Selma, North Carolina, October 2008 to July 2013

Responsible for overall administration of municipal government ($17 million operating budget), including police, fire, electric, public works, planning and code enforcement, water and wastewater, parks and recreation, library, finance, and administration. Accomplishments include the following:

- Expanded or relocated police station, fire station, gymnasium and library facilities to better serve residents and fulfill department missions, utilizing low interest financing and $300,000 in grant funding
- Expanded planning and code enforcement efforts, including the preparation of the first land use plan in 30 years, preparation of master water and wastewater plans, revisions to zoning and subdivision ordinances, the abatement of nuisance properties, including the removal of over 500 junk vehicles, and the implementation of a targeted service area program to address specific neighborhood needs
- Achieved certified industrial site designation through the NC Department of Commerce for two industrial sites, including a 150+ acre dual rail-served site
- Completed numerous improvements to the water and wastewater systems, including wastewater lift station and line improvements funded in part with a $550,000 grant, and automation of the water and wastewater systems (SCADA)
- Reduced the town's ISO insurance rating, decreased fire department response time, and improved overall fire services through such efforts as the initial implementation of a 24-hour fire station staffing plan, implementation of an equipment replacement schedule, expansion of station space, and vehicle and equipment replacement
- Improved flexibility for electric customers through the establishment of the first electric pre-pay system in the state; served on the North Carolina Eastern Municipal Power Agency Board of Commissioners

City Manager, Raeford, North Carolina, October 2004 to October 2008

Responsible for overall administration of municipal government ($7 million operating budget), including police, fire, public works, planning and code enforcement, water and wastewater, finance, and administration. Accomplishments include the following:

- Completion of $2.6 million comprehensive downtown streetscape project
- Significant improvements to the wastewater treatment plant and strengthening of industrial pretreatment program that led to consistent NPDES permit compliance and improved relationship with NC DENR

- A water system improvements project, with over $700,000 in grant funding, that boosted the city's domestic capacity and enabled expansion for a large local industry

County Administrator, Long County Board of Commissioners, Ludowici, Georgia, April 2000 to September 2004

Served as first county administrator for rural but fast growing Southeast Georgia county. Accomplishments include the following:

- Preparation of the county's first subdivision ordinance and other land use regulations
- Successful transition to county-wide curbside garbage collection and establishment of two recycling centers
- Development of regional emergency 911 system
- Expansion of county recreation park
- Establishment of county industrial park ($465,000 state economic development grant)

Planner, Coastal Georgia Regional Development Center, Brunswick, Georgia, August 1998 to March 2000

Natural Resources Planner, Maryland Department of Natural Resources, Annapolis, Maryland, January 1996 to July 1998

Analyst/Research Assistant, ICF Kaiser, Fairfax, Virginia, February 1992 to November 1995

EDUCATION

University of Virginia, Master of Planning, May 1995

James Madison University, BS, Public Administration and Political Science, May 1991

Public Executive Leadership Academy, University of North Carolina-Chapel Hill, August 2014

PROFESSIONAL MEMBERSHIPS/ORGANIZATIONS

American Institute of Certified Planners (AICP), #012068

International City/County Management Association, Credentialed Manager (ICMA-CM)

American Planning Association

Virginia Local Government Management Association (VLGMA)

VLGMA Executive Board, 2024 to present

VLGMA Professional Development Committee (co-chair of 2023 VLGMA Winter Conference)

North Carolina Eastern Municipal Power Agency, Board of Commissioners (2008-2013)

MANAGEMENT STYLE & EXPERIENCE STATEMENT

PROFESSIONAL EXPERIENCE

- City Administrator, City of Crystal City, Missouri (2013 – Present)
- City Administrator, City of Pevely, Missouri (2011 – 2013)
- City Council Member, City of Crystal City, Missouri (2000 – 2013)
- Chrysler Corporation, Fenton, Missouri (1994 – 2008)

BACKGROUND & ORGANIZATIONAL CONTEXT

I offer more than 26 years of local government service, including 15 years as a City Administrator, with direct experience leading similarly sized municipal organizations, advising elected officials, managing staff, preparing and implementing budgets, overseeing capital projects, and guiding long-range community priorities. Crystal City is a close-knit community of approximately 5,000 residents with an annual budget of nearly $11 million, approximately 60 full-time employees, 25 part-time or seasonal employees, and six department heads reporting directly to me.

Juno Beach's seaside character, strong sense of community, council-manager form of government, and emphasis on quality of life closely align with the kind of organization I have served and helped strengthen. I understand the importance of protecting small-town character while providing professional, responsive, business-minded government operations.

MANAGEMENT PHILOSOPHY

My management style is collaborative, professional, and results-oriented. I believe an effective Town Manager must be a leader, partner, supporter, trusted advisor, and consensus-builder who works closely with the Town Council to implement its priorities while maintaining transparent communication with staff, residents, and stakeholders.

I empower department heads and employees to operate with appropriate autonomy while maintaining clear expectations, accountability, and follow-through. I expect leaders to bring forward solutions, not just problems, and I actively coach staff to strengthen decision-making, teamwork, and professional growth. While collaboration is my default approach, I also recognize that decisive leadership and clear direction are sometimes necessary.

LEADERSHIP, COMMUNICATION, AND COUNCIL RELATIONS

Elected officials I have served would describe me as dedicated, honest, dependable, approachable, and responsive. I place a high value on professional relationships with council

members, advisory boards, staff, residents, and partner agencies. My role is to provide sound advice, implement policy direction, communicate clearly, and help the organization remain focused on shared goals.

Staff members would describe me as accessible, fair, and supportive. I believe employees perform best when expectations are well-defined, feedback is timely and respectful, and leadership takes the time to explain priorities. I strongly value continuing education, succession planning, and professional development because quality personnel are essential to effective municipal service delivery.

ETHICS, PUBLIC SERVICE, AND PROFESSIONAL GROWTH

Integrity, consistency, transparency, and respect are the foundation of my approach to public service. Difficult decisions are part of municipal leadership, but I have always worked to act fairly, professionally, and in the best interest of the community. I believe trust is earned over time through honest communication, sound judgment, and a willingness to acknowledge and correct shortcomings.

One area I continue to manage is balancing professional commitment with personal time. I am deeply dedicated to the communities I serve and have historically been highly hands-on. To improve sustainability and strengthen the organization, I have focused on delegation, staff empowerment, and the development of resilient leadership at every level.

PERSONAL

Outside of work, I enjoy spending time with my wife, our dog, and traveling. I also enjoy outdoor activities, golf, visiting the beach, and supporting local restaurants and small businesses.

REASON FOR SEEKING NEW OPPORTUNITY

Crystal City is positioned for sustained success following years of strategic planning, infrastructure investment, and economic development. With key initiatives completed and future growth well underway, I am seeking a new professional challenge where my experience can make a meaningful contribution. The Juno Beach Town Manager role is especially appealing because it calls for the same qualities I have built my career around: professional municipal leadership, consensus building, transparent communication, fiscal responsibility, quality service delivery, and a genuine commitment to community character and quality of life.

Jason M. Eisenbeis, MBA **810 Mississippi Ave., Crystal City MO 63019**
Cell: (636) 236-0513 **E-Mail: Jason.m.eisenbeis@gmail.com**

CITY ADMINISTRATOR | ICMA-CREDENTIALED MANAGER

Experienced municipal executive with nearly 26 years of local government leadership, including 15 years as City Administrator serving full-service communities. Proven expertise in council-manager governance, strategic planning, redevelopment, financial stewardship, public safety administration, infrastructure delivery, and community engagement. Recognized for transparent communication, collaborative leadership, and balancing growth with preservation of community character and quality of life.

AREAS OF EXECUTIVE RESPONSIBILITY

Municipal Operations • Council-Manager Governance • Strategic Planning
Budgeting & Financial Management • Redevelopment & Economic Development
Public Safety Administration • Infrastructure & Utilities
Community Engagement • Intergovernmental Relations
Capital Improvement Planning • Personnel Administration
Policy Development • Labor Relations • Grant Administration

PROFESSIONAL EXPERIENCE

CITY ADMINISTRATOR | City of Crystal City, Missouri
2013 – Present

Chief administrative officer for a full-service municipality of approximately 5,000 residents with 60 full-time and 25 seasonal employees and an annual operating budget exceeding $10 million.

Key Responsibilities

- Implement policies and priorities established by the Mayor and City Council.
- Direct daily operations of police, fire, public works, utilities, parks, planning & zoning, finance, code enforcement, and personnel.
- Prepare and administer annual operating and capital budgets and oversee long-range financial planning.
- Lead redevelopment initiatives, infrastructure planning, and community improvement projects.
- Maintain strong relationships with residents, businesses, regional partners, and neighboring jurisdictions.
- Ensure transparent communication and responsive public engagement.

Jason M. Eisenbeis, MBA **810 Mississippi Ave., Crystal City MO 63019**

Selected Accomplishments

- Led recruitment and coordination efforts supporting a nearly $1 billion manufacturing investment resulting in more than 500 high-quality jobs and significant regional economic impact.
- Administered more than $30 million in grant funding while ensuring regulatory compliance and fiscal accountability.
- Guided voter approval of a dedicated Emergency Services Sales Tax generating approximately $500,000 annually to strengthen police and fire services.
- Oversaw completion of a $10 million water treatment facility and $1.5 million public works facility, including financing, procurement, and project management.
- Secured and administered state and federal grants supporting emergency warning systems, infrastructure improvements, and public equipment upgrades.
- Negotiated and administered labor agreements while maintaining strong employee relations and operational continuity.
- Implemented utility rate restructuring and long-term sustainability planning following independent rate studies.
- Directed development of a $1 million ADA-compliant community park focused on quality-of-life improvements and responsible stewardship of public resources.
- Fostered a collaborative organizational culture emphasizing professionalism, accountability, responsiveness, and customer service.

CITY ADMINISTRATOR | City of Pevely, Missouri

2011 – 2013

Served as chief administrative officer for a manufacturing-based community of approximately 6,000 residents.

Selected Accomplishments

- Successfully advocated before Missouri legislative committees, enabling voter approval of a tourism tax supporting parks and community development initiatives.
- Implemented business license restructuring tied to sales volume, strengthening long-term municipal revenues.
- Directed utility rate study and restructuring to support operational sustainability.
- Supported commercial development and business recruitment initiatives while maintaining focus on community needs.

ELECTED CITY COUNCIL MEMBER | City of Crystal City, Missouri

2000 – 2013

- Served as Mayor Pro Tem and chaired police personnel and labor relations committees.

Jason M. Eisenbeis, MBA **810 Mississippi Ave., Crystal City MO 63019**

- Participated in recruitment and evaluation of senior leadership positions, including Police Chiefs and City Administrator.
- Assisted in the development of ordinances and policies affecting public safety, utilities, infrastructure, and community services.
- Worked collaboratively with elected officials, staff, and residents on community priorities and municipal policy initiatives.

ADDITIONAL EXPERIENCE

Adjunct Professor | Lindenwood University

2012 – 2014

Taught graduate and undergraduate courses in:

- Human Resources
- Diversity Management
- Adult Learning
- Accounting & Finance

EDUCATION

Master of Business Administration (Public Administration)
Concordia University – St. Louis
GPA: 3.92
Bachelor of Arts – Human Resource Management
Concordia University – St. Louis
GPA: 3.59
Associate of Arts – Criminal Justice
Jefferson College – Hillsboro, Missouri

PROFESSIONAL AFFILIATIONS

- ICMA Credentialed Manager
- International City/County Management Association – Missouri Representative - Education Committee
- Missouri City/County Management Association – Board Member
- St. Louis Area City Management Association
- Missouri Municipal League

James D. Gaston, III
60 Sheridan Street, NE
Washington, DC 20011

Tuesday, May 5, 2026

Juno Beach, FL

As a seasoned local government professional, I am eager to take on new challenges and further expand my leadership impact. I was excited to learn that Juno Beach, FL, is seeking a Town Manager, and I am pleased to submit my application for your consideration.

Recently, I was the Deputy City Manager for Hopewell, Virginia. I aided the City Manager in the administration of municipal functions and supervised eight (8) City Agencies with 250+ staff members: Communications, Public Works, Healthy Families, Recreation & Parks, Planning & Development, Social Services, Water Renewal & Virginia Juvenile Community Crime Control Act (VJCCCA). These agencies represent half of the 175 million annual budget. I directed and evaluated assigned staff; handled employee concerns and problems, directed work, counseled, disciplined, and completed employee performance appraisals; and jointly recruited, appointed, and trained staff.

Previously, I was the Town Administrator for the Town of Brentwood, MD. I was responsible for all Town functions, including managing 14 staff and contractors. This included Public Works and Code Enforcement staff. As Head Code Enforcement Officer and Building Permit Manager, I reviewed and approved all of the Town's new construction. I managed the Town's Procurement and Request For Proposal (RFP) process. I oversaw the completion of the renovation of the *Town's Old Firehouse* into the Three (3) million-dollar *New Town Center,* 1.5 million, or half the cost, has been raised via my grant funding efforts. I served as the Town's liaison with local, state & federal government, and local civic entities. I have created Standardized Operational Procedures for the administrative functions and created an active Social Media footprint for the Town.

Formerly, I was the Village Manager for the Village of Martin's Additions, in Chevy Chase, MD. I was responsible for all Village functions, including managing ten (10) staff and contractors. I served as head Code Enforcement Officer and Building Permit Manager. I managed the Village's Request For Proposal (RFP) process. I oversaw the completion of the Village's Maryland Archive project to completion in six (6) months. I served as the Village liaison with local, state & federal government, and local civic entities. I created Standardized Operational Procedures for the administrative functions of the Village.

Prior to that, I was a Budget Analyst with the City of Petersburg, Virginia. I provided a full range of financial information, analysis, and support to all City

Departments for City Council approval for a $102-million-dollar annual budget. I examined and interpreted financial reports of revenues, expenditures, personnel, operations, capital projects, and grants to prepare projections for budget planning purposes. Additionally, I served as the Economic Development Projects Manager for the City of Petersburg, VA. I was responsible for the development and coordination of internal and external communications strategies to help grow the economic development of the City of Petersburg, Virginia. I managed the city's Economic Development website page and created the social media Economic Development social media accounts, which included Facebook, Twitter, and Instagram. I represented the Economic Development interests of the City of Petersburg at community events and meetings.

Lastly, I served as the first Public Information Officer for the City of Glenn Heights, Texas (a Dallas, Texas suburb). I was responsible for the development and coordination of internal and external communications strategies that protect and enhance the values, goals, and image of the City of Glenn Heights. I managed all the city's official media inquiries and social media networks, including Facebook, Twitter, and Instagram, while also managing the city's website. My responsibilities included the development and implementation of city procedures that highlighted community special events, including ceremonial and celebratory activities that were submitted by both residents and businesses. My position was also tasked with the development of strategies and relationships that would highlight the area's strengths to both residential and commercial community partners. This included the coordination of the Economic Development Department and the re-establishment of the Glenn Heights Chamber of Commerce.

Thank you for your time and consideration. Please do not hesitate to contact me if you have any questions.

Sincerely,

James D. Gaston, III

James D. Gaston, III, Attachments

PHONE: (202) 276-2116 • **E-MAIL:** JGASTON3@GMAIL.COM

JAMES D. GASTON III

PROFESSIONAL EXPERIENCE

Deputy City Manager | City of Hopewell, VA

June 2024 – May 2025 |Richmond, VA Suburb | Population 24,000 | Budget: $350M

Key Accomplishments:

Served as chief administrative deputy to the City Manager, overseeing daily municipal operations and acting as liaison between city leadership, departments, and the public to ensure timely resolution of citizen concerns and service delivery issues.

Directed eight (8) City departments - Communications, Public Works, Healthy Families, Recreation & Parks, Planning and Development, Social Services, Water Renewal, and the Virginia Juvenile Community Crime Control Act (VJCCCA) - comprising 250+ employees. Provided executive leadership for department heads, including recruitment, performance evaluation, coaching, and succession planning.

Led the City's Strategic Planning and Standard Operating Procedures (SOP) initiatives, establishing measurable goals, tracking performance indicators, and aligning departmental objectives with Council priorities and the City Manager's vision.

Oversaw budget development and fiscal management processes for the City's $350M budget - analyzing departmental requests, monitoring expenditures, and ensuring compliance with fiscal policy. Assisted with annual budget preparation, revenue forecasting, and interdepartmental coordination to maintain financial accountability.

Reviewed and approved high-level reports, policies, and operational plans; ensured accuracy, policy alignment, and regulatory compliance across all departments.

Conducted organizational assessments and performance investigations; delivered weekly operational status reports to the City Manager with recommendations for process improvement and structural realignment.

Acted as City Manager designee in the City Manager's absence, providing executive leadership during critical decision-making periods and emergency response situations.

Town Administrator | Town of Brentwood, MD

April 2021 – June 2024 |Washington, DC Suburb | Population 4,000 | Budget: $3.5M

Key Accomplishments:

Provided executive leadership and strategic oversight of all Town government operations, ensuring efficient delivery of municipal services and alignment with Mayor and Council priorities.

Directed and mentored a diverse team of 12 staff across Administration, Public Works, Code Enforcement, and Clerk's Office, fostering a culture of accountability, collaboration, and professional development.

Spearheaded preparation and administration of the Town's $3.5M annual operating budget**,** balancing fiscal responsibility with community growth priorities.

Led the successful $3M redevelopment of the historic Old Fire House into the new Town Center**,** coordinating contractors, grants, and stakeholder engagement from design to completion.

Secured over $1.4M in grant funding through proactive grant writing, proposal development, and interagency collaboration, directly supporting capital improvement and community revitalization projects.

Oversaw the Town's Contracts and RFP processes, ensuring compliance, transparency, and optimal vendor performance across multiple departments.

Developed and implemented SOPs to streamline administrative functions, strengthen internal controls, and improve interdepartmental communication.

Served as Head Code Enforcement Officer and Building Permit Manager, modernizing permitting

systems and ensuring consistent enforcement of town ordinances.

Enhanced community engagement by launching and managing the Town's digital communications strategy, including email outreach and social media platforms (Facebook, Instagram, LinkedIn, X).

Village Manager | Village of Martin's Additions, Chevy Chase, MD
June 2019 – February 2020 | *Washington, DC Suburb | Population 1,500 | Budget: $850K*
(Departed due to major change in Village Council)

Key Accomplishments:

Provided executive leadership for all Village operations, directing a multidisciplinary team of 10 staff and overseeing service delivery, budget management, regulatory compliance, and strategic alignment with Council priorities.

Strengthened organizational efficiency by developing HR and risk-management manuals, authoring SOPs, modernizing permitting and code enforcement functions, and managing procurement and RFP processes with transparency and accountability.

Led major initiatives including the Village's $850K budget process and the six (6)-month Maryland Archive Preservation Project, ensuring long-term record accessibility, operational consistency, and improved community engagement.

Budget Analyst/Economic Development Projects Manager | City of Petersburg, VA
February 2018 – June 2019 |*Richmond, VA Suburb | Population 32,000 | Budget: $102M*

Provided strategic financial leadership supporting the City's $102M annual budget, delivering data-driven analysis and recommendations to inform City Council decisions and departmental priorities.

Partnered with department heads to develop accurate budget forecasts, performance metrics, and spending plans, ensuring fiscal accountability and alignment with long-term goals.

Conducted comprehensive reviews of revenues, expenditures, personnel, capital projects, and grants, translating complex financial data into actionable insights for senior leadership.

Provided strategic leadership in public communications and stakeholder engagement by designing and executing the City's first unified digital marketing strategy, managing all Economic Development web and social media platforms, and elevating the City's brand, visibility, and investment appeal.

Represented the City at business forums, regional partnerships, and development events, building key relationships and collaborating with the City Manager's Office and local agencies to align economic initiatives with broader community and infrastructure priorities.

CERTIFICATIONS, TRAINING, AND COMPUTER SKILLS

2023 Emerging Leaders Development Program (ICMA), 2022 Academy Torchbearer for Excellence in Local Governance (School of Public Policy, University of Maryland), 2021 Academy Fellow for Excellence in Local Governance (School of Public Policy, University of Maryland), 2014 Executive Leadership Institute Graduate, National Forum for Black Public Administrators (NFBPA), 2003 NFBPA Mentor Program Graduate

COMMUNITY ACTIVITIES AND AWARDS

President, Morehouse College National Alumni Association, DC Chapter (2022-current), The Parks-DC Main Streets Program-Board Member (2023), President, Lamond Community Action Group (2018-2022), Communications Chair, United Negro College Fund Leadership Council for UNCF Virginia (2018-2019)

EDUCATION

University of Baltimore, MD, Schaefer Center for Public Policy, *Certified Public Management Certificate (CPM*
University of the District of Columbia, Washington, DC, *Master of Public Administration*
Morehouse College, Atlanta, GA. *Bachelor of Arts – Major: Urban Studies*

Reference First Name	Reference Last Name	Current Email Address	Cell Phone Number
Dr. Consetta	Manker	concettamanker@hotmail.com	(843) 324-9561
Jenchesky	Santiago	Jencheskysantiago@yahoo.com	(240) 756-3526
Quinna	Taylor	quiannamtaylor@gmail.com	(202)-215-0813
Michael	Harris	MBHarris@hopewellva.gov	(301) 910-6866
Larry	Searce	larry5495@comcast.net	(804) 670-9190
George	Simpson	Gtsimpson@smusa.us	(202) 430-8433
Wayne	Fowler	VMA.mos.log@gmail.com	(202) 315-8578
Anthony “Tony”	Perez	Tony@laperez.org	(240) 825-4351
Joseph	McCormick	dustymc.nfbpactc@gmail.com	(512) 619-7232

Business Number	City	State	Reference Type - Former/Current
	Richmond	VA	Former
	Brentwood	MD	Former
	Brentwood	MD	Former
	Hopewell	VA	Former
	Hopewell	VA	Former
	Washington	DC	Current
	Village of Martin's Additions	MD	Former
	Brentwood	MD	Current
	Austin	TX	Current

Type of Reference	Worked together from (ex. Oct 2001-Jan 2019) Worked together to (ex. Oct 2001-Jan-2020)	Reference's job title when working together
Manager (Supervisor, Boss)	June 2024 to May 2025	City Manager
Subordinate (or Direct Report)	May 2023 to June 2024	Public Works Director
Manager (Supervisor, Boss)	April 2021 to June 2024	Former Councilmember
Manager (Supervisor, Boss)	June 2024 to May 2025	Former Councilmember
	June 2024 to Present	Former Resident
Manager (Supervisor, Boss)	May 1995 to Present	Team Owner
Subordinate (or Direct Report)	June 2019 to February 2020	Public Works Director
	May 2023 to Present	State Affiars Consultant
	June 2016 to Present	Economic Development

Company Name	Additional Info Recruiter Might Need to Know
Hopewell, VA	
Brentwood, MD	
Brentwood, MD	Former Council Member
Hopewell, VA	Council Member
Hopewell, VA	Former Resident of Hopewell
Washington, DC	Owner of the Pro Sports Team. I serve as a Government Affairs Manager for the Pro Team
Village of Martin's Additions	
Brentwood, MD	He was the State Affairs Consultant for the Town of Brentwood, MD
City of Austin, TX	We both serve as on a National Public Administrator nonprofit professional organization as Co-Chairs for a Committee.

Patrick J. Gillis
2670 Broadway Avenue, Box B-87
North Bend, OR 97459
(203) 321-9475
PatrickJGillis@aol.com

7 July 2026

The Honorable Dan Santilli, Mayor
and the Honorable Members of the Town Council
Town of Juno Beach, Town Center
340 Ocean Drive
Juno Beach, FL 33408

Re: Town of Juno Beach Town Manager position

Dear Mayor Santilli and Members of the Town Council,

Today I was directed to the ICMA website and learned that the Town of Juno Beach is accepting applications for the Town Manager position. Per the instructions highlighted in your advertisement, I am pleased to attach for your consideration this cover letter, including references, and a copy of my resume.

You may ask an obvious question: Why would someone who lives in Oregon be interested in relocating to Florida? – a good question. Having been born, raised and educated in Oregon, I actually spent the majority of my professional career on the East Coast, and returned to Oregon two years ago, accepting a senior management position on the Oregon Coast. The lack of meaningful challenges in this position, however, has prompted me to look elsewhere for a better place to live and work. I have visited Florida often over the years (professionally on behalf of *LEADERS Magazine*, and on several vacations) and found the close-knit feel of your state's smaller coastal communities to be especially to my liking. I have pondered moving to Florida if the right employment opportunity presented itself, so, when I came across your Town Manager advertisement, it immediately caught my attention.

Having reviewed the prerequisites for what the Town of Juno Beach is seeking in its new Town Manager, I am intrigued about the Town Manager position, and confident that my background, character and personal/professional qualities would make me an excellent fit for this position. Herewith are a few of the professional experiences I would bring to Juno Beach:

First, I am the recipient of two college degrees – a Master's Degree in Public Administration from Lewis & Clark College, located in Portland, OR, and a Bachelor's Degree in

Communications from the University of Portland, also located in Portland.

Second, the majority of my professional career (18 years) has been spent in challenging managerial positions at *LEADERS Magazine*, as Managing Editor and President of the International Division (where I successfully conducted business throughout the United States and in countries spanning the globe). As Managing Editor I directed editorial, advertising and design staff efforts to perfect work product and meet difficult-to-achieve quarterly deadlines. My work as President of the International Division focused on project-management, facilitating, achieving progress, and completing, from start to finish (and everything in-between) investment-guide special reports for our 35,000 readers worldwide.

Third, I served as a Member of the Representative Town Meeting for the Town of Greenwich, CT (pop. 62,000), an elected position charged with line-item reviewing, debating and voting on the town's $400 million annual budget. I also served as Interim Town Manager for two communities in New England – Randolph, VT (pop. 4,700) and Ware, MA (pop. 9,500). In these roles I developed and prepared town budgets, RFPs, MoU's, engaged in grant writing, labor contract negotiations, and managed and worked closely with the two town's department heads (police, fire, public works, planning, parks, library, administration) and employees. I reported to the Select Boards of both towns, who charged me with implementing their policy objectives. I also served as the two towns' point person for intergovernmental relations and economic development, working with elected leaders and staff members of county, state and federal governments on projects of importance to the two towns (e.g., in Randolph, I initiated and led efforts to complete construction of a new refuse/recycling facility, and in Ware, I organized the conversion and renovation of an abandoned post office into a town auxiliary building), and represented the towns at community meetings, speaking engagements and state conferences.

My managerial skills have been well-honed over many years. I would say that my managerial "style" is best described as one that fosters a "no job is too small" environment, concentrating on positive reinforcement that encourages staff members to strive for excellence in all that they do. I have always been a "first in, last out" person in the office, leading by example in that I am always willing to "pitch in and help" as opposed to "sending our directive memos from on-high."

Especially when it comes to working for and with a Mayor and Town Council, as will be the case in Juno Beach, my modus operandi would be to ascertain as quickly as I can what exactly the Council's vision is for Juno Beach, learn what has been done and what needs to be done to fulfill that vision, and then set about earnestly and with vigor to accomplish the objectives that will enable the Town to realize those objectives. I read that Juno Beach is seeking a Town Manager "who can commit for the long term and who will see the Juno Beach Town Manager position as the wonderful opportunity it is – someone who will become an integral part of the community and help it return to its tradition of long serving managers." Now, that's

exactly what I would like to do!

In addition to being guided by the Council's vision, there is what I would call the "cohesion" part of a Town Manager's role. That is, I would seek as much input as possible, try to forge consensus while respecting and valuing different viewpoints, and ensure complete transparency so that there is no possibility that any elected official believes that their important participatory roles are being overlooked/bypassed. When it comes to making recommendations to the Council about policy decisions, I will always ask this question: "What is in the best interest of the Town, and the people of Juno Beach?"

Volunteerism is also important to me. I have played an active role in the communities where I have lived, and would plan to be so (because I'll be living in Juno Beach) if I am chosen to be Juno Beach's Town Manager. For years, I have served as a lector at my church, worked at local food banks, and in "Read-Aloud" programs for children who need assistance developing their reading and writing skills. For a Town Manager, it is paramount, in my view, to "be seen" in the community volunteering for worthy causes. Not only that, there are few better ways to gain knowledge about what is on the minds of the people you are serving than to involve yourself in activities that bring you in direct contact with them. In short, is there a better way to listen and learn than to volunteer in your community? I don't think so!

Herewith are five references; these folks know me well:

+ Hon. Dan Angiolillo, former New York Supreme Court Justice, Harrison, NY, judgeangiolillo@gmail.com, tel: 914-419-1504 or 914-681-1918
+ Dr. Penny Jennings, Sr. Vice President, Greyston Foundation, Yonkers, NY, Jennings.dp@gmail.com, tel: 845-558-9296
+ Mary Anne Sciolto, Executive Assistant, St. Monica's Church, Coos Bay, OR, maryanne@saintmonicacoosbay.org, tel: 541-808-4201
+ Christina Rundbaken, Sr. Executive Assistant, W.R. Berkley Corp., Greenwich, CT, mariacrundbaken@gmail.com, tel: 646-567-6912
+ Wilson Salinas, Logistics Manager, Zotos Corp., Stamford, CT, wilson777@optonline.net, tel: 914-354-0030

Thank you, Mayor Santilli, and Members of the Council, for reviewing my application, I appreciate it. I am enthusiastic about this opportunity and will, of course, be delighted to travel to Juno Beach to meet with you in coming weeks.

With every good wish,

Patrick J. Gillis

Enc.

Patrick J. Gillis

2670 Broadway Avenue, Box B-87
North Bend, OR 97459
(203) 321-9475
PatrickJGillis@aol.com

A seasoned, highly-capable professional who possesses years of proven public and private sector managerial, administrative, public relations and customer service experience . . . has conducted and facilitated business throughout the United States and in dozens of countries around the world . . . possesses exceptional organizational, follow-up and teamwork capabilities . . . references laud his positive demeanor, even temperament, dedication, loyalty, meticulous nature, attention to detail, and ability to "think and execute ahead" as inherent personal qualities.

Education

Master's Degree in Public Administration, Lewis & Clark College, Portland, OR
Bachelor's Degree in Communications, University of Portland, Portland, OR
Diploma in College Preparatory Studies, La Salle Prep High School, Milwaukie, OR

Professional/Managerial Experience

18 years: *Managing Editor* and *President, International Division, LEADERS* Magazine, New York, NY. Acted on behalf of and worked in concert with the Chairman and Editor-in-Chief, facilitating, writing and editing investment-guide special reports for worldwide publication . . . conducted in-depth research on Heads of State, Ministers, Chairmen and CEO's, foundations and corporations . . . interviewed hundreds of business and government leaders . . . made presentations about the magazine to government ministers and staff, company executives and advertising directors . . . managed editorial staff in editing of transcripts and preparation process prior to publication dates . . . consistent and on-going follow-up communications with interviewees and advertisers . . . maintained credibility/viability of special reports through multiple means of communication.

Three years: *Member, Representative Town Meeting (RTM)*, Greenwich, CT (pop. 62,000). Represented District 7 on town's elected legislative body, charged with line-item reviewing, considering, debating, and voting on town's $400 million annual budget . . . worked with fellow RTM members in sub-committees to discuss and consider town's budgetary requests and priorities . . . attended monthly RTM meetings and bi-monthly committee meetings.

Two years: *Interim Town Manager*, Randolph, VT (pop. 4,700) and Ware, MA (pop. 10,000). Hired by and reported to Select Boards of both towns, executed their policy directives . . . managed and worked closely with town department heads (police, fire, planning, administrative, public works, parks and recreation, libraries) . . . managed and oversaw preparation process of

annual town budgets . . . attended and participated in Select Board meetings . . . presented research, reports and policy options for Select Board, town counsel, town clerk and other department heads . . . responsible for human resources, town personnel . . . represented towns at local community and statewide conferences . . . worked with elected officials (County Commissioners, State Legislators, Members of Congress) and their staffs on issues/concerns important to the two towns.

Two years: *Director of Corporate Engagement*, Greyston Foundation, Yonkers, NY. Contacted, met and worked with corporate and large-company employers to help place difficult-to-employ job applicants in fulfilling jobs . . . reported to and worked closely with Senior Vice President and Chief Executive Officer, executing their directives . . . responsible for all writing and editing of Foundation's internal and external documents and correspondence . . . facilitated media interviews and interactions between Foundation leaders and local/national media outlets.

Two years: *Senior Executive Assistant*, Senior Vice President, Supply Chain, Henkel Corp., Stamford, CT. Provided administrative, research and creative writing support for senior executives in Supply Chain, Canadian and Marketing Departments . . . scheduled extensive domestic and international travel arrangements, itineraries for meetings, reconciliation of expense reports (Concur) . . . produced new and copy edited existing text for relaunch of Dial-brand soaps website and other marketing materials/advertisements.

Two years: *Executive Assistant*, Legal Department, W.R. Berkley Corp., Greenwich, CT. Administratively supported team of eight lawyers and paralegals . . . processed and filed all department documents . . . drafted and prepared correspondence (letters, emails) . . . assisted with writing/editing of annual reports and Board meeting packets . . . fielded/acted on large volume of phone calls, emails/letters.

Seven years: *Senior Operations Manager, Administration* and *Logistics Processor*, Federal Express Corp., Elmsford, NY, and Coos Bay, OR. Heavy and detailed quality assurance and customer service responsibilities . . . daily phone and in-person contact with customers . . . monitored and produced daily computer tracking reports on status of deliveries . . . worked closely with drivers and other managers to ensure on-time delivery of packages.

Community Service

Volunteer lector at Saturday and Sunday masses, St. Monica's Catholic Church, Coos Bay, OR, currently, and Sacred Heart Catholic Church, Greenwich, CT, and Blessed Sacred Heart Catholic Church, Port Chester, NY, previously.

Volunteer at Don Bosco Community Center Food Bank and Don Bosco Community Center Read-Aloud program, Port Chester, NY. Distributed food and clothing to economically distressed individuals . . . assisted young children with reading and writing development.

JASON R. GOLDSTEIN, MPA, CPM

Alexandria, VA • (917) 544-7130

goldstein.r.jason@gmail.com • LinkedIn Profile

May 5, 2026

Colin Baenziger & Associates
2055 S Atlantic Avenue
Daytona Beach Shores, FL 32118

Dear Colin Baenziger & Associates:

Since my wife and I are seeking to relocate to the Northern Palm Beach County area, we were very excited to learn about the available Juno Beach Town Manager position. I believe my 20 years of relevant executive management experience in the public sector, including municipal government, will provide the high-quality service needed to support the Town Council and the residents it serves.

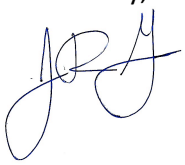
I currently serve as the Assistant Village Manager/Chief Innovation Officer at the Village of Friendship Heights in Chevy Chase, Maryland, where I manage the parks, planning and development, emergency management, citizen engagement, and information technology departments. I also oversee budget preparation, lead community and economic development initiatives, streamline relations with council members, coordinate council meetings, and guide external engagement campaigns.

In addition, I have spearheaded major improvements in technology and communications applications, developed staff through training programs, retreats, and quarterly reviews, and designed robust government relations and community engagement strategies. I am currently leading the 2026–2030 strategic planning process while continuing to submit policy recommendations to the council and provide consistent budget oversight.

I have also advanced policies through effective coalition building, negotiated agreements, developed public-private partnerships, and created impactful messaging for internal and external stakeholders. These efforts required sound political judgment, a strong understanding of legislative and regulatory processes, and the application of excellent analytical, negotiation, and organizational skills. Throughout my career, I have maintained an unwavering commitment to ethics, transparency, and integrity.

I am confident that my qualifications, including a Master of Public Administration from New York University and a Certified Public Manager designation, will allow me to make significant contributions to Juno Beach's ongoing success. Please find my resume attached. Thank you very much for your time and consideration. I look forward to hearing from you.

Sincerely,



Jason R. Goldstein

JASON R. GOLDSTEIN, MPA, CPM

Alexandria, VA • (917) 544-7130
goldstein.r.jason@gmail.com • LinkedIn Profile

EXECUTIVE SUMMARY & SKILLS

Experienced public sector executive with expertise in local government administration, strategic planning, fiscal management, and community engagement. Proven ability to lead complex municipal operations, develop sustainable infrastructure strategies, and strengthen relationships between elected officials, staff, and citizens. Background includes municipal leadership, international public administration, and organizational management, overseeing budgets up to $50 million and teams of 175 staff. Adept at building collaborative organizations, improving service delivery, and advancing transparent governance within the Council-Manager form of government. Committed to responsible growth, fiscally sustainable infrastructure investment, and the principles of community-centered development and long-term municipal resiliency.

- ✓ Strategic Planning
- ✓ Public Works/Infrastructure
- ✓ Community Engagement
- ✓ Public Communications
- ✓ Municipal Administration
- ✓ Council Relations
- ✓ Operational Leadership
- ✓ Emergency Management
- ✓ Operating/Capital Budgets
- ✓ Policy Planning
- ✓ Intergovernmental Relations
- ✓ Grants & External Funding

RELEVANT LOCAL GOVERNMENT EXPERIENCE

6/2022 – Present **VILLAGE OF FRIENDSHIP HEIGHTS,** Chevy Chase, MD
Assistant Village Manager/Chief Innovation Officer

Friendship Heights is a village located in Chevy Chase, Maryland, just two blocks outside of Washington, DC. Founded in 1918, the Village has a population of 5,400 and is located in Montgomery County, Maryland.

Duties and responsibilities:

- Oversee planning, programs, operations, and staffing involving the following departments: planning and development, parks, emergency management, citizen engagement, and information technology.
- Lead developer of the village's 2026-2030 strategic planning initiative.
- Spearhead an infrastructure development program to maintain the roads, sidewalks, parks, and buildings.
- Contribute to operating and capital budget planning, enforce fiscal policies for village operations, and identify cost savings and operational efficiencies.
- Develop and manage robust government relations and community engagement plans.
- Collaborate with landowners, developers, and manage economic development and commercial projects.
- Participate in negotiations with public and private sector entities regarding economic and infrastructure development, as well as service contracts.
- Coordinate council and committee meetings, documentation, and related activities.
- Communicate with citizens and citizens' groups to address inquiries and gather support for village programs.
- Research and report on county, state, and federal policies and regulations that might impact the village.
- Design community surveys to better assess the needs, concerns, and opinions of residents.
- Prepare reports on department activities, monitor compliance with service agreements, and ensure adherence to laws and regulations.
- Craft significant enhancements to technology and communications applications.
- Advance staff through trainings, retreats, and quarterly reviews.
- Submit policy recommendations to the council, council committees, and the mayor.

Key Accomplishments:

- Based on my proposal, the village was admitted into the Maryland Department of Information Technology's cybersecurity assessment and remediation free pilot program, ultimately saving the village at least $50,000.
- Revised communications plan resulting in a year-over-year 50% increase in website traffic, a 22% increase in council meeting attendees, and a 17% increase in program attendees.
- Implemented a new online activity and program registration system with payment processing.

OTHER PROFESSIONAL EXPERIENCE

11/2008 – 03/2022 **UNITED NATIONS,** New York, NY, Bangkok, Thailand, Rome, Italy
Senior Program Manager

Served five UN agencies across six continents. Managed large programs with budgets ranging from $500,000 to $25 million, and supervised staff ranging from eight to 50. Decided to leave the UN due to its misguided direction and lack of observable local impact. The decision was made to pivot career into local government.

Duties and responsibilities:

- Developed and managed operations and policy programs, including several departments, staff, budgets, planning, stakeholder engagement, and reporting.
- Enhanced organizational mission by developing effective strategic planning initiatives.
- Advised senior management on policy planning, project creation, communications, and staffing.
- Engaged with numerous high-level international government officials, CEOs, and directors from UN agencies to strengthen local, regional, and national public policies.
- Media representation of various UN agencies, including appearances on television and radio, interviews with the print media, and the preparation of press releases.

Key Accomplishments:

- Crafted a stakeholder engagement campaign that led to a 45% increase in countries participating in projects.
- Increased donor contributions by 27% via an innovative two-year resource mobilization strategy.

04/2000 – 09/2008 **MAXIMUS MANAGEMENT ENTERPRISES, LLC,** Lutz, FL, Bangkok, Thailand
Founder and Managing Director

Started boutique consulting company offering international organizations cost-effective solutions concerning project management, training, strategic planning, change management, and communications. Managed up to 85 FTE and international consultants.

Duties and responsibilities:

- Directed the day-to-day operations of several international projects, with budgets ranging between $500,000 and $50,000,000 concerning various project management initiatives.
- Spearheaded change management, strategic planning, workflows, risk management, and compliance measures by implementing effective management practices.
- Structured client relationship management processes that resulted in consistent growth.

Key Accomplishments:

- Created an international consulting company with an initial year-over-year growth rate of 28%.
- Led the transformation of internal administrative processes and cost-cutting measures that resulted in an ROI increase of 11% from the previous year.

EDUCATION

NEW YORK UNIVERSITY, Robert F. Wagner Graduate School of Public Service, Master of Public Administration, Public Policy, New York, NY

UNIVERSITY OF MASSACHUSETTS, College of Natural Sciences, Bachelor of Arts, Administration, Psychology/Political Science, Amherst, MA

THE LONDON SCHOOL OF ECONOMICS & POLITICAL SCIENCE, International Programs, Diploma for Graduates, International Development**,** London, UK

UNIVERSITY OF BALTIMORE, Schaefer Center for Public Policy, Certified Public Manager, Baltimore, M

CERTIFICATION & SKILLS

CERTIFICATION: Certified Public Manager, National Certified Public Manager® Consortium

SOFTWARE: Windows 11, Office 365, macOS, Azure, Google Workspace, WordPress, Canva, Trello, Slack, Flywheel, Mailchimp, Oracle NetSuite OpenAir, Salesforce, ADP Workforce, Adobe Acrobat, Nuance, GoToMeeting, Zoom

LANGUAGES: English (native), Spanish (CEFR B2), Thai (CEFR A2)

AFFILIATIONS

- International City/County Management Association
- Maryland Municipal League
- Maryland Certified Public Manager Association
- Maryland City/County Management Association
- American Academy of Certified Public Managers
- American Society for Public Administration
- Association for Public Policy Analysis and Management

Bradley Gotshall

(570) 516-5913 – bradgotshall@icloud.com

EDUCATION

Pennsylvania State University – Bachelor of Science, Public Policy 2015
Pennsylvania State University - Master of Public Administration (MPA) 2021

EXPERIENCE

County of Warren, Virginia – *County Administrator* September 2025 - Jan 2026*

**Resigned 1/28/26 in response to a board majority flip following the 11/25 elections; more information available upon request.*

Population: 40,800; Annual Budget (FY25-26): $93.4 million; Total Staffing: 392 Full-Time.
Departments of the County overseen by the Administrator include Administration, Finance, Building Inspections, Fire & Rescue (Fire, EMS), Public Works (including Sanitation Districts), Airport, Parks and Recreation, Economic Development & Tourism, Social Services, Planning & Zoning, Information Technology, Human Resources, and Voter Registration. The Administrator also sits on a regional jail board.

PA Dept. of Community & Economic Development – *Peer Consultant (Contracted)* 2022-June 2025

Contracted by the Pennsylvania Department of Community & Economic Development's Governor's Center for Local Government Services to perform peer consulting services for municipalities within the Commonwealth's Southeast region. Consulting services performed include technical assistance in the functional areas of administration and financial services.

Township of Lower Paxton, PA – *Township Manager* November 2018 - June 2025

Population: 53,000; Annual Budget (2025): $100 million; Total Staffing: 173 Full-Time, 69 Part-Time.
Departments of the Township include Administration, Finance, Community Development, Public Safety (Police, Fire), Public Works, Sewer, Parks and Recreation, and Economic Development.
Selective achievements include: implementation of the first Capital Improvement Plan; creation and implementation of a new mixed-use zoning district ordinance at a key intersection of the Township – working with the land-owner on visioning of the parcels; ending each fiscal year of my tenure with a cash surplus; establishment of the 'Employee Engagement Committee'; executed two of the Township's largest bond issues in its history, each worth over $55 million, two years in a row; implantation of the first CDBG Entitlement Program.

Borough of Millersville, PA – *Borough Manager, Secretary, & Treasurer* January – November 2018

Population: 8,383; Annual Budget (2018): $8.77 Million; Total Staffing: 29 Full-Time, 9 Part-Time.
The Borough of Millersville is the host municipality to Millersville University, a PASSHE system school. Departments of the Borough include Administration, Code Enforcement & Zoning, Police, Streets & Parks, and the Wastewater Treatment Department (overseeing the treatment plant).

Borough of Indiana, PA – *Borough Manager, Secretary, & Treasurer* January 2017 – December 2017

Population: 13,981; Annual Budget (2018): $12.9 Million; Total Staffing: 70 +.
The Borough of Indiana is the host municipality to The Indiana University of Pennsylvania (IUP), a PASSHE system school. Departments of the Borough include Administration, Code Enforcement, Planning & Zoning, Police, and Public Works (including a wastewater treatment plant).

Borough of Red Hill, PA – *Borough Manager, Secretary, & Treasurer* 2016-2017

Population: 2,472; Annual Budget (2017): $900,000; Total Staffing: 6.

County of Schuylkill, PA – *Office Manager, District Attorney* 2014-2016
Clerk Typist, County Treasurer 2012-2014

Borough of Frackville, PA – Borough Councilor (Elected) 2010-2016
President Pro Tempore & Vice President

Kathleen Gunn
718-753-5357
kgunn96@gmail.com

May 22, 2026
Hon. Mayor Dave Santilli and Town Council
Town of Juno Beach
Juno Beach, Florida

Dear Mayor Santilli, Vice Mayor Davis, Vice Mayor Pro Tem Halpern, and Members of the Town Council:

Thank you for the privilege of serving the Town Council, staff, and residents of Juno Beach as Interim Town Manager. It is an honor, a privilege, and a genuine pleasure working with each of you, the staff, and the residents to execute the Town Council's goals and vision. Please accept this letter as an expression of my strong interest in the permanent Town Manager position.

My more than two decades of municipal executive leadership and service as a City Manager have prepared me for this wonderful opportunity. As a seasoned government professional, I pride myself on judiciously advising the Town Council, leading the Town and its staff, and providing continuity and tested executive management. Recent experience in both Juno Beach and Miami Shores Village has given me valuable insight into how to successfully align the Town's work plan with the ethos of a coastal community that prioritizes slow growth, conservation of environmental resources, and thoughtful stewardship of taxpayer funds.

I am especially drawn to Juno Beach's commitment to preserving its character while planning thoughtfully for the future. My service as Interim Town Manager has given me direct insight into the Town's operations, opportunities, and challenges, as well as a deep appreciation for the commitment of the Council and the staff.

The Council's emphasis on communication, transparency, and collaboration strongly aligns with my leadership style. In addition, serving as Interim Town Manager has given me firsthand knowledge of the Town's daily operations, organizational strengths, resident expectations, and the strategic issues facing the community, including redevelopment pressures, traffic concerns, and the importance of preserving Juno Beach's distinct character. That experience, combined with my prior leadership roles in other premier

coastal communities, positions me to step into the role with both immediate familiarity and long-range perspective.

Throughout my career, I have worked to implement the policies set by the elected officials I have served by developing strategic plans, capital improvement programs, and redevelopment strategies. At the direction of the elected bodies, I have led land development code rewrites and development of master plans for downtowns, the beach, and riverfront areas to ensure the right development in the right place. In addition to leading coastal communities, I am a long-time resident and homeowner in a coastal community, which has inspired my personal commitment to safeguarding them for future generations. I understand the importance of both protecting coastal character and natural resources while managing growth thoughtfully.

I am a committed public servant who thrives on collaboration and problem-solving. I enjoy helping communities flourish, especially when they need experienced leadership, clear communication, and someone who can work effectively with staff, elected officials, community stakeholders, and residents. I would be grateful for the opportunity to continue serving the Town of Juno Beach and to help ensure continuity, stability, and effective management in the future.

Thank you for your consideration of my application to serve as Town Manager of Juno Beach on a permanent basis. I welcome the opportunity to discuss how my background, experience, and skillset align with the Town's goals. It would be my honor to serve the Town of Juno Beach.

Sincerely,
Kathleen Gunn
Kathleen Gunn

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 and public sector solutions, including filling interim executive positions, team building, crisis management, leadership coaching, and training.

Founder/Chief Executive Officer (March 2023 – March 2024, August 2025 - Present)
Current assignment: Interim Town Manager of Juno Beach

- Under the guidance of the Town Council, direct and supervise Town government operations and staff. Current projects include preparing the budget and agendas, identifying a facilitator for a series of council work sessions, and determining appropriate expenditure of Building Department reserve funds.

Clients included Broward Sheriff's Office, City of Deerfield Beach (interim Parks and Recreation Director, 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

July 10, 2026

Town of Juno Beach
340 Ocean Dr.
Juno Beach, FL 33408-2021

Dear Town Official(s):

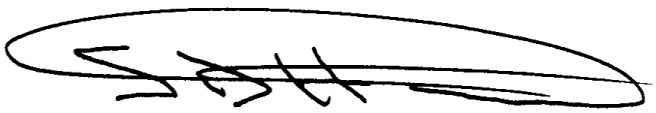
Thank you for the opportunity to apply for the Juno Beach Town Manager position. I am confident that my background and abilities meet the Town's expectations for an energetic and enthusiastic individual with a proven track record of excellent leadership and performance-based management; an effective executor of strategic plans and related outcome components; and a developer of fundamentally sound public policy solutions complemented by eloquent verbal presentation and competent business writing skills. Success on the journey to sound community building and achieving priorities depends on a united, strategic and collaborative team whose members cooperate for the attainment of the best for Juno Beach and its neighbors.

This letter and accompanying resume summarize my years of achievement as a local government manager, the last twenty years of diversified experience in Pine Lake and College Park, Georgia (750 and 15,000 full time populations and home of the busiest airport in the world); Bloomfield, Connecticut (22,000 full time population and as Connecticut does not have functional counties administered municipal, county, and education functional responsibilities); Fort Lauderdale, Florida (183,000 full time population and beach, downtown center, and "Venice of America" arts, culture and events mecca); and Lakeland, Florida (92,000 full time population and world-class destined community and regional provider of electric power production and transmission and water supply and treatment).

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

Juno Beach's shining and historic place presents a great opportunity to join a community building team and share my experiences while learning from the best minds in this community and enjoying the worthwhile amenities of the area as my next career and living adventure. I pledge to model and build great community through strength of character, commitment to performance-based operations, wealth of experience, openness to others' ideas, passion for hard work, appreciation of all constituents, love of community, and a demonstrated record of achievements.

Very truly yours,



Stanley D Hawthorne

STANLEY D HAWTHORNE

3930 Carrick Bend Drive, Kissimmee, FL 34746 (954) 683-0403 hawthornestanley@gmail.com

Education

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

Employment (Florida)

2019-Present DoyleSH Corporation President
I serve as President of DoyleSH Corporation, an incorporated local government consulting business based in the State of Florida. Previously, the business also consisted of a retail enterprise component; however, the COVID-19 pandemic adversely impacted opportunities and the retail operation was shuttered shortly after the onset of the pandemic in March 2020.

2011-2019 City of Fort Lauderdale Assistant City Manager
The City of Fort Lauderdale is located in the east-central portion of Broward County encompassing nearly 36 square miles with an estimated population of 182,827. Fort Lauderdale is the largest of Broward County's 31 municipalities and one of the ten largest cities in Florida famous for its beaches, arts, culture, and events. The City employs a workforce of approximately 2,600 full-time employees with five bargaining units. As Assistant City Manager and original member of the last senior executive team, we were committed to strategic planning of improving productivity, streamlining expenses, and developing a stronger, more effective organization supporting the City's embracement of a vision based on fiscal responsibility, accountability, high ethical standards, and quality delivery of services. It is a vision that rewards excellence, not mediocrity, and above all, places the people of Fort Lauderdale first.

2005-2011 City of Lakeland Assistant City Manager
Lakeland, with a population of approximately 92,000 residents in an area of 72 square miles, lies between the two major urban areas of Tampa Bay and Orlando and is experiencing the tremendous growth of the central Florida region. Services provided by the Lakeland government range from traditional police, fire, public works, and an extensive parks and recreation system to electric power production and transmission, water supply, wastewater treatment, solid waste collection, as well as services offered through its municipal parking facilities, regional airport, 27-hole golf course, and arena, performing arts and convention center. Responsibilities included assisting the City Manager in the full breadth of municipal services and direct oversight administering the City's Strategic Plan and Goals for Lakeland to be a vibrant, culturally inclusive, world-class community; human resources network and services for more than 2200 full-time employees; purchasing store of fuel, commodities and services valuing at more than $300 million annually; and information technology, risk management, and internal audit functions.

2002-2004 Sun 'n Lake Improvement District General Manager
As General Manager for the Sun 'n Lake of Sebring Improvement District, I had a rare opportunity to return home and share the benefit of my career education and experience in the fastest growth area of the County. Sun 'n Lake originally comprised of a 25 square mile area for development has grown from an unpopulated wilderness to approaching 7500 residents today and evolved from a retirement community into a diverse melting pot of age, racial and ethnic components. In its unique charter created by the State and County, the District is wholly independent of the County and a full municipal service provider. The General Manager reports to a 5-member elected Board of Supervisors and is responsible for hiring and supervision of district employees and day-to-day operations. During my tenure, we adopted and applied

energetic and innovative approaches to steer the Improvement District through the new century for reaching its growth potential.

1998-2002 City of Lauderdale Lakes City Manager

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

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

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

1992-1994 City of Hollywood Director of Management and Budget

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

Employment (Georgia)

2025-Present City of Pine Lake City Manager

Pine Lake is the smallest city in DeKalb County, Georgia positioned about 12 miles east of downtown Atlanta. It is a small "artsy" community with a lake, originally developed as a resort in the 1930's. As Atlanta sprawled around it, Pine Lake resisted pressure to disappear into the suburbs. It is known for the many artists, musicians, and writers who have flocked to its quiet shores, and the concerts, poetry readings, and art shows held in and around the quirky Pine Lake Beach House. Major accomplishments among others during my tenure was the initialization of a downtown development agency with a main goal of revitalizing the City's commercial core; evaluating the feasibility and economies of scale that could serve the City's interest and viability through annexation opportunity; adding a strategic

communications office to more effectively engage the public on issues of interest and concern; instituting a philosophy and culture of team-driven effort through the Community Building Team in support of unified , strategic, and participatory objectives and working interdepartmentally towards a common purpose enabling extraordinary results; implementing performance-based, participatory budgeting processes where the comprehensive budget document serves multiple roles as a policy document, communications device, operations guide, and financial plan; development and effectuating of a five-year community investment plan; updating the employee classification and compensation planning system; and fulfilling strategic visioning goals and activities established by the governing body.

2023-2024 City of College Park City Manager

College Park, Georgia is an established community with a blend of unique business and educational centers, corporate offices, a variety of housing types, and a genuine and charming downtown. As a result, it is strongly positioned for rapid economic growth as both a hub for travel and tourism and the regional aerotropolis of the southeastern United States. College Park is an attractive location for raising a family outside of but next door to all of the amenities of Atlanta. The City is home to the busiest airport in the world, Hartsfield-Jackson Atlanta International Airport, hosting tens to hundreds of thousands of visitors on any given day, headquarters for companies such as Chick Fil A and neighboring Delta Airlines, as well as home to Woodward Academy, the largest private school in the country. College Park is a vibrant community known for its history, sense of community, and quality of life. The City offers hospitality in its municipal services from operating electric, water and sewer utilities; convention center, arena, and golf enterprises; and renowned parks, recreation, and cultural arts across the region. Major accomplishments among others during my tenure was the managing of the business and industrial development agency (BIDA) and its Six West Project, a $1.5 billion, 311-acre, mixed use initiative near Hartsfield-Jackson International Airport; realigning a strategic communications office to more effectively engage the public on issues of interest and concern; instituting a philosophy and culture of team-driven effort through the Community Building Leadership Team in support of unified , strategic, and participatory objectives and working interdepartmentally towards a common purpose enabling extraordinary results; implementing performance-based, participatory budgeting processes where the comprehensive budget document serves multiple roles as a policy document, communications device, operations guide, and financial plan; initialization of a five-year community investment plan; and fulfilling strategic visioning goals and activities established by the governing body.

Employment (Connecticut)

2021-2023 Town of Bloomfield Town Manager

The Town of Bloomfield, Connecticut was first settled in 1642 and incorporated in 1835. The Town covers approximately 26 square miles and is north and adjacent to the capital city of Hartford. The Town's current population is estimated to be 21,535. Bloomfield is administered under the Council-Manager form of government. The nine-member Town Council is elected biennially for a term of two years with minority party representation of at least three council members guaranteed. The Town Manager is appointed by the Council and serves as a full-time chief executive officer. As counties are non-functional in Connecticut, the Town provides a full range of county and municipal services to its residents including police protection and emergency operations; a pre-kindergarten through 12th grade public education system; a public library system and golf course; building services and land use development; construction and maintenance of highways, streets, and infrastructure; human services; and parks, recreation, and cultural events. Major accomplishments among others during my tenure was the establishment of a downtown development agency with a main goal of revitalizing the City's commercial core; adding a strategic communications office to more effectively engage the public on issues of interest and concern;

instituting a philosophy and culture of team-driven effort through the Community Building Leadership Team in support of unified , strategic, and participatory objectives working interdepartmentally towards a common purpose enabling extraordinary results; implementing performance-based, participatory budgeting processes where the comprehensive budget document serves multiple roles as a policy document, communications device, operations guide, and financial plan; development and effectuating of a five-year community investment plan; development of an affordable and workforce housing plan; updating the employee classification and compensation planning system; and fulfilling strategic visioning goals and activities established by the governing body.

Employment (Michigan)

1985-1992 City of Saginaw Assistant to the City Manager
Saginaw is a central city in the Lower Peninsula of Michigan. It is an industrial town dominated by the General Motors automotive industry; a mature city with an economically challenged urban core and diverse population mixture. Its population dwindled from a high of near 100,000 in the 1970's to 69,000 in the 1990's. As an administrator there for seven years, the management team and I grappled with the management of limited public resources while managing growing urban problems and diversifying a one industry economic base. We met the challenges head on even with a severely restricted property tax base.

Professional and Civic Affiliations

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

Awards, Publications, Certifications

Senior Executive Institute Alumnus
-University of Virginia
Certified Government Financial Manager
Leadership Hollywood Alumnus
Leadership Lakeland Alumnus
Executive Leadership Institute
-Harvard University, Syracuse University,
University of Texas, Wharton School
Fifty Leaders of the Future
-Ebony Magazine
Municipal Annexation, -
thesis written during my enrollment at the University of Virginia

Patrick J. Heaney

2 Westwick Ct Annapolis, MD 21403 pheaney2002@yahoo.com 240-383-9821

Professional Experience

Business Operations Manager, Engineering **Shared Services & Asset Management**
DC Water & Sewer Authority, Washington, DC 2011-Present

- Formulate, justify, and manage a $60M+ annual operating budget across four departments within the engineering division, including establishing purchase orders and approving invoices and expense reports.
- Develop, revise, and implement departmental policies; respond to audit inquiries; ensure regulatory compliance; and oversee payroll, timekeeping, and P-Card transactions.
- Serve as departmental liaison to HR, Finance, Procurement, Fleet, Safety, and IT.
- Reconcile monthly financial reports and reallocate funds to meet operational needs.
- Provide guidance on administrative, fiscal, and HR policies for the Engineering Division.
- Develop and implement multi-year strategic plans that strengthen departmental performance, improve service delivery, and support agency-wide initiatives.
- Coordinate and assess staffing support needs across four departments, including emergency, long-term, and temporary solutions to operational challenges.
- Analyze historical spending patterns, project outcomes, and resource utilization to identify inefficiencies and recommend funding adjustments.

Senior Operations Manager
Maryland Environmental Service, Millersville, Maryland 2010-2011

- Managed two waste & recycling facilities for the Montgomery County government.
- Supervised both facilities' administrative staff, shift supervisors, equipment operators, field staff, contracted labor, and fleet maintenance and inventory/asset monitoring.
- Estimated project costs, tracked expenses, researched, and procured heavy equipment/supplies.
- Developed service contract and equipment specifications, negotiated the procurement of goods and services, and performed quality control inspections/audits.
- Supervised in-house and contracted preventative maintenance programs.
- Tasked with producing Grade A compost from recycled material for commercial resale. This included quality control, production level monitoring and distribution.
- Developed process improvements, field training for safety and regulatory requirements route management, record keeping and inventory control.

Branch Manager, Construction
Protection Services Inc. Upper Marlboro, Maryland 2008-2010

- Provided cost estimates and project supervision of large-scale highway construction projects. This included job cost tracking, price negotiation, and employee supervision.
- Prepared annual budgets and provided monthly profit and loss statements.
- Hired, trained, and evaluated employee performance. Researched applicable codes and permits.
- Managed the branch's long-term lease agreements and rental contracts and fleet services.
- Company representative for real estate and fleet lease agreements.

Patrick J. Heaney

2 Westwick Ct Annapolis, MD 21403 pheaney2002@yahoo.com 240-383-9821

Contract Manager, Services
Source America (formerly NISH) Vienna, Virginia 2006-2008

- Provided project and contract management support for people with severe mental and physical disabilities for not-for-profit agencies working on federal service contracts. This included job training, reviewing, writing, negotiating contract specifications, and providing quality control.
- Conducted formal and informal staff training in the field and large convention presentations.
- Worked on Firm Fixed Price and IDIQ contracts to compile, analyze, and prepare costing/budget proposals on assigned service projects.
- Evaluated work requirements, estimated labor, developed standards, analyzed operations, and provided on-site contract administration assistance.
- Made recommendations regarding labor, supplies, equipment, and acquisition processes.
- Onsite contract compliance reviews and pay rate certification.

Program Supervisor, Facility Operations
Washington Metropolitan Area Transit Authority (METRO) 2004-2006

- Supervised an in-house staff of six area managers and 60 full-time and seasonal staff.
- Supervised/Arborist for critical tree care contracts on /around historical sites in DC.
- Contracting officer (COTR) for WMATA's waste management & recycling contract.
- Liaison with federal agencies regarding Park Service and Capital grounds needs.
- Created quality control plans and identified capital budget needs.
- Assisted in the scheduling, training, and supervision of WMATA personnel.
- Participated in performance review evaluations and interviews.
- Worked with municipalities and neighborhood volunteer groups.
- Supervised snow and ice removal crews for multiple Metro stations.

Education

University of Maryland Global Campus
Master of Business Administration
University of Maryland College Park
Bachelor of Science, Department of Agriculture and Natural Resources

Relevant Job Information

- Contracting Officer's Technical Representative (COTR) Certification, GW University
- AI for Business Strategy-JHU Whiting School of Engineering Certificate
- Federal Contracting Basics (FAR) Certification, George Washington University
- Prince George's County Community College Adult Education Teacher 1999

Thomas S. Heck

9900 Wilbur May Pkwy. #4301
Reno, NV 89521-3090
thomas.heck@msn.com
(775) 742-7132

CAREER HIGHLIGHTS

- Over 35 years of leadership experience in both municipal and federal governments.
- Has a big picture focus, strong strategic planning skills, and the ability to produce on time results.
- Has been a Logistic Program Manager responsible for over 860 personnel; Town Manager, General Services Director, Public Works Director, Chief of Operations, and a Chief of Engineering with two 10 person multi-discipline design teams.
- Successfully developed and executed a myriad of large design and construction projects and programs – $834M program with $200M under construction.
- An approachable leader who fosters strong relationships while still making work fun.
- Developed and managed budgets, producing cost savings while doing more with the given resources.
- Demonstrated flexibility in developing meaningful relationships with special interest groups, stakeholders, citizen groups, and the press.
- Over 30 years of successful relationships with senior leaders, elected officials, unions, workforce members, and human resources.
- Consistent high achiever and visionary with a strong 'can-do' focus who has been routinely appointed to transform operations to produce benchmark results – exceptional turn-around agent!
- Strong, energetic situational leader who has a history of providing fast track, cost effective solutions for customers and project requirements.

EDUCATION

- Pepperdine University, Malibu, California: Executive Master's of Business Administration (MBA).
- United States Air Force Academy, USAF Academy, Colorado: Bachelor of Science Degree (BS), General Studies: Civil Engineering/Math.
- Troy State University, Troy, Alabama: Master of Science Public Administration (MPA).
- George Washington University, Washington DC, Ed. S., Human Resource Development.

EXPERIENCE

Semi-Retired **2017 - Present**

Chugach: **2012 – 2016**

1. West Sound Project Manager
Silverdale, WA

2. Logistics Project Manager
Reagan Ballistic Missile Test Site
Kwajalein Atoll

- **West Sound**: Directed Base Operating Support for five remotely separated Naval bases and 17 satellite areas. Managed a $70M budget and almost 400 personnel.
- **Reagan Ballistic Missile Test Site**: Directed the Logistics support operation for the entire atoll (7 islands & a launch facility), supporting the National Missile Defense program. Operations included responsibility for Public Works, Supply and Transportation, Airfield, Automotive, Fire Department (airfield and structural), Housing, Marine Operations, Project Controls, Finance, and HR.
- Manage over 860 personnel and a $64M budget with savings of over $3M .

- Responsible for all utilities to include providing primary power to seven different islands including fuel delivery; providing water and sewer distribution/collection to three islands.
- Managed the operation, maintenance and repair of 3M SF of failing 1950 vintage facilities.
- Provided regular supply and transportation throughout the atoll and internationally, including off-loading container ships.
- Managed daily inter-island and international flight operations (personnel and cargo) for commercial and military aircraft to include fixed and rotary aircraft for two major airfield and six helipads.
- Managed the maintenance and repair of over 500 vehicles and heavy equipment of which 58% was overage – on two islands.
- Managed the operation, maintenance and repair of 11 Marine vessels and four barges supporting mission operation and delivery of personnel and cargo throughout the atoll.

Town Manager **2010**
Manalapan, FL

- Left Manalapan after supporting the commission's reorganization efforts to combine the Town Manager and Finance Director position to produce the required budget reductions.
- Responsible for providing leadership, direction and management of all municipal departments including the Finance Department, Human Resources, Police, the Town Attorney, the Town Clerk and the Town Library.
- Directed all municipal administrative operations through a staff of 35 and a $9M budget.
- Managed a Water and Sewer Utility including budgeting, and a $6M capital improvements program. Developed badly needed capital improvements program.
- Implemented a program based budgeting process with guiding metrics. Developed and monitored the Town Annual Budget; presenting it to a seven member Commission for approval.
- Represented the Commission at all interagency meetings with Federal, State, and local government officials.

Director, General Services **2008 – 2009**
El Dorado County, CA

- Reluctantly agreed to take on this short term opportunity to resolve long standing department problems that 7 directors in five years could not fix – developed and implemented strategic action plan and corrected deficiencies.
- Managed 60 personnel and a $25M budget for Capital Projects, Parks, Facilities, and Fleet.
- Successfully resolved long standing politically sensitive personnel and program issues within the department; improving customer responsiveness and department efficiency and effectiveness.
- Provided oversight and direction for all personnel functions including hiring, performance evaluations, progressive discipline, and termination.

Interwest Consulting Group **2005 – 2007**
Northern California Assignments

- Extensive skills and abilities allowed me to fill numerous consultant leadership roles in different communities for development services, maintenance, design, and capital construction.
- Was assigned as the Engineering Manager in Yuba City, CA managing a troubled $50M capital program and development projects for 18 months; later assigned as Lead Plan Check in Development Services, then Senior Project Manager and then Director of Operations – all in Elk Grove, CA based on need – versatility as a consultant highly valued!
- Managed a $20M Downtown Revitalization and $20M Park and Aquatics Center Project, which included consultant project management and contracting oversight, obtaining stakeholder input, facilitating community town hall meetings, resolved parking issues, as well as working with utility companies and state agencies. Successfully bid and awarded these two $20M projects.
- Routinely collaborated with City Council, other city leaders, and community stakeholders providing technical assistance, problem solving, and action planning.

- Worked with and provided oversight to developers and construction contractors to ensure project compliance with local, state, and federal standards.
- Managed plan check, development conditioning, and adequacy of improvement plans, infrastructure, designs, and construction projects. Managed a staff of up to 20 plus consultants.

Deputy Director of Public Works **2000 – 2005**
Reno, NV

- Lead operations of 170 personnel and a $27 million budget for city maintenance (i.e., streets, traffic signal, sewer and storm systems, fleet, facilities, and a 4MGD treatment plant).
- Developed and implemented process improvement initiatives resulting in city savings of over $3M annually and achieved improved outcomes for the City of Reno's maintenance functions.
- Implemented system transformation and organizational culture change to bring operations to national benchmark standards.
- Developed a $100K leadership-training program for subordinate managers, supervisors and staff.
- Set goals and objectives for operations measured through a task management system.
- Routinely collaborated with the City Manager, City Council, Civil Service Commission, other city leaders, and community stakeholders.
- Managed financial and human resources allocations.
- Instituted Maintenance Management System for improved operational effectiveness and cost control.

Director, Buildings and Grounds **1998 – 2000**
University of Southern California
Los Angeles, CA

- Lead operations of 80 personnel and $9 million budget.
- Managed financial and human resources allocation in multiple geographically separate locations.
- Built, implemented, and monitored annual operating/capital requirements budget.
- Provided financial and operational analysis to USC leadership.
- Spearheaded organizational improvements for maximum productivity and customer responsiveness resulting in savings to the University of over $150K annually.
- Established performance metrics and ensured compliance with federal, state, and local regulations.
- Resolved long standing but sensitive personnel issues.

U.S. AIR FORCE – Retired LtCol
JUNE 1977 – SEP 1998

Director of Public Works **1996 –1998**
Los Angeles Air Force Base, CA

- Responsible for providing oversight and management of over 2.7 million square feet of base facilities, utilities, including industrial/administrative buildings, and 574 family housing units at four remotely separate locations.
- Lead 182 personnel and managed a $27M operating budget, along with a $1.2M capital budget.
- Spearheaded 5-year facility strategic planning efforts, generating operating budgets for each alternative.
- Developed and managed metrics quarterly to ensure the highest level of facility support and customer service to end users.

Deputy Command Engineer **1994 –1996**
Southern Command Engineering, Panama

- Managed a $50M military training construction program for nation building.
- Acting Command Engineer for 12-month period in the absence of the Command Engineer.
- Provided direction to staff; briefed general officers, and provided engineering expertise to decision makers.

- Supervised 17 professional and support engineering staff.

Civil Engineering Operations & Chief Engineering **1991 – 1994**
Travis AFB, CA

- Responsible for directing the public works activities of almost 400 personnel who operate, maintain, and repair 10M SF of facilities; 500 plus facilities and all utilities including 2500 family housing units. Chief of Engineering Flight at the same time from Apr 93-Nov 93; managed five-year $834M design/construction program and major area development planning effort. Managed multi-million dollar budgets.

Civil Engineering Chief of SABER **1990**
Langley AFB, VA

- Managing a $3.5 million annual construction requirements contract for maintenance and repair of facilities and utilities, to include cost estimates, negotiations with contractors, and construction management.
- Personally developed a new contract and the source selection criteria.

Nevada EIT
Member ICMA

Other Air Force position information can be provide upon request.

July 7, 2026

Town of Juno Beach, Florida
Emily Alves, CPA, CGFO
Finance Director
ealves@juno-beach.fl.us

RE: Town of Juno Beach, Florida - Town Manager Position

Please consider this cover letter and resume my application for the position of Town Manager for the Town of Juno Beach, Florida.

Throughout my career, I have managed many small towns in multiple states, and prepared many budgets in partnership with mayors, councils, finance directors, and other department directors. The largest budget I administered was $50 Million annually including general, special revenue, enterprise, internal service, and capital improvement funds. The largest organization I managed had 170 employees with diverse backgrounds, experiences, and skills. I successfully negotiated and administered many labor contracts, primarily with public works, police, dispatch, and fire labor unions. I have certifications issued by the Federal Emergency Management Agency, been involved in the preparation of a number of emergency preparedness plans, and participated in many local and regional responses that reflected this experience.

I prepared and implemented a number of capital plans related to streets, boulevards, parks, and utilities. I facilitated support for these plans through city councils, staff, and citizen advisory groups. Many of those plans strengthened relationships and created a team approach to accomplish specific projects.

I conducted many neighborhood and downtown listening sessions, issued effective citizen surveys, developed topical focus groups, and worked with non-profit organizations as part of community outreach. I reviewed formal and informal communication efforts that assured effectiveness, safeguarding continued trust in the community.

I look forward to the opportunity to discuss utilizing my skills to make a positive difference with the citizens, Town Council, and staff about Juno Beach.

Sincerely,

Robert Hillard

Robert Charles Hillard
1101 Potomac Court
Potterville MI 48876

Education

Master of Public Administration	Western Michigan University Kalamazoo, Michigan - December 1996
Bachelor of Science	Western Michigan University Kalamazoo, Michigan – April 1988 Major: Public Administration Minor: Communication

Professional Experience

City of Charlotte - Charlotte, Michigan - City Manager - May 2024 to February 2026

The City of Charlotte, Michigan, provides services in the areas of fire, EMS, police, emergency preparedness, planning and development, code administration, economic development, water production and distribution, wastewater collection and treatment, street maintenance, storm sewer collection, recycling, facility management, parks, and administration. The City Manager is responsible for the implementation of ordinance and policy directives of a seven-member City Council, as well as the development and implementation of capital plans and fiscal budgets. The City Manager is responsible for personnel management of department directors and support staff. This effort includes staff collaboration in the development of employee policies and negotiations with four labor unions. The City Manager supports the implementation of contract services including information technology, financial services, public works services, industrial, and retail outreach. The City Manager assists departments and staff in supporting many boards and commissions, including the Planning Commission, Airport Advisory Board, Parks Advisory Board, Brownfield, Redevelopment Authority, and Downtown Development Authority. The City Manager initiates reviews and implements strategies in the areas of City-owned property development, comprehensive planning, and communication strategies. The City Manager provides positive relationships with many governmental entities including federal, state, county, townships, and cities. The City Manager provides collaborative relationships with many other organizations throughout the City including medical facilities, non-profits, industrial, downtown, and retail establishments.

City of Oberlin - Oberlin, Ohio - City Manager/Treasurer - December 2016 to April 2024

The City of Oberlin, Ohio, provides services in the areas of fire, police, dispatch, emergency preparedness, planning and development, code administration, economic development, electric generation and distribution, water treatment and distribution, wastewater collection and treatment, street maintenance, storm sewer collection, engineering, solid waste collection, recycling, facility management, parks and recreation, and administration. The City Manager is responsible for the implementation of ordinance and policy directives of a seven-member City Council, as well as the development and implementation of capital plans and fiscal budgets. The City Manager is responsible for personnel management of department directors and support staff. This effort includes staff collaboration in the development of employee policies and negotiations with five labor unions. The City Manager supports the implementation of contract services including building inspection, information technology, public transportation, downtown outreach, carbon reduction, and energy services. The City Manager assists departments and staff in supporting many boards and commissions, including the Planning Commission, Zoning Board of Appeals, Fire Board of Appeals, Open Space Commission, Recreation Commission, Community Improvement Corporation, Historic Preservation Commission, Housing Renewal Commission, Public Utilities Commission, Civil Service Commission, Records Retention Commission, Resource Conservation and Recovery Commission, and Human Relations Commission. The City Manager initiates reviews and strategies in the areas of City-owned property development, active transportation, comprehensive planning, and communication strategies. The City Manager provides positive relationships with many governmental entities including federal, state, county, townships, and cities. The City Manager provides collaborative relationships with many other organizations throughout the City including a private college, medical facilities, senior housing, a federal air traffic control center, industrial, downtown, and retail establishments.

City of Allegan - Allegan, Michigan - City Manager/Clerk - September 2005 to July 2016

The City of Allegan, Michigan, provides services in the areas of community development, police, EMS, water treatment and distribution, sanitary sewer collection and treatment, utility billing services, street maintenance, parks and recreation, two historical theaters, riverfront amphitheaters, downtown development and marketing, extensive economic development services, airport facilities, election and voter registration, housing and code enforcement, and a fire district through contracts with multiple jurisdictions. The City Manager works closely with a seven-member City Council on the development of goals and policies, oversight of department directors and support staff, negotiation of three labor union contracts, the preparation and presentation of capital and other fiscal budgets, and the development and implementation of a variety of economic development programs. The City Manager supports department directors with many boards and commissions, including the Planning Commission, Historic District Commission, Development Committee, Finance Committee, Public Works Committee, Public Safety Committee, Downtown Development Authority, Economic Development Corporation, Downtown Economic Restructuring Committee, Downtown Design Committee, Business Park Association, Airport Advisory Board, Parks Board, and Brownfield Redevelopment Authority. The City Manager is responsible for the financial management, grant development, and implementation for the organization. This includes maintaining positive relationships with other

government units including federal, state, county, townships, and cities. The City Manager is responsible for contract services including building inspection, economic development, code enforcement, and other services. The City Manager provides collaborative relationships with many other organizations to create opportunities for partnerships. The City Manager trains department supervisors to locate grants and financial opportunities to enhance facilities and programs. The City Manager assists citizens in navigating policy and services, including neighborhood and business support. The City Manager develops and implements neighbor outreach programs. The City Manager maintains proactive relationships with many institutions including a major pharmaceutical manufacturing facility, medical facilities, county facilities, industrial, downtown, and retail establishments.

Village of Yellow Springs - Yellow Springs, Ohio - Village Manager - November 2000 to September 2005

The Village of Yellow Springs, Ohio, is a village that provides services in the areas of police, planning, code administration, economic development, electric distribution, water treatment and distribution, sanitary sewer collection and treatment, street maintenance, mediation services, natural gas purchasing, refuse collection and recycling services, facility management, as well as parks and recreation which includes a community center and pool. The Village Manager is responsible for the implementation of ordinances and policy directives of a five-member Village Council, as well as the development of capital and multi-year fiscal budgets. Also, the Village Manager is responsible for personnel management of department supervisors and support staff. The Village Manager supports many boards and commissions, including the Planning Commission, Zoning Board of Appeals, Community Improvement Corporation, Revolving Loan Fund Committee, Design Advisory Board, Environmental Commission, Airport Advisory Board, and Human Relations Commission. The Village Manager represents the Village on the Springfield Airport Advisory Board, which involves participation with the Air National Guard. The Village Manager is assigned special projects and reports on subjects including Wellhead Protection, Blue Ribbon Finance, Police Chief Search, Downtown Parking Development, Solid Waste Bid, and Employee Manual Updates. The Village Manager is responsible for maintaining positive relationships with other government units including federal, state, county, townships, and other cities. The Village Manager maintains proactive relationships with many institutions including a private college, and industrial, downtown, and retail establishments.

City of Allegan - Allegan, Michigan - City Manager/Clerk - October 1995 to November 2000

The City of Allegan, Michigan, provides services in the areas of community development, fire, police, water treatment and distribution, sanitary sewer collection and treatment, utility billing services, street maintenance, parks and recreation which includes a sports complex, parks, two historical theaters, riverfront amphitheaters, and many other amenities, downtown development and marketing, promotions, extensive economic development services, airport facilities, election and voter registration, housing and code enforcement, as well as ambulance services through contracts with multiple jurisdictions. The City Manager works closely with a seven-member City Council on the development of goals and policies, oversight of department supervisors and negotiation of union contracts with three labor unions, the preparation and presentation of annual, multiple years, and capital budgets, and the development and implementation of a variety

of economic development programs. The City Manager works with department directors on providing support for many boards and commissions, including the City Council, Planning Commission, Development Committee, Finance Committee, Public Works Committee, Public Safety Committee, Historic District Commission, Downtown Development Authority, Economic Development Corporation, Economic Restructuring Committee, Design Committee, Tree Commission, Business Park Association, Tax Incremental Finance Authority, Economic, Development Corporation, Brownfield Redevelopment Authority, Airport Advisory Board, and Wellness Committee. Further, the City Manager is responsible for the financial management and grant implementation for the organization. The City Manager maintains positive relationships with other government units including federal, state, county, townships, and cities.

Western Michigan University - Kalamazoo, Michigan - Part-Time Instructor - September 1998 to November 2000

Prepares and lectures students in national, state, and local government, as well as governmental budgeting and finance.

City of Allegan - Allegan, Michigan - Assistant City Manager - August 1993 to September 1995

Assists the City Manager in completing various operations including budget, personnel, and festival management. Provides staff support to the Planning Commission, Historic District Commission, and Parks Commission. Administers and coordinates grants for infrastructure including water, sanitary, stormwater, and streets. Provides direct oversight of airport management, which involves securing funding for many projects, including an airport master plan and taxiway expansions.

Village of Mattawan - Mattawan, Michigan - Village Manager/Clerk - May 1990 to August 1993

Provides administrative support to the Village Council, Planning Commission, and Zoning Board of Appeals, as well as other Council committees. Reviews site plans and works closely with building inspectors to ensure proper communication. Prepares goals and accomplishment-oriented budgeting, and invests funds to maximize revenue. Manages personnel and coordinates land use, emergency preparedness, and water distribution plans for the community.

West Shoreline Regional Planning Commission - Muskegon, Michigan - Transportation Coordinator - April 1990

Researches criminal justice alternatives for the County Prosecutor, as well as the Muskegon County Law Enforcement Community. Coordinates the carpool database for the region.

City of Allegan - Allegan, Michigan - Building Official - April 1988 to April 1990

Provides zoning, code enforcement, rental inspections, soil inspection, flood management, and processes historic district applications. Administers the Planning Commission, Zoning Board of Appeals, and the Historic District Commission.

Memberships and Certificates

International City Managers Association Membership
International Council of Shopping Centers Membership
Lorain County Mayors and Managers Association Membership (2016 - 2024)
Ohio City Managers Association Membership (2017 - 2024)
Southwest Michigan City/County Managers Association Membership (2006 - 2016)
Michigan Local Government Managers Association Membership (2006 - 2016)
FEMA Emergency Management Institute - ICS 100, 200, 300, 700, and 800 Certificates
International City Managers Association - Credentialed Manager Certificate (2008-2013)

Robert Charles Hillard
References

Rick Hoyer – Former Police Chief – Allegan, Michigan - (269) 720-8375 - rickhoyer29@gmail.com

Jon Cook – Former Mayor/Council Member – Allegan, Michigan - (269) 217-6843 - jcook@greatlakesdrilling.net

Craig van Melle – Former Mayor/Council Member – Allegan, Michigan - (269) 377-9937 - craig@snellerrealestate.com

Kelley Singleton - Former Vice-President/Council Member - Oberlin, Ohio - (917) 557-7611 - kellecaster@gmail.com

Tim Lewis - Former Mayor - Charlotte, Michigan - (517) 281-1446 - timlewis72@yahoo.com

CHRISTOPHER (CHRIS) M. HOBBY, MPA, ICMA-CM
503 Longwood Lane, Peachtree City, GA 30269 | chrishobby1968@gmail.com | (229) 519-9137

July 2, 2026

Ms. Emily Alves
Finance/HR Director
Town of Juno Beach
340 Ocean Drive
Juno Beach, Florida 33408

Dear Ms. Alves:

Please accept this letter and resume as my application for the Town Manager position with the Town of Juno Beach. I am very interested in the opportunity to serve a highly regarded coastal community that values professionalism, financial stewardship, environmental preservation, resident engagement, and careful protection of community character.

My career has been devoted to professional local government management. I have more than 30 years of municipal experience, including more than two decades as City Manager of Bainbridge, Georgia, recent executive service as Assistant City Manager of Peachtree City, and prior service as City Manager of Colquitt. Over that time, I have worked directly with elected officials, residents, staff, developers, regional partners, utilities, state agencies, consultants, business leaders, and civic organizations to translate policy goals into effective operations and lasting community improvements.

Juno Beach appears to need a manager who can be both strategic and personal: someone who can support the Town Council, mentor a lean and talented staff, communicate openly with residents, protect the Town's small-town atmosphere, and manage redevelopment and regional growth pressure with discipline and diplomacy. That combination fits my background well. I have led full-service municipal operations, managed operating and capital budgets, coordinated major public works and utility projects, supported planning and zoning functions, advanced redevelopment and economic development initiatives, and handled public communication in visible and sometimes sensitive environments.

I am particularly drawn to Juno Beach's emphasis on fiscal strength, high-quality service delivery, environmental stewardship, and resident trust. In Bainbridge, I was responsible for annual budget development, financial oversight, capital planning, procurement, personnel management, infrastructure improvements, downtown revitalization, community events, tourism, and emergency response. I also served in statewide leadership roles as President of the Georgia City/County Management Association and Chairman of the Municipal Gas Authority of Georgia, experiences that strengthened my appreciation for ethical governance, intergovernmental relationships, and long-term stewardship of public resources.

I understand from the recruitment materials that the Town is seeking a long-term manager who will become part of the community, be visible and accessible, communicate transparently, support the

Council as a trusted advisor, and help guide Juno Beach through redevelopment pressures without sacrificing the qualities that make the Town special. I would welcome the opportunity to bring my experience, judgment, work ethic, and commitment to professional management to that effort.

Thank you for your consideration. I would be grateful for the opportunity to discuss how my experience and leadership approach may align with the Town of Juno Beach's needs.

Sincerely,

Christopher M. Hobby

CHRISTOPHER (CHRIS) M. HOBBY, MPA, ICMA-CM

503 Longwood Lane, Peachtree City, GA 30269 | chrishobby1968@gmail.com | (229) 519-9137

Executive Profile

Credentialed local government executive with more than 30 years of municipal leadership, including more than two decades as City Manager of Bainbridge, Georgia, recent executive service as Assistant City Manager of Peachtree City, and a brief 2026 appointment as City Manager of Senoia. Experienced in council-manager governance, strategic planning, redevelopment, land use, finance, public works, utilities, capital planning, intergovernmental relations, citizen engagement, emergency response, staff mentoring, and transparent service delivery. Well aligned with Juno Beach's search for a seasoned, personable, fiscally disciplined Town Manager who can preserve community character, build consensus, support a lean high-performing staff, manage redevelopment pressure, and serve as a trusted advisor to the Town Council and residents.

Selected Executive Achievements

- Directed full-service municipal operations for more than 20 years, managing approximately 182 employees and a $42 million annual budget in Bainbridge, Georgia.
- Prepared and administered annual operating and capital budgets, purchasing functions, personnel systems, financial strategies, operational policies, and long-range capital improvement priorities.
- Advanced downtown revitalization, riverfront redevelopment, historic preservation, tourism, park development, special events, and public-space improvements while preserving local character and supporting private investment.
- Led major infrastructure and utility investments, including a new Water Pollution Control Plant, elevated water tanks, wells, utility master planning, street and drainage projects, parks, and public facilities.
- Built productive working relationships with elected officials, residents, business owners, developers, civic leaders, regional agencies, utilities, state partners, consultants, contractors, and the press.
- Created the Bainbridge-Decatur County Healthcare Cooperative, generating approximately $4 million in savings while improving long-term cost stability for employees and the organization.
- Led Hurricane Michael recovery and operational stabilization, coordinating emergency response, debris recovery, infrastructure repair, public communication, and continuity of essential services.
- Served as President of the Georgia City/County Management Association and Chairman of the Municipal Gas Authority of Georgia, reflecting statewide credibility in professional management and public utility governance.

Core Strengths

Council-Manager Governance	Strategic Planning	Fiscal Stewardship
Redevelopment & Land Use	Resident Communication	Staff Mentoring
Public Works & Infrastructure	Intergovernmental Relations	Community Character Preservation
Capital Planning	Economic Development	Crisis & Emergency Response

Professional Experience

City Manager | City of Senoia, Georgia | 2026

- Appointed by the Mayor and City Council to serve as City Manager; began transition work on personnel policy, procurement policy, and organizational priorities before the appointment concluded.

Assistant City Manager | City of Peachtree City, Georgia | 2024 - 2026

- Supported executive management of a full-service city of approximately 42,000 residents with high expectations for infrastructure quality, recreation, environmental stewardship, redevelopment, fiscal discipline, and responsive public service.

- Led or coordinated capital, recreation, greenbelt, facility, environmental, policy, and redevelopment initiatives while working with elected officials, legal counsel, engineers, consultants, department directors, and citizen stakeholders.
- Developed and refined ordinances and policy initiatives involving procurement, environmental management, recreation planning, and quality-of-life issues, helping translate policy direction into practical implementation.

City Manager | City of Bainbridge, Georgia | 2003 - 2024

- Served as Chief Administrative Officer for a full-service Georgia municipality; directed approximately 182 employees and managed a $42 million annual budget.
- Reported to and advised elected officials on policy implementation, annual budgets, capital priorities, personnel matters, purchasing, community concerns, intergovernmental issues, and long-range planning.
- Oversaw departments and services including finance, utilities, public works, community development, leisure services, building and code functions, and public safety coordination.
- Prepared, administered, and monitored annual operating and capital budgets, procurement activities, personnel systems, financial strategies, and operational policies.
- Led major infrastructure and utility investments, including a new Water Pollution Control Plant, elevated water tanks, wells, utility master planning, street and drainage projects, parks, and public facilities.
- Advanced economic development, downtown revitalization, historic preservation, tourism, community events, and public-space improvements while preserving local character and supporting business growth.
- Built productive relationships with state agencies, regional partners, local authorities, utilities, contractors, consultants, vendors, businesses, neighborhood leaders, citizens, and the press.
- Handled sensitive citizen-service issues, employee relations matters, agenda preparation, policy research, public presentations, and intergovernmental coordination in a politically visible operating environment.

Assistant City Manager | City of Bainbridge, Georgia | 2002 - 2003

- Directed planning, zoning, downtown development, tourism, code enforcement, and building permitting.
- Supported redevelopment initiatives, development review, neighborhood improvement efforts, and citizen-service functions.

City Manager | City of Colquitt, Georgia | 1996 - 2001

- Managed all city departments and utility functions for a full-service city of approximately 2,000 residents with a $2 million budget.
- Oversaw public utilities, general administration, personnel matters, purchasing, economic development, and citizen service in a rural community with strong civic and cultural identity.

Assistant Store Manager | Wal-Mart Stores, Inc. | 1988 - 1994

- Held multi-department operational roles in Georgia, Delaware, and Maine; developed foundational experience in personnel supervision, customer service, scheduling, accountability, and organizational management.

Education

Master of Public Administration, Kennesaw State University, 1996
Bachelor of Science in Political Science, Georgia College and State University, 1990
Georgia Military College Prep School, Milledgeville, Georgia, 1986

Professional Leadership and Affiliations

- President, Georgia City/County Management Association (2022 - 2024)
- Member, International City/County Management Association (ICMA)
- Chairman, Municipal Gas Authority of Georgia (2021 - 2023)
- Board Member, Georgia Municipal Association Risk Management and Employee Benefits
- Appointee, Georgia State Workforce Investment Board
- Member, Lower Flint-Ochlocknee Regional Water Council
- Leadership Georgia Class of 2000

CHRISTOPHER (CHRIS) M. HOBBY, MPA, ICMA-CM

503 Longwood Lane, Peachtree City, GA 30269 | chrishobby1968@gmail.com | (229) 519-9137

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- Board Member, Georgia Municipal Association Risk Management and Employee Benefits
- Appointee, Georgia State Workforce Investment Board
- Member, Lower Flint-Ochlocknee Regional Water Council

Chris Hobby
References

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2. Mr. Larry Hanson
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   Georgia Municipal Association
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3. Mr. Sammy Rich
   City Manager
   City of Rome
   (706) 252-1423
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4. Mr. Don Whaley
   City Councilman
   City of Bainbridge
   (229) 254-0784
   donw@bainbridgecity.com

5. Mr. Mark Harrell
   Former Mayor
   City of Bainbridge
   (229) 254-1819
   mharrell@decaturcountyga.gov

WILLIAM M. HOMKA

Farmington, New Mexico | 505.258.1511 | wmhomka@gmail.com | www.linkedin.com/in/william-homka/

CITY MANAGER • ASSISTANT CITY MANAGER • TOWN MANAGER

Stewardship-oriented executive who stabilizes complex coastal, rural, and regional communities

July 8, 2026

Dave Santilli, Mayor
Council Members
Town of Juno Beach

Dear Mayor Santilli and Council Members,

Successful communities require more than sound financial management—they require leadership that builds trust, works collaboratively with elected officials, develops staff, and preserves the character that residents value. After nearly three decades in municipal government, including service as Planning Director, Assistant City Manager, and City Manager in a unique coastal community, I am excited to apply for the Town Manager position with the Town of Juno Beach. Highlights of that record include:

- Led and mentored executive leadership teams while fostering organizational stability, succession planning, and collaborative relationships with elected officials, employees, and the community.
- Directed capital investment exceeding $280M across port, utility, and transportation infrastructure while securing $20M in competitive grant funding for a remote coastal community.
- Shaped redevelopment initiatives generating more than $2B in combined public and private investment across a 3-decade planning and executive career.

Juno Beach's commitment to preserving its unique character while thoughtfully planning for its future strongly resonates with my approach to municipal leadership. I would welcome the opportunity to discuss how my experience in coastal community management, strategic planning, capital improvement delivery, organizational leadership, and collaborative governance can help the Town continue its tradition of exceptional public service.

I look forward to speaking with you and can be reached at 505.258.1511 or wmhomka@gmail.com.

Sincerely,



William M. Homka

WILLIAM M. HOMKA

Farmington, New Mexico | 505.258.1511 | wmhomka@gmail.com | www.linkedin.com/in/william-homka/

CITY MANAGER • ASSISTANT CITY MANAGER • TOWN MANAGER

Stewardship-oriented executive who stabilizes complex coastal, rural, and regional communities

Municipal executive who rebuilds distressed local governments into stable, high-performing organizations. Guides city councils, multi-department teams, and community stakeholders through capital investment, budget administration, and organizational restructuring within politically complex environments. Recruits, develops, and builds teams, restoring executive stability within municipal workforces. Delivers career-wide economic development impact exceeding $2B across public and private-sector projects.

TEAMS: Up to 200 Employees | BUDGETS: Up to $80M Total | CAPITAL PROGRAMS: Up to $280M

- ⇨ Directed community redevelopment plan enabling $1.1B DaimlerChrysler Jeep assembly-plant expansion, upheld through eminent domain challenge before Ohio Supreme Court.
- ⇨ Prioritized and executed $280M infrastructure portfolio across port, utility, and transportation assets, securing $20M in grant funding despite remote island logistics as City Manager of Unalaska.
- ⇨ Grew Hancock Regional Planning Commission from 3-person office generating additional $250K annually into 21-employee agency while managing $500K budget.

CORE SKILLS & EXPERTISE

- **Municipal Operations**
- **Organizational Restructuring**
- **Community Engagement**
- **Capital Improvement Planning**
- **Economic Development**
- **Contract Administration**
- **Budget & Fiscal Administration**
- **Intergovernmental Relations**
- **Emergency Management**

PROFESSIONAL EXPERIENCE

CITY OF UNALASKA | UNALASKA, AK — 2017-2025

CITY MANAGER (2023-2025) | ASSISTANT CITY MANAGER (2022-2023): Directed full-service municipal organization for 4.1K resident coastal community with nation's largest fishing port; led 200+ employees, overseeing $80M combined operating and enterprise budget, $200M invested reserve portfolio, and $280M 10-year Capital Improvement Program.

- Established $50M Sustainability Investment Fund, leveraging existing reserve assets to secure long-term fiscal resilience for community.
- Negotiated labor agreements across 6 bargaining units, stabilizing workforce amid historic leadership turnover.
- Reassessed long-term power strategy through Trilateral partnership with tribal government and development corporation, advancing geothermal alternative to expiring power agreement.
- Improved human resources capacity, achieving favorable outcomes in all employment litigation following policy enhancement efforts.
- Modernized recruitment operations, implementing City's first online employment application system to replace paper-based process.
- Recruited and developed 9 department directors, strengthening executive leadership capacity, succession depth, and organizational stability.

DIRECTOR OF PLANNING (2017-2022): Led Planning Department administering zoning, permitting, GIS operations, and grant programs supporting 5-year, $200M Capital Improvement Program.

- Coordinated $13M in COVID relief funding, distributing $7M to local businesses through structured award program.
- Conducted citywide public transit study spanning summer and winter service tests, drawing 2K-plus rider participation across multilingual surveys.
- Modernized $250M Capital Improvement Planning process, replacing 4 disparate software systems with unified GIS platform to streamline efforts.

Continued on Page Two....

WILLIAM M. HOMKA 505.258.1511 | wmhomka@gmail.com | P

CITY OF AZTEC | AZTEC, NM 2014-2016

COMMUNITY DEVELOPMENT DIRECTOR: Headed Community Development Department for 4K-resident municipality anchored by oil and gas industry. Oversaw zoning, economic development, marketing, and tourism programs.

- Acquired vacant downtown property and designed adaptive-reuse floor plan, launching shared-cost business development hub for area entrepreneurs.
- Positioned municipality within "New Mexico True" statewide tourism marketing initiative, expanding regional visibility for economic development.
- Negotiated and designed Business Incubator program and HUB spanning architecture, training curriculum, and incentive structure for new ventures; several businesses that leveraged program are still in existence today.

CITY OF TOLEDO | TOLEDO, OH 2013-2014

SELF-EMPLOYED CONSULTANT: Consulted for City of Toledo, assessing economic development conditions, pedestrian and bicycle circulation, and land-use issues across designated business corridor. Compiled multi-agency data into unified GIS land-use dataset supporting implementation and ongoing monitoring efforts; presented final corridor redevelopment plan to City Council, achieving successful adoption.

HANCOCK REGIONAL PLANNING COMMISSION | FINDLAY, OH 2004-2012

DIRECTOR: Managed regional planning agency providing zoning enforcement, planning, and grant services, growing membership from 2 founding jurisdictions to 14 villages and townships while expanding staff from 3 to 21 employees.

- Won and administered $20M-plus in grant funding across 8-year period, supporting regional infrastructure and development projects.
- Diversified agency's funding base from 5 to 30+ sources annually.
- Captured $32M Home Depot Rapid Distribution Center project, delivering 300 new jobs to county.
- Secured $45M in new investment and created 600 jobs within 18 months as concurrent Director, Hancock County Office of Economic Development; held dual role from 2008 to 2010.
- Expanded 3 Revolving Loan Funds from $750K to $3.5M combined balance across Findlay, Fostoria, and Hancock County, capitalized through State CDBG financing.
- Staffed 2 Tax Incentive Review Committees overseeing TIF compliance for Findlay and Hancock County.

EARLY CAREER

TOLEDO LUCAS COUNTY PLAN COMMISSION | TOLEDO, OH

PRINCIPAL PLANNER | ASSOCIATE PLANNER: Administered zoning overlay districts and neighborhood planning programs for city-county agency serving 300K Toledo residents. Authored 10 Community Development Plans unlocking federal CDBG funding for redevelopment projects. Obtained Certified Local Government Designation from State Historic Preservation Office.

EDUCATION & PROFESSIONAL DEVELOPMENT

The Ohio State University

Master of City & Regional Planning

Bachelor of Arts, Sociology

American Institute of Certified Planners (AICP)

Held various Board and Volunteer positions at several organizations through career

Thomas J. Hutka, PE

1300 S Ocean Blvd #704
Pompano Beach, FL 33062
954-501-3626
tjhutka@yahoo.com

July 3, 2026

Town Council
Town of Juno Beach

Hello Mayor Santilli, Vice Mayor Davis, Vice Mayor Pro Tem Halpern, Councilmember Fraser, and Councilmember Shaw,

After seeing your listing on the ICMA website, I am very interested in the position of Town Manager. The challenges described fit extremely well with the skills I've built over many years leading very successfully local governments — right here in Florida's high growth areas.

I have worked in literally all aspects of community service, and developed a track record of proven management skills based on participatory leadership and professional innovation. Having worked my way up through the ranks, I also have hands-on experience in the day-to-day operations of the very best local governments, especially in support of stable growth management, sustainable economic investment, and neighborhood preservation.

My portfolio of successful management initiatives has relied on fostering excellent working relationships with elected officials, citizens, employees, the news media, private companies and other government agencies. Communication and consensus building are the keys to my implementing many diverse initiatives. Under my watch, complex government operations are run like efficient profitable businesses, but with respect for each individual employee and citizen. In all cases, my results-oriented successes are marked by strict but reasonable financial decisions, operational efficiency, and emphasis on quality customer service.

As you can see, I am excited about the opportunity to work for you and the citizens of Juno Beach. I look forward to hearing from you.

Sincerely yours,



Thomas J. Hutka, PE

THOMAS J. HUTKA, PE

(954) 501-3626 tjhutka@yahoo.com
1300 S Ocean Blvd #704
Pompano Beach, FL 33062

EDUCATION:

Harvard University, Master Public Administration (land planning, public finance).
Princeton University, BSE Civil Engineering (environmental, water/wastewater).
Florida State University, Certified Public Manager program.

EXPERIENCE:

Town Manager: Town of Newington
In temporary position managed full-service municipality: Police, Planning/Zoning, Public Works, Engineering, Building, Library, Social Services, Parks & Recreation. Led successes in new federal and state grant opportunities. Increased transparency and accountability at all levels. Initiated pro-active economic development program. 2023 to 2024.

Director of Public Works: Broward County, FL
Led nine divisions of services: Capital Projects, Solid Waste & Recycling, Facilities Management, Streets & Bridges, Traffic Engineering, and Water & Wastewater Operations and Finance. Served on Climate Change Task Force, Complete Streets Team, Fort Lauderdale International Airport Expansion Committee, and Convention Center/Hotel Team. Nationally recognized energy reduction program. All projects LEED Gold, including one of AIA's Best Ten Buildings in State. Greatly increased efficiencies and service quality, even while implementing ERP and reducing expenditures. 2009 to 2020.

City Manager: Port Huron, MI
Championed dynamic public-private partnerships to fully re-energize a great, but recently stagnant community, honored with All America City award. Implemented "Downtown Action Plan" to rebuild streetscapes, attract new investment, and reduce downtown vacancy from 40% to 8%. Greenhouse gas emissions reduced through active energy conversions and wastewater treatment process improvements. Completed — with minimal neighborhood disruption — reconstruction of city's entire water, sewer, stormwater and street infrastructure (US-EPA's nation-wide excellence award). Enlisted the collaborative efforts of regional governments, corporate sponsors and citizen volunteers as recognized with Municipal League's Greatest Innovations award. Led management team to Thomas Edison Business Award for creating exceptional work environment. 2001 to 2006.

"Hutka Helped Port Huron to Become Better. Hutka is a leader. There is no question Hutka made a difference. He reached out to a variety of community leaders and set a standard of cooperation. The City's progress was substantial enough to win state and national recognition. On Hutka's watch . . . he did much to help the city achieve. That type of leadership is hard to find . . . outstanding city manager."

— Port Huron Times Herald

Deputy County Manager: Osceola County, FL
Directed all elements of growth management: development review, land use planning, public works, capital program, engineering, solid waste, and code enforcement for this high-growth area which includes Walt Disney World. Implemented green initiatives, concurrency planning and smart growth measures for Disney's Town of Celebration and other nationally-recognized sustainable developments. Many first-time initiatives: energy savings, personnel management training, one-stop permitting, land development code, long-term financial planning, capital project cost/schedule controls, management information systems, parks/recreation master plan, and inaugural solid waste collection service. Extensive construction program included major league baseball park renovation, rodeo/fair complex, jail, courthouses, offices, libraries, parks and highways. 1997 to 2001.

Associate County Administrator: Hennepin County (Minneapolis)
Directed finance, public works, budget, facilities, IT, and purchasing programs for one of the county's largest governments. As member of the County's Executive Team, led one of the nation's most advanced social service and health care systems. Developed County-wide strategic planning initiatives: performance measurement, employee evaluation and total quality management (NACO Excellence Award winners). Implemented comprehensive cost/benefit priority analysis for all capital expenditures-producing $50 million in cost savings. Maintained one of the few public AAA bond ratings. 1994 to 1997.

Bond Rating Specialist: Standard and Poor's, New York, NY
Expert analysis of municipalities' management, budgeting and financial planning. Specialized in operation and management of public water, sewer and solid waste utilities. Experienced with entire range of public finance options. This training has helped increase bond ratings for every agency I led.

TEMPORARY POSITIONS:

Public Works Administrator: City of Chattanooga
In temporary position, rebuild and organized Capital Projects, Solid Waste & Recycling, Streets & Bridges, Building/Zoning Permits, Facilities, Fleet, and Wastewater Operations and Finance. Drastically improved efficiency, reputation and pride in previously neglected service groups. Championed attractive in-fill private development by guaranteeing exceptional services and efficient building/zoning code enforcement. Stabilized and retrained receding workforce through Pandemic. 2022.

Water & Sewer Director: Greene County, VA
Built newly-formed utilities department to great levels of success: Initiated construction of environmental projects planned — and needed — for more than 30 years, trained and developed exceptional professional staff (VaCo award winning program), established Standard Operating Procedures, and prepared first-ever Master Financial Plan. 2024 to present.

LEADERSHIP POSITIONS:

Economic Development Alliance of St. Clair County, Executive Board Member.
Downtown Development Authority of Port Huron, Board Member.
Blue Water Habitat for Humanity, Jimmy Carter Work Project, Board Chair.
Port Huron Neighborhood Housing Corporation, Board Member.
Volunteer of the Year Award, MainStreet Port Huron.
Rotary Club, Board of Directors, President Elect.
United Way of Broward County, Broward County (agency) Chair.

PUBLICATIONS & PRESENTATIONS:

"Local Government Public-Private Partnerships," National Council Public-Private Partnerships Annual Conference.

"How to Improve Your Capital Bond Rating," Training session for State of Colorado employees.

"Rebuilding Infrastructure with Public/Private Partnerships," American Public Works Association International Exposition.

"Cost Requirements of the Safe Water Act for Cities," Credit Week magazine.

"Neighborhood Conservation Policy Alternatives," for Landmarks Commission, City of Boston.

"Marketing Your Downtown for Development Opportunities," International Council of Shopping Centers Conference.

"Fundamentals of Public-Private Partnerships," American Water Works Association Annual Conference.

"Finding Funds for New Construction," American Public Works Association International Exposition.

"Twenty-One Tips for Successful Capital Projects," Public Management magazine, International City/ County Management Association.

"Checking for Quality," Wrote and presented training program.

"Advanced Customer Service Skills," Wrote and presented training program.

"How to Interview and Hire the Best People," Wrote and presented training program.

GLENN A. IRBY 223 Two Oaks Drive, Edgewater, FL 32141
Cell: (352) 636-2113 E-Mail: glennirby75@gmail.com

SUMMARY

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

- Charter Review Oversight
- Media Relations
- Financial Operations and Budget
- Grants Administration
- Water and Sewer Utility Management
- Collective Bargaining
- Personnel Management
- Community Redevelopment
- Public – Private Partnerships
- Governmental Leadership
- Municipal Management
- Customer Service
- Land Use and Public Planning

An innovative leader with demonstrated and proven analytical and organizational skills successfully using a participatory management style. Experienced in managing change and specializing in turnarounds. Achievement-oriented with foresight; a dedicated team player accustomed to working cohesively within an organizational framework.

RELEVANT LOCAL GOVERNMENT EXPERIENCE

City Manager, City of Edgewater, FL 2019 –2024

Edgewater is in southeast Volusia County on the shore of the beautiful Indian River and is approximately 24,000 residents strong. It covers nearly 25 square miles and is a full-service community with 225 employees. It is chartered as a Council-Manager form of government.

Duties and Responsibilities as City Manager:

- Appointed by the City Council and charged with the responsibility of coordinating and integrating the administrative and executive functions of the city as directed by the City Council consistent with approved policies.
- Oversight of preparation and administration of the City's operating and capital budgets, which for fiscal year 2024 totaled $70 million across all funds.
- Successfully negotiated annual employment contracts with three separate labor unions.

Achievements:

- When appointed City Manager of Edgewater, there was no fire or police chief, and morale in both departments was low. I was able to find excellent leadership in both departments and appointed new chiefs. I stressed the need for community involvement by both departments and both answered the call. The police department held the first ever National Night Out event, a Fishing with a Cop event (for children) and participated in reading events at the elementary schools. The fire department has participated in barbecue and chili competitions, parades, elementary school readings and other events throughout the community.
- Successful in persuading the City Council to reinstate a Police Traffic Motorcycle Division.
- Successful in receiving several grant awards totaling millions to mitigate flooding, harden buildings, extend reuse water lines, and install new sidewalks.
- Negotiated a contract with an architect to design a new Public Works facility.

- Supported efforts to provide the Police Department with a new training facility complete with a new classroom, updated gun range and office space for a Range Master. Once completed, the Police Department now hosts area-wide law enforcement training.
- Saw the completion of renovations to the City's largest boat launch park damaged during a hurricane.

City Administrator, City of Apopka, FL 2015 - 2018

Apopka is home to approximately 50,000 residents, covers more than 34 square miles and is the second largest city in Orange County, Florida (population 1,200,000). Located 12 miles northwest of Orlando, it is a full service community offering Centralized Water and Sewer, Community Development, Fire, Human Resources, Parks and Recreation, Police, Solid Waste Sanitation collection, Public Access Reuse Water for irrigation and Stormwater. Apopka is chartered as a Strong Mayor form of government.

Duties and Responsibilities as City Administrator:

- The City Administrator is appointed by the mayor and is responsible for coordinating and integrating the administrative and executive functions of the city as directed by the mayor and consistent with policy approved by the city council.
- Oversee daily operations including more than 400 employees.
- Oversight of preparation and administration of the City's operating and capital budgets, which for fiscal year 2018 was $124 million.
- Negotiation with public and private sector entities on a variety of issues ranging from economic development and growth to service contracts.

Achievements:

- Successfully negotiated a Sales and Purchase Agreement for city owned land for the purpose of a private developer designing and constructing a new downtown center. The area is comprised of approximately 34 acres and when finished will showcase a multistory hotel, specialty shops, restaurants, public gathering places and other desired amenities.
- Apopka is complemented by its proximity to Orlando and other suburbs and connected by three major expressways entering the city from these areas. A new 120-bed hospital recently opened in the area, which is expected to bring substantial growth. Unfortunately, the Central Florida Expressway Authority did not plan for the new hospital and growth that will surely follow and failed to see a need for an interchange. Fortunately, an area developer and I recognized a need and opportunity. Together in an extremely complicated commitment, I was able to forge a Public Private Partnership with this developer to construct a half interchange to State Road 414 costing more than $6.5 million of only private investments and not taxpayer monies.
- When I began work with Apopka, I was reintroduced to a DOS based computer platform and an extremely outdated financial software package. Over the course of the first year of employment, I directed transition to a Windows based environment, and the finance department completed a full software conversion. Some employees have been with the city for more than 25 years and have never experienced anything other than DOS. It was a true learning experience for them, but it is doubtful any wish to go back to the old way.
- Implemented a program whereby all Directors meet with me every other week to discuss both new and ongoing projects. This has proven to be beneficial for not only me, but all the directors.

It is a time the departments have become proud of because they are each able to see on a large screen monitor their individual progress as well as progress of other departments.

- The city completed construction of its fifth fire station and opened a sixth temporary quarter offered by the new hospital on its property.

City Manager, City of Umatilla, FL 2006 – 2015
Airport Manager

Umatilla is a city of 3,600 citizens covering approximately 3 square miles. It is located in northeast Lake County, Florida (population 301,000). While small, it offers a majority of the amenities of much larger cities such as Police, Fire, Public Library, Centralized Water and Sewer, Stormwater and a General Aviation Airport.

Duties and Responsibilities as City Manager:

- Chief executive officer of a municipal government with 39 employees and a $7.5 million budget. Oversight responsibility for the following functions: Airport, Finance, Fire, General Services, Public Library, Parks and Recreation, Personnel, Planning and Zoning, Police, Roads and Streets, Stormwater drainage and Water and Sewer utilities and Sanitation.
- Implementation of City Council directed policy. Administration of the City's daily operations as well as identification and strategies toward resolution of issues and long range planning.
- Preparation and administration of the City's operating and capital budgets.
- Negotiation with public and private sector entities on a variety of issues ranging from economic development and growth to service contracts.
- Media representation of the City including news interviews for television as well as interviews with the print media and preparation of press releases.
- Oversight of the City's General Aviation Airport as the Airport Manager.

Achievements:

- Umatilla has a General Aviation airport that had not been profitable and relied on property taxes of the General Fund to operate prior to 2008. Today, this airport is fully operational on its own accord with 13 relatively new hangars and one large communal hangar. A fueling facility was added in early 2011 with the assistance of a public-private partnership. Today the airport has a new tie-down ramp for nine aircraft and a partial parallel taxiway added for safety. Since my appointment as Manager, the City has successfully utilized available grants from both the Florida Department of Transportation and the Federal Aviation Administration that have kept Airport funding match requirements to low minimums. Construction costs of the fuel facility alone were approximately $200,000 of which the city paid only $3,800 by using grants and a Public – Private Partnership. This airport now hosts a flight school and witnesses approximately 500 flight operations each month. Fuel sales average 5,700 gallons per month of which the city shares profit but not maintenance expense.
- Began revitalization efforts of the Community Redevelopment Area [CRA] by developing a plan by which the money collected for this use could be used for its intended purpose – revitalization of the City's core downtown district. Since 2010 the CRA has seen a resurgence of interest not realized for at least 25 years prior.

- Finished a potable water reserve well and oversaw interconnection to the City's system. This project had been inactive for several years due to misconceptions and mindset that the City did not have the financial resources to "bring it online".
- Worked directly with FEMA to address flooding of one major roadway and a service alley. The poor condition of the alley had caused businesses to flood for years, and the major roadway became impassable to school buses as well as passenger vehicles. Both road and alley now drain and clear during the heaviest downpours.
- While small, Umatilla sees a need to grow and has identified specific areas outside its current boundaries that make sense to target for future annexation. Negotiations with a private developer will see another public-private partnership with the City to construct a large capital water line to serve one of these areas. Negotiations resulted in the water line being installed at no cost to city residents.
- Because economic woes have not bypassed Umatilla, directions were given to department managers one year in advance to reduce or keep their budgets equal to the year prior. This direction kept Umatilla from experiencing sudden layoffs and allowed the City to continue a necessary level of operations.
- Informed the Council of the need and ability to leverage Infrastructure Sales Tax; revenue, which is restricted to capital improvements and equipment, by utilizing short-term debt to fund near-term equipment acquisition, pledging future revenue streams. This endeavor has allowed outdated and unsafe equipment to be retired sooner and enabled the staff to produce more timely output.

Senior Director of Staff Services, Lake County Sheriff's Office, FL 2005 – 2006

The Lake County Sheriff's Department is among the largest employers in Lake County.

Duties and Responsibilities of Senior Director of Staff Services:

- Chief Financial and Administrative civilian official for the Sheriff. The Lake County Sheriff's Office employed more than 700 employees. The Senior Director's position was established as one of three command staff positions directly below the Sheriff. This position was responsible for oversight of the business operations of the Sheriff's Office including budget and finance, purchasing, IT, personnel and payroll. The Sheriff's budget was $51 million.

Achievements

- Oversaw and directed the first true census of this agency giving the Sheriff knowledge of existing staffing and at what levels. This enabled the Sheriff to know exactly where personnel were assigned and where additions or deletions in staffing were needed.
- Automated the operating budget for the agency, making the annual process easier.

City Manager, City of Mascotte, FL 2004 – 2005

The City of Mascotte is a full-service community providing Police, Fire, Water and Solid Waste removal.

Duties and Responsibilities as City Manager

- Chief Executive Officer of a municipal government.

City Manager, City of Mascotte

- Preparation and administration of the City's operating and capital budgets.

Achievements:

- Lead a successful effort to interconnect the City of Mascotte's potable water system to a neighboring city. In times of emergency where water volume or pressure may fall for one city or the other, a metered interconnect would allow water to flow to the city needing it most.
- Directed the effort to construct a capital water line in a remote area of the City's utility district to protect its eastern boundary from annexation by a neighboring city.
- Transitioned to a fully automated solid waste removal enabling the city to redirect manpower.
- Determined the need to drill a new potable well and located financing necessary to do so after Public Works reported having to continuously flush a required and redundant well. This had been recurring for several years and wasting water, manpower and electricity.

Other Government Experience

Assistant City Administrator and Finance Director, City of Tavares, FL
Elected Strong Mayor, City of Minneola, FL
City Accountant, City of Tavares, FL

The City of Tavares, a city of 9,000 residents is the County Seat of Lake County, FL and is a full service community providing Parks and Recreation, Police, Fire, Public Library, Water, Sewer and Solid Waste Removal.

Duties and Responsibilities as Assistant City Administrator and Finance Director:

- Represented the City Manager in her absence and oversaw the daily operations of the Finance Department. Responsibilities within the Finance Department included submission of the annual operating budget and preparation for the annual audit. Directly responsible for the first of eight Government Finance Officer's Association's Certificate of Achievement for Excellence in Financial Reporting.

Duties and Responsibilities as Elected Mayor of Minneola:

- Minneola was a city of approximately 3,000 residents and grew to approximately 4,500 during this period.

Strong Mayor of Minneola

- Elected by the citizens and served as Mayor at the same time as holding the positions with Tavares.
- The Strong Mayor was seen as the Administrator for the City.

City of Tavares Accountant:

- Hired as the City's first accountant. Responsible to the Finance Director.
- Reconciled General Ledger, performed accounts payable and payroll functions.
- Prepared closing of financial books for annual audit.

EDUCATION

Troy State University — Master of Public Administration

University of Central Florida — Bachelor of Arts
Majored in Business Administration with an emphasis in Accounting.

Lake Sumter Community College — Associate of Arts

PROFESSIONAL AFFILIATIONS

Florida City/County Manager's Association (FCCMA)
International City/County Management Association (ICMA)

COMMUNITY INVOLVEMENT AND PERSONAL ACHIEVEMENTS

Appointed to the Team Volusia Economic Development Board of Trustees	2023 – 2024
Appointed to the Team Volusia Economic Development Executive Board	2023 - 2024
Elected as President Elect of the Southeast Volusia Kiwanis Club for 2021	2020 – 2021
Lake County Chamber Alliance, Treasurer	2005 – 2011
South Lake County Chamber of Commerce Board of Directors, Treasurer	2003 – 2007
East Central Florida Regional Planning Council Board Member Appointment by the Lake County League of Cities	1999 – 2001

Charles M. Jackson, MPA

704.293.8788 Email: cmjresume@yahoo.com

January 31, 2026
HR Representative,

Please accept this cover letter and resume for this advertised position. As my resume will indicate, I strongly believe I have the leadership and technical skills necessary to fulfill the duties of the position.

I have worked in state and local government leadership capacity for nearly 25 years. My roles and responsibilities cover financial management and analysis, budgeting, economic development, contractual management, capital improvement and human resource development.

I utilize a collaborative and cooperative style of leadership to engage peers, managers, community leaders but most importantly citizens. This helps foster a positive and inclusive working relationship.

In addition to this experience, I have a master's degree in public administration from the University of North Carolina at Charlotte. Throughout my career, I have dutifully served positions in:

- **Federal Government**-Federal Emergency Management Agency
- **State Government**-N.C. Dept. of Health & Human Services (Div. of Medical Assistance)
- **County Government**- Northampton (Jackson, NC) & Mecklenburg County (Charlotte, NC)
- **Consolidated Government** - Augusta-Richmond County (GA)
- **City Government**- City of Raleigh (NC) and City of Richmond (VA)
- **Legislative Body**- Richmond City Council (Chief-of-Staff Office)
- **Non-Profit-**Child Advocacy Commission
- **Academia**-Shaw University
- **Media**-Raycom Communications, NBC Affiliate WECT

This broad range of experience has developed me into a seasoned professional known for honesty, integrity, accountability, and discipline.

In closing, thank you for considering my interest in the position. I hope you find my experience and credentials worthy of a personal interview.

Best regards,

Charles M. Jackson

Charles M. Jackson, MPA

Charles M. Jackson, MPA

704.293.8788 Email: cmjresume@yahoo.com

Professional Experience

Deputy Administrator, Augusta-Richmond County, GA, 2021-present

- Managed and coordinated the daily operation of various departments (and services) of consolidated city/county government, including Engineering, Utilities, Solid Waste, Home and Community Development Parks and Recreation, Fire, 311, etc.
- Managed multi-million-dollar projects related to neighborhood revitalization.
- Managed multi-million-dollar engineering and utility projects.
- Managed major site improvements to the county landfill.
- Lead point of contact for all legislative committees and subcommittees
- Authored the city's efficiency study; identifying $10M in savings and new revenue.
- Facilitated emergency medical services contract in 2023.
- Managed capital improvement program for all departments.

County Manager, Northampton County, NC, 2019-2021

- Manage and coordinate the daily operation of various departments (and services) of county government, including Finance, Tax Administration, Planning & Zoning, Emergency Management, Public Works, Economic Development, Human Resources, etc.
- Oversee the preparation and administration of the annual budget: $36M General Fund/Operating Budget, $4M Water & Sewer Fund and $3M Solid Waste Fund.
- Creation of first-time $500,000 Revolving Loan Fund to assist small businesses maintain working capital and minimum inventory (Economic Stimulus Package)
- Creation of a new Tax Delinquent Payment Program to offer financial flexibility to residents with delinquent accounts.
- Project Lead for planning and construction of new County Courthouse Project.
- Project Lead for planning and construction of new Convention and Wellness Center.
- Project Lead for planning and construction of new workforce housing project.
- Project Lead for acquisition of new Emergency Medical Services Facility.

City Council Fiscal-Legislative Analyst, *City of Richmond, VA, 2017-2019*

- Revenue and expenditure analysis of the City's $3B operating $221M capita improvement budgets.
- Evaluate the fiscal impact of legislative proposals. (Refunding bonds, Performance-Based Budgeting, Tax-Increment Financing, Affordable Housing, School Construction, and more).
- Analyze economic development proposals (ex. Tax Increment Finance, development agreements and project performance).
- Analyze the fiscal impact of actual and proposed changes in City agency programs.
- Assist the Council in setting budget priorities and recommending allocations based on performance.
- Assists in developing agenda items, background material, and presentations for City Council, including but not limited to assisting with presentations.
- Assist the City Council in the preparation, coordination, review and presentation of the City's annual operating and capital improvement budgets, including coordination with Finance Department staff.
- Analyze tax abatement (rehabilitated structure) and citywide tax deferral programs to determine the fiscal impact on the city.
- Analyze methods to reform the development approval process (permits, etc.).

Charles M. Jackson, MPA

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- Conduct monthly and quarterly financial performance reviews and submitting reports to the Council.
- Staff Member for Council Standing Committees on Finance, Economic Development and Governmental Operations.

Department Budget Manager, *City of Raleigh, NC, 2015-2017*

- Preparation, monitoring and maintenance of annual department budget (base budget/supplemental requests)
- Develop department strategic business plan (required for department budget submission process)
- Develop business case proposals, cost and revenue estimates for all programs.
- Manage department budget through PeopleSoft Financial Software
- Management budget transfers initiated for budget amendments.
- Performance measurement analytics and reporting for program services.
- Business Manager: manage requisitions, receipt invoices, resolve aged vendor report.
- Monthly tracking of current year budget revenue and expenditure targets
- Developed over 40 key performance indicators (KPIs) for department programs.
- Establish bench-marking relationships with 15 municipalities with similar economic profiles.
- Create Performance Indicator Trend Monitoring Report
- Co-lead on City of Raleigh Indirect Cost Plan Vendor Selection Committee
- Completion of Lean Six Sigma Yellow Belt Training

State-wide Program Director, *NC Div. of Medical Assistance, Raleigh, NC,* 2007-*2015*

- Program Director of the At-Risk Case Management (Fee-for-Service) Program ($13M budget)
- Finance Analyst (fiscal analysis) for PACE Program ($60M budget)
- Lead Program Designer CAP-Choice Program Waiver
- Health Policy Analyst for Adult Care Home Program ($120M budget)
- Program Administrator for Medicaid Administrative Claiming (MAC) Initiative
- Responsible for setting program goals and objectives of long-term care, managed care and fee-for-service health programs
- Analyze and evaluate financial and programmatic performance issues; made recommendations for improvement.
- Develop automated data reports and performance metrics to evaluate quality of care and program expenditures.
- Develop knowledge of federal and state law and policies impacting health programs
- Interpret federal and state statutes for division-wide programs.
- Prepare and collected data to project/forecast short and long-term program expenditures, used in budget(fund) requests/worksheets.

Charles M. Jackson, MPA

704.293.8788 Email: cmjresume@yahoo.com

Education and Professional Association Involvement

Education:
- University of North Carolina at Charlotte, Masters; Public Administration.
- Fayetteville State University, Bachelor of Arts in Sociology

Government Finance Officers Association (GFOA)
- Current Member
- Attended 2018, Annual Conference

International City/County Management Association (ICMA)
- Current Member

UNC –Chapel Hill School of Government
- Certificate – Municipal and County Administration 2019-2020

North Carolina Local Government Budget Association:
- Current Member
- Attended 2015, 2016 Summer Conference
- Served on 2011 Summer Conference Social Planning Committee
- Served on 2009 Summer Conference Economic Recovery Planning Committee
- Served as On-site Coordinator for 2009 Winter Conference

American Public Works Association (APWA)
- Recent Member
- Attended 2015, Annual Conference
- Attended 2016, Annual Conference

Civic Activities
- Current Member/Participant in FBI Citizen's Academy
- Current Member/Participant in City of Richmond Citizen's Police Academy
- Current Member/Participant in City of Richmond Citizen's Public Utilities Academy

References

Joyce Davis (City of Richmond) 804.646.5009
Dr. Terry Wood 434.637.1331
Sheriff Jack Smith: 252.813.1848
Sheila Evans: 252.396.1606
The Honorable Joyce Buffaloe: 252.589.0092
The Honorable Ellen Robertson (Richmond City Council) 804.314.7658
Charles Williams (NC Division of Aging) 919.855.3465
Kris Horton (State of N.C. Government) 919.802.7785
Keith Glenn, MPA (Wachovia Bank): 704.840.7427 or 704-890-6779
Dr. William Lawrence (Duke Hospital): 240.305.5747
Andrea Phillips (State of N.C. Government) 919.489.7403

Peter M. Jankowski
466 Portland Ave
Rollinsford NH 03869
Jankowski.P@aol.com

Town of Juno Beach
ealves@juno-beach.fl.us

July 5, 2026

Dear Sir / Madam:

Please accept my resume for the position of Town Manager.

As my resume illustrates, I am seasoned, full service, manager with over +28 years' experience serving as City/Town Manager and Administrator. I have also served as a Councilor, Deputy Director Community Services, Treasurer, Planning Board, Finance Committee Member, County Budget Committee, Trustee and State Representative. I am an attorney with a sound understanding of municipal administration & law and a skilled negotiator in collective bargaining. I have a hands-on, open, flexible, collaborative and inclusive leadership style. I bring a professional, trusting and supportive atmosphere with a focus on providing excellent customer service. I enjoy working in a community where I can engage with the community residents, regional partners, businesses and stakeholders.

As a full-service, coastal Town Manager, I built a strong, cohesive teams, built trust and grew strong relationships with Councilors, staff and community residents & stakeholders. I have managed coastal communities and understand their special needs such as beach restoration, erosion control and recreational stresses. I believe in transparent communications and working as a team. I am active, hands-on generalist with sound budgeting/financial development. I am a strategic planner who works effectively with local businesses and community stakeholders. I am a manager who just doesn't sit behind the desk. I believe listening is key in being a successful manager.

Throughout my public career, I have overseen, full service, day-to-day municipal operations, including Administration, Public Works, Police, Fire & EMS, Parks & Recreation (beach, playgrounds/programs, athletic fields), Buildings & Grounds, Economic Development, Assessing, Senior Services, Animal Control, Code Enforcement & Inspectors, Veteran's Services, Budgeting (operational & capital), Human Resources, Community Services and served as Chief Procurement Officer. I also served on the Local Emergency Planning Committee for public health & emergency/pandemic preparedness. With a legal background, I routinely crafted, implement and enforced local ordinances. I served as the community's liaison to county & state agencies and the local media. I have overseen many public construction projects from design, budgeting and bidding including water & sewer treatment facility upgrades, fire stations, animal control facility, playgrounds, multi-use trails, recycling/transfer centers, hydro stations and road/street projects. And many of these projects have been working in cooperation with various volunteer committees, community groups and stakeholders.

I believe in "Smart Growth" with a focus on community development that keeps in step the character and charm of the community. I have successfully led economic programs utilizing both CDBG (public facilities/ sewer improvement, micro-enterprise loans, housing renovation, awning & façade programs) & local initiatives such as: gateway projects, zoning initiatives, regional infrastructure projects, green way & open space dedications, lighting programs and dark sky programs in efforts to improving a community's curb appeal.

I have sound experience in financial management and have successfully crafted balanced budgets (operational & capital improvement) while preserving municipal services during economic down turns. As a manager and personally, I am very approachable & inclusive in involving department heads and staff in the decision-making process and work with a team focus.

I am more than willing to spend the extra time required to educate myself with the intrinsic needs of Juno Beach, the Town Council and become a trusted member of the community. I love being a public manager, there is no other rewarding job like it.

Sincerely, Peter M. Jankowski (480) 300 2787

Peter M. Jankowski, Esq.
1818 W. Exupery Drive, Anthem, AZ 85086
E-mail: Jankowski.P@aol.com, Cell 480-300-2787

EDUCATION

Franklin Pierce Law Center (UNH), Concord, NH
Juris Doctorate, May 1996

University of New Hampshire, Durham, NH
B.S. Resource Economics with minor in Political Science, 1989

U.S. Navy Technical Training Center
Electronic Technician's "A" & "C" Schools 1982

Bar Admittance
State & Federal Courts of New Hampshire 1996
State of Maine 1999

MUNICIPAL EXPERIENCE

Town Manager, Town of Surfside, FL August 2024 – December 2024
Oversaw day-to-day municipal operations for a full-service community of 5,719 population, 133 FT employees, $37.3M operational/enterprise budget. Responsible for the oversight of police, public works, sanitation (sewer, water & garbage collection - all enterprise), city clerk, budget & financial, administrative, parks & recreation, planning, building services, code enforcement and communications. Hired a structural engineer. Finalized budget for FY 2024-25 (10/1) Fiscal Year. My tenure was short, due to the Mayor and a senior councilor wanted the Town Attorney (a former commissioner & un-reelected local judge) for the position, for which if I had known, I would not have accepted the position. The attorney has since been relieved of the manager's position.

City Manager, City of Mesquite, NV July 2022 – February 2024
Oversaw day-to-day municipal operations for a full-service community of 22,801 population, 186 FT & 75 PT employees, numerous volunteers, $31.7M operational/enterprise budget. Responsible for the oversight of police, fire, public works & streets, sanitation (sewer & landfill), city clerk, budget & financial, administrative, senior center animal control, athletic & leisure, planning, code enforcement and museum. Oversaw numerous ordinances including, OTR vehicles regulations, building/license fees update and city land sales matrix update. Oversaw new facilities projects including; fire station headquarters ($11.7M), art facility modular biding complex ($1M), Justice Court revocations ($6M) and design & bidding of an "All Wheels Park" (CDBG) and animal control facilities expansion ($1.5M). Projects mainly funded by American Rescue (ARPA) funds and Redevelopment (RDA) funding. Worked on economic development projects for workforce housing, land development agreements and RDA programs focusing on small businesses and housing. Established a Capital Improvement Advisory Committee and assisted in developing an impact fee district for the fire services.

Town Administrator, Interim, Freetown, MA – Jan 2021 to June 2021
Oversaw day-to-day municipal operations for a full-service community of 9,395 population, 43 employees, $23.3 operational budget, covering 38.3 square miles. Responsible for the oversight of police, financial, administrative, animal control, parks & recreation, code enforcement and public health. I oversaw policy development & implementation, various programs & building / facility projects, budgeting, procurement, personnel management & hiring recommendations, veterans' services officer and risk management. Lead negotiator in separate collective bargaining for public works, administrative, dispatch and assisted legal counsel in separate police and fire negotiations. Drafted ordinance for light pollution, served on police/patrol officer interview board, drafted RFP for curbside MSW & recycling residential collection, oversaw initial beach restoration project. Collateral duties: Personnel Director and Chief Procurement Officer.

Deputy Director, Office of Community Services (OCS), City of Las Vegas, NV Nov. 2018 – Nov. 2019
Newly created Deputy Director position. OCS is responsible for providing programs/services for homelessness, affordable housing, veterans services, neighborhood outreach and community initiatives that improve safety,

health and wellness of residents. OCS staffing includes 39 FT and 35 agency staff, with a budget of $16.6 M, redevelopment funding of $1.2 M and general revenue funding of $3.2 M. OCS operates the "Courtyard Homeless Resource Center" servicing 350-400 individuals daily. I oversaw special projects including site selections/initial development of two FQHC Health & Wellness clinics for low income/homeless population, development of affordable housing "tiny home" project, drafted revenue (compensated care) sharing agreement for health clinics, drafted policy memo for inclusionary zoning, conducted staff personnel reviews, procurement officer, oversaw OCS BLM parcel selection for affordable housing, conducted monthly staff meeting, participated in PsychArmor training program (veterans), served as OCS representative to Continuum of Care committees (steering, housing), oversaw City's Veterans Service Initiative including Serving on the Mayor's Challenge to Prevention of Suicide Among Services Members, Veterans and Family Members, Veteran's Operation Deep Dive and OCS's Neighborhood College & outreach programs.

Town Manager, Town of Cave Creek, AZ - February 2014 to May 2017
A western community with a focus on retail/restaurant/festivals/tourism, open space/trails and equine activities, with a 7 member Town Council, 5,474 residents (+ 20% in season), 38 FTE employees and municipal budget (non-capital) of $16.4 million. Town operates 3 enterprise utilities consisting of two water systems (wells & CAP), a sewer system, including billing services. Oversaw all day-to-day operations; facilities, code enforcement, planning, economic development, town marshal, finance, town clerk, engineering, parks, IT, utilities and contracted Sherriff (MCSO/ACO) services. Town operates successful rodeo grounds and Taste of Cave Creek (a food/drink event) and sponsors three parades & various holiday events. I successfully delivered balanced budgets each year, without loss of staff or programs, in a community without a property tax. Completed numerous projects for roads, bike lanes, water main repairs, town hall renovations, water & sewer plant operations and rodeo ground improvements (bleachers, electric, parking). I oversaw regionalized court services, water wheeling, emergency preparedness, public events (AZ Bike week, home show) and multi-use trail development. Reorganized utility billing services, town engineering departments and updated employee handbook. I oversaw procurement, negotiated development agreements, one commercial area annexation, promoted economic development, zoning changes and sustained positive business community relations. Collateral duties: Chief Procurement Officer, Parking Appeals Officer, Human Resources Director.

Town Administrator, Town of Dudley, MA - July 2006 to January 2014
A full-service collegiate community with a 5-member Selectboard (Council)-Administrator form of government, with 11,075 residents with a general fund (non-capital) of $12.7 million, 72 FT & 4 PT municipal employees, four unions, covering 21 square miles. Responsible for day-to-day operations including: developing annual municipal budget, Town Meeting warrants, drafted policies for anti-fraud, motor vehicle use, revised personnel handbook, negotiated a yearly PILOT with local college, negotiated six successive & impact collective bargaining agreements, developed regional agreement for use of town dog/cat shelter with neighboring community. I oversaw; Police, Fire/EMS, Building & Grounds/Custodial (parks, buildings, monuments, cemeteries, conservation lands, town beach), Highway (public works), Council on Aging, Accounting, all Building/Zoning Code Enforcement, Facilities, Animal Control, and various stipend positions. Serve as liaison to local college administration. Oversaw modification of private road snow plowing/sanding/ maintenance program for 37 private roads. I worked cooperatively with three independently elected officers and six elected boards & commissions - two enterprise utility systems and assist nine appointed/volunteer committees. Successfully brought the town's stabilization fund (surplus) from a zero balance to over $480,000 in four years, instituting cost control measures & increase revenues. Successfully initiated consolidation of a water/sewer administrative office. Instituted a cross training & staffing program for three additional offices. I oversaw PEG cable television access channel with station digital upgrade in 2008. Drafted & administered RFPs for goods & services, conduct public hearings, and oversaw tax title auctions. Collateral duties: Chief Procurement Officer, Municipal Hearing Officer, Parking Appeals Officer, Human Resources Director.

Town Manager, Town of Kittery, ME - June 2004 to October 2004
A full-service coastal Council-Manager community with 9,562 residents and a non-school budget of $8.2 million and 88 FT employees organized in seven unions. Accomplishments: negotiated a renewable five-year PILOT agreement for the privatization of a 200-unit military housing complex totaling $1.05 million; Drafted & administered RFP for a centralized municipal-complex telephone system; Reorganized two-person receptionist station into joint reception & office aide; initiated implementation of a municipal park management plan.

Collateral duties: Treasurer, Tax Collector, Procurement Officer and Personnel Director. Resigned to assist my father in his business, after he was diagnosed with stage 4 pancreatic cancer.

Town Manager, Town of Athol, MA - January 2001 to June 2004
First professional manager for a newly chartered 5-member Selectboard-Manager government. A full-service community of 11,299 residents covering 39 square miles with a municipal budget of $12,485,000 excluding schools, 118 full time & 12 part time employees, 4 unions and volunteers. I oversaw 15 departments, including: Police, Fire, Public Works (roads, water & sewer), Library, Economic Development, Parks, Facilities, Financial Offices, and administrative offices. Responsible for all staff hirings & personnel issues. Prepared Town meeting warrants. Coordinated & oversaw annual town report. Successfully developed- presented- implemented three balanced municipal budgets: FY02 <1% and FY03 at 1.2% increases with no service reductions and FY04 (4.65%). Responsible for day-to-day operations, budget oversight (operational & capital), Selectboard's liaison to regional governmental agencies & business community. Additionally, I revised a new budget approval process, established a 5 year capital plan, initiated & implemented a centralized financial & accounting software system connecting seven offices; successfully negotiated successive & impact union contracts; reorganized the public work's water & sewer divisions for cost control and to correct an annual operational deficit of $422,000 to breakeven in 2 ½ years; established a CDBG administrative & economic development office with a focus on downtown business / commercial development, awning & façade, infrastructure and housing renovation; revised all municipal fee schedules and reorganized a road maintenance/paving program. I oversaw three development projects: police station (site selection / acquisition, conceptual design), animal control facility (design & construction) and a municipal parking lot (site selection / acquisition, design, construction). Drafted municipal bylaws (ordinances) & policies, Initiated & reorganized municipal services to maintain efficient customer service & access while sustaining 18% personnel decrease in FY03/FY04. Oversaw eminent domain process for acquisition of real property and municipal property auctions. Drafted and oversaw RFPs for goods & services (including professional). Conducted public hearings. Oversaw PILOT agreement for college. Collateral: Procurement Officer, Personnel Director, Public Information Officer, Cable Franchise Renewal Representative, Municipal Hearings Officer.

Town Manager, Town of Gray, ME - March 1998 to January 2001
A chartered 5-member Council-Manager government. A lakes region community of 6,800 (+1,500 summer) residents with a non-school budget of +$3,350,000 with 30 FT & 11 PT & volunteers organized in nine departments, covering 42 square miles. Responsible for all aspects of day-to-day operations, including: budget development & implementation, citizen inquiries, ordinance & town warrant drafting, personnel, conducting public hearings, purchasing oversight, reestablished a community fair, grant administration & compliance, tax increment financing administration, elections warden, industrial park development and oversaw development of recreation programs. Major responsibilities included: development of a 62-acre recreational park, transfer station improvements, streamlining local permit & application process, renovation of a detached historic meeting hall, co-Town representative in negotiations of EPA Superfund site between state, federal and responsible parties, liaison to charter review commission, initiated the adoption of a building code initiative, revised personnel policy and assisted 12 committees & boards. Served on cable franchise renewal committee, Oversaw programs for a 50 urban tree planting program and one for conversion of 47 private ways into public roads/easements. Developed community marketing brochures w/ committee. Collateral duties: Treasurer, Tax Collector, Road Commissioner, Welfare Director, Personnel Director, Chief Procurement Officer and Election (State & Federal) Warden.

Town Manager, Town of Milbridge, ME - February 1997 to March 1998
A coastal & agricultural community of 1304 (+350 summer) residents with a non-school budget of +$550,000 and seven FT & three PT employees with 75 miles of coastline. Managed all aspects of municipal operations from fiscal accountability to construction project oversight to liquidating town property. Coordinated and scheduled meetings, tracking revenues and expenses, developed budgets, filed liens, workfare programs, administered two CDBG (Small Communities Grant) totaling $650,000 ensuring compliance with federal guidelines. Drafted and implemented state grant for Community Forest Program (passive recreation & trail). Legal aspects involved: labor & employment law, drafting contracts, interpreting Maine statutes governing municipalities and fiscal responsibility, Right to Know and municipal ordinances. Oversaw erosion control (EPA non-point source 319) and a wooden bridge project. Oversaw management & renovation (by RFP) of municipal piers (commercial & recreational). Oversaw campground/recreational park development w/trails &

scenic overlook. Collateral duties: Town Clerk, Economic Director, Treasurer, Tax Collector, Road Commissioner, Election Warden, Welfare Director, Personnel Director and Sewer District Administrator.

Law Clerk, City of Portsmouth, NH - Summer 1995
Assisted Assistant City Attorney. Reviewed, researched and drafted standardized professional services contract clauses, updated purchasing manual procedures, drafted building code violations, conducted title/easement research for proposed public walkway, researched and drafted legal memorandums on general municipal legal & ordinance issues / inquires.

Selectman (Councilor), Town of Rollinsford, NH - 1992 - 1993
Co-managed municipal affairs for a 2,652-member, full-service community with a Town budget of $980,000 excluding schools with 12 full & 6 part time employees and volunteers which did not employ a professional manager. Initiated tax-work fare program, budget development, riverside parks improvements, oversaw planning and construction of a municipal solid waste transfer station & accompanying roadway. The Board managed all day-to-day operations of community, coordinated with departments, conducted public hearings, assisted in budget development and addressed citizen issues. Also, served on the N. H. Municipal Association's Legislative Committee on Municipal Administration & Financial Management.

New Hampshire State Representative 1990 - 1992
Served on the Resources, Recreation and Development Committee. The Committee oversaw natural resources, land use & development and state recreational park lands legislation. Coordinated legislators, interest groups, lobbyists, and citizens in discussing, negotiating and drafting legislation. Chaired sub-committee on public access. Successfully introduced & passed legislation, conducted community informational meetings and tracked legislation through legislative process.

Strafford County Budget Committee (N.H.) 1990-1992.
Member of county budget committee, which reviewed & approved budgets for six departments & five agencies totaling $28,320,000. Served as vice chair on sub-committee for Human Services, which reviewed & oversaw various health & human services programs.

Budget Committee Member, Town of Rollinsford, New Hampshire, 1991 - 1992
Reviewed and formulated municipal and school budgets (elementary), expenditures & revenues totaling $2.7 million. Conducted quarterly financial reviews of all departments.

Planning Board Member, Town of Rollinsford, New Hampshire, 1990 - 1991
The Planning Board oversaw the community's master / general plan compliance and community development & growth management. We conducted site plan reviews, updated zoning by-laws & land use regulations, sub-division plan reviews & approvals (& conditionally), coordinated public hearings, administered board procedures, oversaw economic proposals, green space dedications and development agreements.

Strafford Regional Planning Commission (N.H.) – Commissioner, 1990 - 1992
Regional Commission of 18 towns whose mission is to provide assistance & management services for planning, land use, economic development, housing & transportation.

Trustee of Trust Funds, Town of Rollinsford, New Hampshire, 1988 - 1991
Chairman, 1990 & 1991. Managed three municipal trust funds with assets of $210,000. Responsible for annual reports to state agencies & municipal officials, town meeting and complied with state investment regulations and record maintenance.

United States Navy 1981 - 1986
Electronics Technician Petty Officer Second Class (E5). RADAR & Communications. USS Semmes DDG 18. Honorable Discharge, August 1986.

LEGAL / BUSINESS EXPERIENCE

Nichols College – Adjunct Professor – 2009 to 2012
Course instructor for Business Law I. Taught a broad introduction to U.S. law, concentrating on basic knowledge of the legal system (civil & criminal), judicial system, alternative dispute resolution, contracts,

business formation, agency, liability, intellectual property and ethical constructs / ethics-based decision making. Conducted lectures & group exercises, prepared all power point presentations, exams, quizzes and projects.

Seacoast Cutting & Embossing, 1989 – 1993 & October 2004 – June 2006
Operations Manager, for our family manufacturing business providing high-pressure die cutting services to local manufacturers (shoe, automobile, garment), with six employees. Represented business in existing & new accounts, quality control, inventory control, shipping and production.

Law Office of Peter M. Jankowski, Oct. 1996 to Feb. 1997 & October 2004 – June 2006
General practice. Represented clients in civil matters including, planning & zoning issues, real property title transfers, landlord-tenant matters and misdemeanor criminal cases, bail/deferred sentencing hearings.

Franklin Pierce Law Center, Legal Clinics. 1995 - 1996
Civil & Criminal clinics for family, landlord-tenant and misdemeanor complaints. Conducted initial client intakes/interviews, legal research, case presentation, drafted plea & settlement agreements, libels, stipulations and decrees. Advocated 6 deferred sentencing hearings, negotiated 5 Class "A" misdemeanor plea agreements, 2 juvenile review hearings and 2 parole revocation hearings.

Concord District Court Small Claims Mediation Program 1994 - 1995
ADR. Successfully co-mediated eight settlements in Small Claims Court; Landlord tenant, contractor contracts and civil claims. Completed a 24-hour in-class training program. Explained mediation, court procedures, mediated issues and drafted agreements.

Associations, & Committees & Conferences
Respect at Work: Ethics 2022
Title I of ADA: Supervisor Responsibilities 2022
SAMSHA/Veteran Affairs, Rural Community Approaches to Suicide Prevention Conference, DC, 2019
LEAN Training, City of Las Vegas, 2019
Opportunity Zone Conference, Las Vegas NV, 2019
Federal Qualified Heath Clinic (FQHC) Conference, San Diego CA 2018
Arizona City Manager's Association, 2014 to 2017
ICMA Conferences, various, 2000 – 2014, 2021-2024
Maricopa Associations Governments, Managers Committee, 2014 to 2017
Dudley Cable Television Advisory Committee 2006 to 2014
Massachusetts Municipal Managers Association 2001to 2004, 2007 to 2104
International City Management Association 1999 – 2014, 2022-2024
Maine Town and City Managers Association 1997 - 2004
N. H. Bar Association 1996 to Present (now inactive)
Maine State Bar Association 1999 – Present (now inactive)
Cumberland County (ME) Human Services Committee 1998 - 2000
Cumberland County Managers Association (ME) 1997 to 2001, Chairman 2000
Town (Rollinsford) Rep to Spaulding Turnpike Advisor Task Force 1990 - 1993
Massachusetts Municipal Personnel Administrators 2002 - 2004
Athol-Orange Joint Cable Television Advisory Committee 2001 - 2004
Gray Cable Television Advisory Committee 1999 - 2000
Board of Directors for a 72-unit residential complex 1994 - 1996
New Hampshire Municipal Assoc. 1992 - 1995,
NHMA, Legislative Administration & Financial Mgt Review Comm. 1993 & 1994

For your information, a partial list of municipal training/ seminars/ workshops I have attended over the years.

International City Managers Association (ICMA) Seminars & Workshops

Essential Management Skills
Successful Council-Manager Relations
A Business Approach to Managing Local Gov't Services
Evaluating Your Role in the Community
Citizen Engagement Beyond a One Issue Constituency
Electronic Government
Capital Infrastructure Assets Management
Manager as Facilitator & Enabler
Negotiating Personnel Issues in Small Communities
Military (Naval Base)/Urban Redevelopment

Strategic Fiscal Planning: Guarding the Public Checkbook, Fiscal Crisis Perspectives, Strategic Collective Bargaining
Emotional Intelligence Skills for Improved Relations with Elected Officials

Municipal Conventions Seminars 1997 - to Present

Topics: elected official exchange, governing skills, conducting meetings, solid waste options, bench marking, zoning issues regionalization, financial planning, E-government, understanding risk management, strategic planning and various others.

State & Association Seminars & Trainings

Police Law & Liability 2021 Following a Year of Pandemic and Reform Proposals. MIIA
Topics: Ethics, COID 19, Motor Vehicle Stops, Criminal Law & Criminal Procedure updates.

LEAN Seminar, City of Las Vegas

Training provided a systematic approach to reduce or eliminate activities that don't add value to the process, outlined by the five principle; value, stream, flow, pull and perfection.

Municipal Tax Liens

Topics: all legal steps & aspects of the tax lien process, from receiving the assessor's tax commitment to foreclosure of real & personal property.

Treasurer's & Tax Collector's School

Topics: review of the tax assessment process from assessor's commitment, billing, notification, collection and accounting of taxes received.

Maine Town & City Managers Workshops (various)

Topics: personnel management, employee relations, evaluations, budgeting and expense tracking, road management system and state law governing town manager form of government.

Drainage, Drainage & Drainage

Topics: introduction to roads, local road departments, problem roads, basic drainage concepts, surface drainage, culverts, subsurface drainage, geotextiles, soil erosion control, wetlands, drainage problems, maintenance for good drainage and worker safety.

Governmental Accounting II

Topics: fund accounting, encumbrances, budget process, year-end process closings, audit preparation, financial statements, single audit compliance, and footnote/statistical tables.

Supervisory Trainings I & II

Topics: management styles, performance evaluations, building a quality team, conflict resolution, work-place harassment, labor law and quality control.

Roads & Easements

Topics: easement basics, public ways, drafting/reviewing easements, paper streets, advanced easement topics, conservation easements, legal research, easement litigation strategies.

Municipal Money Matters

Topics: governing state laws, audits, borrowing, investing, billing, right to know, accounting, annual reports, cash handling practices and fiscal accountability & responsibility.

Snow & Ice Removal

Topics: ice prevention & de-icing, sand and salt use (mixtures), equipment and materials.

General Assistance (Winter Issues)

Topics: state human services & housing authority program updates, fuel assistance, affordable housing, utility company programs, and home weatherization

Basic Municipal Budgeting Workshop I & II
Topics: preparing a basic budget, budgeting forecasts & projections, budget controls, presenting a budget, sample documents/tools, capital improvement planning, enterprise funding and preparation aids.

Labor Law Workshop & Fair Labor Standards Act (Massachusetts)
Topics: case law review, use of executive session & freedom of access law, designing & administrating personnel polices, cause in the public sector, due process and union & binding past practice.

Municipal Law Dilemmas (Massachusetts)
Topics: sexually oriented businesses, zoning & group homes, disaster preparedness, telecommunication towers regulation, home rule, tax increment financing, municipal construction contracts and property taxation issues.

Roadway Fundamentals for Municipal Officials
Topics: roadway designs, drainage, materials, paving, gravel roads, troubleshooting, legal issues, easements, and traffic control.

Current Issues and Trends in Municipal Law
Topics: special regulatory issues, election issues (citizen-initiated ballots, inspections & recounts), nonconforming structures, variance concerns, paper streets, ADA on zoning, right to know.

Land Development Concerns
Topics: site location & development, municipal law and use regulatory commission subdivisions, development & zoning issues and shoreland expansion.

Town Meeting & Elections
Conducting state and federal elections; state statute interpretation & recent case law review, ADA accommodations, responsibilities of election warden & ballot clerks, election closing & filing requirements.

Massachusetts Annual Municipal Law Forum
Open meeting law, public records law, conflict of interest, town/city government administration, recent developments in municipal organizations, public bidding & prevailing wage law, construction & project management law.

Massachusetts Local Government Real Property Transactions
Overview of MGL 30b(16); the RFP process, legal issues/requirements, public auctions, practical advice of transactions - regarding real property transfers by municipalities - tax-title, in fee and easements.

Massachusetts Finance Committee Workshop
Topics: basic finance (budget) documents and the role of a finance committee. Statutory updates. Merrill Lynch municipal product presentation.

Massachusetts Boards of Health
Completed certification process to serve as a local Board of Health member. Topics: general overview of public health system, legal authority, sewage/septic, solid waste disposal, housing/sanitary, and food protection.

Massachusetts Municipal Auditor & Accountants Program
Overview of Mass municipal accounting/audit standards. Topics: basic legal requirements, short/long term borrowing, tax-title, reconciliation, tailings, free cash, DOR reporting and year end/closing entries.

Cement Sidewalks (Massachusetts)
MassHighway. Concrete types, ordering, additives, prep-form work, testing (slump, air) floating/finishing techniques, jointing, curing & sealing. Hands-on clinic participation in installing cement sidewalk.

Municipal User Fees
Overview of Permitted Fees, Enterprise Fees, Service/Usage Fees, Inspection Fees, Freedom of Information Requests, Calculating Fees and Legal Steps to Establishing a Fee Structure.

Board Retreats, Special Events & Parades
How to Hold a Successful Board Retreat, Essentials of Team Building, Coming to Your Town Parades, Celebrations & Special Events, Security Concerns & Coordination.
Regionalization Tool Kit Conference- – (A Practical Guide to Sharing Municipal Services), 2009 & 2010
Pros and Cons of Using a Host Agency, Tools for Analyzing Regionalization, Pooling Resources for Animal Control, Police and Fire Consolidation

Peter M. Jankowski, Esq.

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DEAN JOHNSON

Puyallup, Washington
johnsonpst@hotmail.com | 253-224-6390
LinkedIn: https://www.linkedin.com/in/dean-johnson-159b1710/
City Profile: https://www.puyallupwa.gov/671/Deputy-Mayor---Dean-Johnson

PROFESSIONAL SUMMARY

Municipal executive with over 10 years of experience operating within a council-manager form of government, including service as Mayor of Puyallup—Washington's 30th largest city.

Bringing a rare dual-perspective understanding of municipal governance and organizational implementation, I have a proven track record of working alongside professional city management to align Council priorities with effective municipal operations, infrastructure investment, and economic development initiatives that deliver measurable community results.

Known for collaborative leadership and the ability to navigate complex stakeholder dynamics while partnering with city administrators, state legislators, regional partners, and federal advocates to advance strategic priorities and secure resources for the community.

PROFESSIONAL EXPERIENCE

Mayor, City of Puyallup (Jan. 2022 – Jan. 2024)

- Provided executive leadership in collaboration with the City Manager for a full-service municipality serving 43,000 residents with a $153M annual budget and 326 employees.
- Led development of a $76 million public-private lease agreement to retrofit and secure a new Police & Public Safety headquarters—delivering long-term operational benefits while saving taxpayers approximately $30 million compared to traditional construction models.
- Collaborated with the City Manager and department directors to translate Council priorities into operational strategies, infrastructure investment, and service delivery improvements.
- Coordinated with federal advocacy partners in Washington, D.C. to identify potential grant funding opportunities supporting municipal infrastructure and community development initiatives.

Deputy Mayor, City of Puyallup (Jan. 2026 – Present)
City Council Member, City of Puyallup (Jan. 2016 – Present)

- Support the Mayor and Council in coordinating strategic priorities, regional partnerships, and intergovernmental initiatives while working alongside the City Manager and executive leadership team to ensure effective policy implementation and organizational alignment.
- Advanced a strategic partnership with Sound Transit resulting in a $79 million, 665-stall commuter parking facility, strengthening regional transit connectivity and supporting downtown economic activity.

- Facilitated partnerships with private developers that resulted in approximately $125 million in private investment and the development of roughly 465 housing units in downtown Puyallup, including public amenities such as a festival street, farmers market, and food hall.
- Collaborated with state legislative partners to secure significant infrastructure and parks funding benefiting community facilities and public spaces.
- Contributed to development of the City's Comprehensive Plan update, helping guide long-term growth strategy, land use planning, and zoning alignment.

Personal Stylist, Nordstrom – Seattle Flagship (2011 – Present)

- Top 1% nationally in sales performance; 7 time award recipient as well as the distinguished **"All-Star" award - Nordstrom's highest recognition of employee excellence**
- Recognized for exceptional communication, relationship management, and the ability to build trust with clients while delivering consistent results in a highly competitive environment.

Education
Master of Arts in Leadership
Faith International University, Tacoma, WA

REFERENCES

Steve Kirkelie
City Manager, City of Puyallup

Luke Esser
Government Affairs & Washington State Lobbyist

John Wolfe
CEO, Northwest Seaport Alliance
CEO, Port of Tacoma (former)

Chris Gildon
Washington State Senator

July 2, 2026

Town of Juno Beach
Town Center
340 Ocean Drive
Juno Beach, FL 33408

RE: Town Manager position

Dear Mayor and Council:

I've spent 30 years in public service, the first 10 or so in law enforcement and the Courts, and the last 20+years in municipal management. I have been involved in utilities construction, in systems expansion of water distribution systems, wastewater collections systems, and plant construction for those systems. I believe I have a great deal to offer in service to your community. I lived my early life on the shores of Lake Michigan and have over the course of my career managed on islands and in coastal communities, both fresh and salt water. I am trained in the Incident Command System (ICS 100-400), having trained with the U.S. Coast Guard in preparation for and recovery from earthquakes, volcanoes and tsunamis while in Unalaska/Dutch Harbor, Alaska.

I earned a Master of Public Administration at Western Michigan University. I've taught as college adjunct faculty for 9 years teaching American Government and International Relations.

I would love to meet with you to discuss this opportunity and answer any question you might have.

Sincerely,

Patrick S. Jordan

Patrick S. Jordan

Patrick S. Jordan

1485 Seminole Rd. Muskegon, MI 49441
Phone: (231) 920-1122
Email: Patrick-Jordan@live.com

SUMMARY

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

- Operations & Project Management
- Labor Relations
- Customer Service
- Media Relations
- Strategic Planning & Operations Analysis
- Financial Operations and Budget
- System Design and Implementation
- Organizational Change and Development

An innovative leader with demonstrated organizational, analytical and communications skills. Experienced in managing change and specializing in turnarounds. Achievement-oriented with foresight; a dedicated team player who is able to work independently within the organizational framework.

RELEVANT PROFESSIONAL EXPERIENCE

County Administrator, Cass County, MI Current

Chief Administrative Office for the County, serving at the pleasure of the Board of Commissioners. Responsible for ensuring directives and policies of the BOC are implemented. Responsible for the day-to-day business activities of the County, Finance/Budget management and Human Resources including union negotiations. Staff resource to the Board of Commissioners on all matters facing the County and attend all BOC and Committee meetings. I serve as liaison for various community commissions.

County Administrator, Ionia County, MI 2022 - 2024

Chief Administrative Office for the County, serving at the pleasure of the Board of Commissioners. Responsible for ensuring directives and policies of the BOC are implemented. Responsible for the day-to-day business activities of the County, Finance/Budget management and Human Resources including union negotiations. Staff resource to the Board of Commissioners on all matters facing the County and attend all BOC and Committee meetings. I serve as liaison for various community commissions.

City Manager, Escanaba, MI 2017 – 2022

Chief Administrative Officer of a full-service municipality of 13,000 with a private deep water port. Our budget, that I am responsible for assembling and managing, is $30 Million including Electric, Water and Wastewater utilities. I am responsible to the five-member City Council and serve at their pleasure. I am very active as a community liaison with other local governments, working groups, Tribal governments and committees with interest in the community. I oversee

Directors of Water, Wastewater, Electric, Public Works, Recreation, Finance, HR/Treasurer, City Clerk, Public Safety and Library. We have a DDA that covers our approximately 1 ½ mile long downtown corridor. I arrived in Escanaba after the first Court of Appeals decision in the "Dark Store" case, Menards v. City of Escanaba. I built support for our case through the MML, MTA and MAC and raised over $250,000 in contributions from member communities to help fight this fight. I directed improvements to our water system and hydrant system, and oversaw the initial phases of lead service line replacements.

Wexford County Administrator, Wexford County, MI 2015 – 2017

Chief Administrative Office for the County, serving at the pleasure of the Board of Commissioners. Responsible for ensuring directives and policies of the BOC are implemented. Responsible for the day-to-day business activities of the County, Finance/Budget management and Human Resources including union negotiations. Staff resource to the Board of Commissioners on all matters facing the County and attend all BOC and Committee meetings. I served as liaison for various community commissions.

Assistant City Manager, Unalaska, AK 2013- 2015

I was the Director of Administration for the City. My duties included management of all HR functions, Risk Management, City Housing program and the Community Grants program, a program with a $1 million annual endowment. I served as City Manager in his absence and therefore must stay current on all issues facing the city. I worked closely with the Tribe and the Native Corporation on various community projects. Unalaska had several Enterprise Funds. Critical ICS 100-400 certification.

Borough Manager, Bristol Bay Borough, AK 2011 - 2013

I served as Borough Manager with Bristol Bay Borough. Bristol Bay Borough is made up of three villages; Naknek, South Naknek and King Salmon. Children in S. Naknek are flown to school every day. We have an established Port but have also been accepted as part of a GO Bond by the State for $350 million of which we are $7 million for property acquisition and port expansion. My general fund budget was $8 Million, with 40FT employees. In Alaska, the Native Corporations own virtually all lands, so good relationships are a necessity. I worked closely with the Native Corporation and the local Tribe on cooperative issues.

OTHER PROFESSIONAL EXPERIENCE

Also worked briefly as the Chief of Staff for the House Majority Leader of the Alaska State Legislature. Additionally, served as a Vital Records Manager (three years) for the Tarrant County (TX) Clerk, as a Township Supervisor (four years) for Muskegon Township (MI), and as an Adjunct Professor (ten years working part-time while working full time elsewhere) at Baker

College in Muskegon, MI where I taught college level courses in American Government, International Relations and Western Regional Geography.

Early in my career, worked as Deputy County Clerk Supervisor (four years) in Muskegon, MI, a Friend of the Court Investigator (two years) for Ottawa County Family Court in Grand Haven, MI, and as a Corrections Officer (four years) for the Ottawa County Sheriff Department

EDUCATION

Master of Public Administration, Western Michigan University, Kalamazoo, MI (awarded 2000)
Bachelor of Science, Political Science Grand Valley State University in Allendale, MI (1995)

PROFESSIONAL AFFILIATIONS

- Muskegon Area-Wide Plan-Smart Growth/Sustainable Development
- West Michigan Shoreline Regional Development Commission Board /MPO
- COPS (9-1-1) Board of Directors of Muskegon County
- Leadership West Michigan, Class of 2005
- Prison Liaison Committee, Brooks, MCF and Shoreline Correctional Facilities
- Muskegon Area First, Governmental Economic Development Agency Board of Directors

Hans Kalwitz

Address: 9405 Crescent Loop Circle, Tampa, FL 33619
hkalwitz@gmail.com
Cell: **472-255-4953**

07/07/2026

Dear Mayor and Members of the Town Council,

I am writing to express my sincere interest in serving as the next Town Manager for the Town of Juno Beach. Throughout my career in municipal government, I have been driven by a commitment to responsible stewardship of public resources, collaborative leadership, and building organizations that earn the confidence of elected officials, employees, and the communities they serve. The opportunity to lead an organization with Juno Beach's reputation for fiscal excellence, responsive government, and exceptional quality of life is one I find both professionally and personally compelling.

Over the course of my municipal finance career, I have managed financial operations supporting budgets exceeding $154 million, supervised multidisciplinary finance teams, successfully completed eleven independent audits, led five enterprise resource planning (ERP) implementations, and participated in more than $100 million in municipal debt issuances. While these accomplishments reflect technical expertise, they also represent something more important—building trust, strengthening organizations, and helping local governments make informed decisions that benefit their residents over the long term.

What particularly attracted me to Juno Beach was the Town Council's vision for its next Manager. Throughout the recruitment profile, the recurring themes are integrity, transparency, visibility within the community, consensus-building, strategic thinking, and preserving the unique character of this remarkable coastal town. Those values closely mirror my own philosophy of public service. I believe effective municipal leadership begins with listening first, communicating openly, respecting differing perspectives, and developing practical solutions that balance fiscal responsibility with exceptional public service.

I recognize that Juno Beach's next Town Manager must successfully guide a financially strong organization while preparing for future redevelopment, capital investment, infrastructure planning, and strategic growth. Equally important is maintaining the town's distinctive small-town character and fostering productive relationships with residents, regional partners, and the Town Council. My experience leading organizational improvements, implementing complex initiatives, collaborating with elected officials, and strengthening financial accountability has prepared me to contribute meaningfully to these priorities.

Throughout my career, I have believed that leadership is measured not only by financial results, but by the culture an organization creates. I strive to build collaborative teams, mentor employees, encourage innovation, and create an environment where accountability, professionalism, and customer service are shared expectations. I understand that a Town Manager must serve as both chief executive and trusted advisor, ensuring that every recommendation is grounded in thoughtful analysis, transparency, and the community's best interests.

Juno Beach has earned an outstanding reputation as one of Florida's most financially sound and well-managed municipalities, with a commitment to excellence in financial reporting, long-term planning, and responsive local government. I would be honored to contribute my leadership, municipal finance expertise, and dedication to public service while working with the Town Council, staff, and residents to preserve the qualities that make Juno Beach such an exceptional community.

Thank you for your consideration. I would welcome the opportunity to discuss how my experience, leadership philosophy, and commitment to public service can support the Town Council's vision for Juno Beach's future. I look forward to the opportunity to speak with you.

Sincerely,



Hans Kalwitz (Finance Officer)

Hans Kalwitz

Address: 9405 Crescent Loop Circle, Tampa, FL 33619
hkalwitz@gmail.com
Cell: **472-255-4953**

References

- Greg Adams
  Co-Owner of Thompson, Price, Scott, & Adams
  Phone Number: 910-352-3050

- Matthew Livingston
  City of Goldsboro, NC Manager
  Phone Number: 919-495-1964

- Jon Franklin
  Town of Pittsboro, NC Manager
  Phone Number: 336-736-1468

Hans Kalwitz

Address: 9405 Crescent Loop Circle, Unit #06-302, Tampa, FL 33619

hkalwitz@gmail.com; Cell: **472-255-8953**

MUNICIPAL EXECUTIVE GOVERNMENT FINANCE LEADER

Transforming local governments through strategic finance, organizational leadership, and operational modernization. Recognized for combining financial expertise, executive leadership, and organizational transformation to strengthen governmental performance.

Executive Finance and Treasury Leader with more than 13 years of progressive governmental finance experience directing treasury operations, cash management, debt administration, capital financing, budgeting, financial reporting, ERP modernization, and strategic financial planning. Proven record managing $154 million operating budgets, overseeing more than $100 million in municipal debt issuances, and led 12 successful external audits. Directed all treasury, accounting, budgeting, payroll, utility billing, debt administration, and financial reporting operations for a municipality managing 19 governmental funds and a $29.1 million operating budget, reduced borrowing costs through debt refinancing; saving $1.2 million, earned consecutive GFOA Excellence in Financial Reporting Awards, presented financial strategy and budget recommendations directly to governing boards, implementing five enterprise financial systems, and strengthening internal controls. Trusted advisor to executive leadership, elected officials, auditors, bond professionals, financial institutions, and external consultants. Recognized for building high-performing teams, mentoring future leaders, strengthening organizational culture, and leading cross-functional initiatives that improve operational effectiveness across government.

EXECUTIVE HIGHLIGHTS

Managed $154 million governmental operating budget.	Achieved 12 successful external audits.
Oversaw $100+ million in municipal debt issuance.	Implemented five ERP financial systems.
Directed treasury, accounting, budgeting, and cash management.	Developed investment and fund balance policies that strengthened liquidity management and long-term fiscal sustainability.
Oversaw $11.8 million in idle funds and continuously evaluated investment opportunities while maintaining liquidity and preservation of principal.	Improved cash flow forecasting and liquidity planning.
Strengthening internal controls and financial governance.	Directed banking relationships supporting treasury operations, cash management, and public fund accountability.
Presented financial strategy to governing boards.	Led capital financing and long-range financial planning.

EXECUTIVE COMPETENCIES

Treasury Operations ERP Implementation	
Public Funds Investment	Government Accounting (GASB)
Debt Administration	Internal Controls
Capital Financing	Budget Development
Bond Issuance	Financial Strategy
Banking Relationships	Board Presentations
Cash Forecasting	Team Leadership
Liquidity Management	Organizational Transformation

Hans Kalwitz

Address: 9405 Crescent Loop Circle, Unit #06-302, Tampa, FL 33619

hkalwitz@gmail.com; Cell: **472-255-8953**

Investment Policy	Strategic Planning
Capital Improvement Financing	Organizational Effectiveness
Executive Leadership	Change Management
Cross-Functional Leadership	

FINANCE TRANSFORMATION

- Tyler implementation; Edmunds (GOVTECH) conversion; DebtBook implementation; Chart of Accounts redesign; Electronic timekeeping implementation; P-Card implementation; bank reconciliation cleanup; fund restructuring; capital fund creation; and internal control improvements

EXECUTIVE LEADERSHIP IMPACT

- Restructured governmental funds to improve financial transparency and long-term fiscal sustainability
- Modernized enterprise financial systems through ERP implementation and process redesign
- Developed financial policies strengthening governance and internal controls
- Redesigned budget development processes supporting strategic decision-making
- Enhanced transparency through improved financial reporting and governing board presentations
- Mentored finance professionals resulting in increased staff capability and succession readiness
- Developed future municipal finance leaders through coaching, guided delegation, and professional development
- Fostered a collaborative, high-accountability culture emphasizing continuous improvement and innovation
- Improved employee morale by empowering staff, streamlining workflows, and encouraging ownership of organizational outcomes
- Built trusted relationships across departments, elected officials, and executive leadership

SELECTED CAREER ACHIEVEMENTS

- Directed financial operations for governmental entities with budgets exceeding $154 million
- Managed 19 governmental funds
- Oversaw $100+ million in debt financing
- Improved unrestricted fund balance from 6% to 36%
- Reduced borrowing costs by $1.2 million
- Directed five ERP systems
- Led 12 successful external audits
- Managed $11.8 million in idle investments

EXPERIENCE

Town of Burgaw — **Burgaw, NC**
Finance Officer — February 10, 2025 – April 23, 2025

- Bank reconciliations
- Budget amendments
- Acquired debt service obligation for walking trail
- Involved in budget process
- Led FY 2025 audit preparation

Pasquotank County — **Pasquotank County, NC**
Finance Officer — February 19, 2024 – January 24, 2025

Hans Kalwitz
Address: 9405 Crescent Loop Circle, Unit #06-302, Tampa, FL 33619
hkalwitz@gmail.com; Cell: **472-255-8953**

Provided executive financial leadership for a growing county government, overseeing treasury, budgeting, debt administration, and financial reporting for a $154 million operating budget

- Acquiring LGC approval for 1.4 million for Landfill Installment Purchase
- Strengthened financial accountability by overseeing complex reconciliations across multiple constitutional offices and enterprise operations.
- EMS Cost Report
- Calculated and distributed vehicle motor tax revenue to Elizabeth City
- Distributed monthly Ad-Valorem revenue to Elizabeth City

Town of Angier Angier, NC
Finance Director August 19, 2019 – October 20, 2023
Modernized finance operations, directed enterprise technology, strengthened fiscal controls, and improved long-term financial sustainability.

- Recruited to modernize the Finance Department, strengthen internal controls, improve financial transparency, and restore long-term fiscal stability
- Implemented ERP systems
- Redesigned chart of accounts
- Refinanced debt
- Improved fund balance
- Resolved years of reconciliation issues
- Established governance policies strengthening accountability, internal controls, and financial transparency
- Created and restructured governmental funds supporting improved financial reporting and long-term fiscal planning
- Improved internal controls
- Modernized payroll
- Coordinated audits
- Managed budget process from onset to presentation
- Brought efficiency and effectiveness to the Finance Office in terms of communication, advancing use of technology, and empowerment

Town of Newport Newport, NC
Finance Officer September 12, 2018 – August 08, 2019

- Established and maintained correspondence with FEMA/DPS during and after Hurricane Florence. Compiled documents for refunds from insurance company and FEMA/DPS
- Initiated and administered Bank of America P-Card program
- Streamlined Accounts Payable and strengthened internal controls
- Held Quarterly Departmental Budget reviews
- Improved accounting accuracy regarding all journal entries and within Accounts Payable
- Establish and maintain accounting records in accordance with Generally Accepted Accounting Principles
- Assure adherence to the Local Government Budget Fiscal Control Act

Hans Kalwitz
Address: 9405 Crescent Loop Circle, Unit #06-302, Tampa, FL 33619
hkalwitz@gmail.com; Cell: **472-255-8953**

- Requested bids and RFP's for banking services and purchase installment loans
- Coordinates annual audit and involves necessary Department Heads through completion
- Resolved Trial Balance and Bank Reconciliation issues
- Completed Edmunds GovTech financial software conversion
- Addressed financial software configuration issues
- Prepared and presented financial reports to the Council with the goal of increasing transparency

Town of Wallace Wallace, NC
Finance Director May 01, 2015 – September 13, 2018

- Improved unrestricted General Fund balance from 6% to 36%, substantially strengthening the Town's long-term financial position
- Ten-department oversight
- FEMA coordination
- Capital funds
- Directed competitive procurement of banking services and financing arrangements to improve treasury operations
- Financial system optimization
- Administered and coordinated multiple state and federal grant programs supporting capital improvements and infrastructure initiatives
- Financial forecasting

Town of Maysville Maysville, NC
Finance Director July 26, 2012 – April 30, 2015

- Establish and maintain accounting records in accordance with Generally Accepted Accounting Principles (GAAP)
- Administer complete bookkeeping system and manage accounts receivable, accounts payable, financial reports and bank reconciliations
- Manage Town grants (NCSTEP, PARTF, CDBG, IDF, Harold H. Bate Foundation, JAG, COPS, Gangs Off Streets, New Generation Leaders, and USDA)
- Responsible for budget maintenance through forecasting, pre-auditing, and budget amendments.
- Coordinate Board of Commissioners agenda process, draft agenda items, attend all Council meetings, and transcribe minutes
- Organize all Town records and assist CPA Firm with annual audit/AFIR
- Update and manage Town website
- Managed Powell Bill and completed yearly NC Debt Set Off
- Took initiative in establishing A/P, transitioning to new financial management software (FMS), creating a central depository bank account, increasing Town transparency through the John Locke Foundation, established monthly financial reports, and daily reconciliation of bank accounts
- Payroll (941's, quarterly 941 reports, W-2's, W-3, and 1099/1096)
- Responsible for semi-annual (LGC203) and yearly reports (AFIR)
- Supervise and manage utility billing/collections

Hans Kalwitz

Address: 9405 Crescent Loop Circle, Unit #06-302, Tampa, FL 33619

hkalwitz@gmail.com; Cell: **472-255-8953**

EDUCATION

Keiser University — Tampa, FL
Master of Accountancy Candidate & CPA Track Candidate — 2025 - Present

Indiana University — Bloomington, IN
School of Public and Environmental Affairs — Aug. 2007 –Aug. 2009
Master of Public Affairs
MPA Concentrations:
Public Financial Administration
Economic Development
Policy Analysis

Indiana University — Bloomington, IN
School of Public and Environmental Affairs — August 2002 - May 2007
Bachelor of Science in Public Affairs
Major: Financial Management, Minor: Economics

CERTIFICATIONS

University of North Carolina Chapel Hill — Chapel Hill, NC
School of Government
Introduction to Local Government Finance
Budgeting in Local Government
Cash Management and Investment of Local Funds
Capital Financing in Local Government
Governmental Accounting and Financial Reporting
Effective Supervisory Management Program
Program Evaluation for Budget and Management Analyst

North Carolina Rural Economic Development Center
Rural Economic Development Institute Graduate

Local Government Federal Credit Union Fellow
Enhancing leadership practices

Certified Local Government Finance Officer

ACTIVITIES & HONORS

Inducted into Marquis Who's Who Biographical Registry — January 26, 2024
Regional Advisory Board Member of NCCMT — December 2019 – October 2023
MAPS – Maysville Auxiliary Public Safety — December 2014 – April 2015
Toastmasters International — May 2002 – May 2003 & April 2012 – July 2013

Colin K. Kennedy, MPA

July 11, 2026

Emily Alves, Finance/HR Director
Town of Juno Beach
340 Ocean Drive
Juno Beach, FL 33408

Dear Ms. Alves and Members of the Ad Hoc Citizens Committee:

I am pleased to submit my application for the position of Town Manager for the Town of Juno Beach. Throughout more than twenty years of executive leadership in municipal government and the United States Navy, I have been driven by a simple philosophy: successful communities are built on trust, transparency, exceptional public service, and collaborative leadership. After reading your recruiting brochure, I was struck by how closely Juno Beach's vision for its next Town Manager aligns with the way I have approached leadership throughout my career.

As the City Manager for the City of Newport, Rhode Island, I lead a full-service municipal government of 365 employees with a combined operating budget of $227 million. My responsibilities include strategic planning, budgeting, infrastructure investment, economic development, resilience initiatives, and cultivating productive relationships with elected officials, residents, businesses, and regional partners. Newport, like Juno Beach, is a nationally recognized coastal community balancing environmental stewardship, tourism, historic preservation, redevelopment pressures, and residents' expectations for exceptional municipal services. That experience has reinforced the importance of thoughtful planning, fiscal discipline, and maintaining a community's unique character while preparing it for the future.

Your brochure emphasizes that Juno Beach seeks a consensus builder who listens carefully, communicates openly, and works collaboratively with the Town Council, staff, and residents. Those qualities have been central to my leadership style throughout my career. Whether working alongside municipal department directors, military personnel, state agencies, neighborhood organizations, or federal legislative staff, lasting solutions come from listening first, building trust, and creating shared ownership of decisions. I strive to provide elected officials with objective analysis, practical options, and timely information that enables confident decision-making while ensuring residents feel heard and respected.

I was particularly encouraged by Juno Beach's commitment to strategic planning and preserving its small-town character amid increasing redevelopment pressures. Throughout my career I have led organizations through significant change while remaining focused on long-term vision rather than short-term reactions. In Newport, I established the Office of Resilience & Sustainability and a Grants Office that secured $9.2 million during its first year while advancing an additional $66.5 million in grant applications. I also implemented an AI-powered customer service system that significantly improved responsiveness while reducing internal workflows by approximately 70 percent where applied. These initiatives demonstrate my commitment to innovation—not for its own sake—but because thoughtful improvements allow government to better serve its residents while remaining fiscally responsible.

My background has also provided extensive experience managing emergencies, coordinating across multiple agencies, and leading organizations in complex operational environments. As a naval commanding officer and city manager, I developed and executed strategic plans, managed large organizations and budgets, strengthened organizational readiness, and built collaborative partnerships across local, state, and federal levels. Those experiences have prepared me to lead with confidence during routine operations as well as during the challenges that coastal communities inevitably face.

What attracts me most to Juno Beach is not simply the opportunity to manage another municipality—it is the opportunity to become part of a community that values organizational focus and a supportive culture that fosters collaborative excellence. The Town's commitment to preserving its natural resources, maintaining financial distinction, engaging residents, and protecting its charisma strongly resonates with both my professional experience and my personal values. I appreciate that the Council seeks a long-term partner who will be visible, approachable, and invested in the community. That is precisely the type of relationship I strive to build.

512 BROADWAY, NEWPORT, RI, 02840
(757) 822-3004 | CKKAJK@GMAIL.COM

Thank you for your consideration. I would welcome the opportunity to discuss how my municipal leadership experience, strategic perspective, and collaborative approach can help Juno Beach continue to thrive while preserving the qualities that make it such a beautiful community. I appreciate your time and look forward to speaking with you.

Sincerely,

Colin K. Kennedy, MPA

COLIN K. KENNEDY, MPA

757.822.3004 | ckkajk@gmail.com
Newport, RI | LinkedIn.com/in/colin-k-kennedy-mpa

TOWN MANAGER

STRATEGIC LEADERSHIP | INNOVATIVE INITIATIVES | COMMUNITY ENGAGEMENT

Championing excellence in state and local government, strong community, business relationships and leadership.

Seasoned municipal executive with 20+ years leading city and military organizations—oversight of up to 400 staff and $227M operating budgets. Track record in strategic planning, budgeting and capital project delivery, grant procurement ($9.2M secured), zoning and land-use oversight, community relations, and coastal community emergency management and disaster recovery. Proven at driving continuous improvement and information-technology-enabled customer service (AI-driven solutions that cut internal workflow by 70%) while building collaborative relationships with elected officials, staff, regional partners, and residents.

Areas of Excellence

Public Administration • Infrastructure Development • Budgeting & Financial Management
Grant Procurement & Grants Management • Capital Project Planning & Execution
Community Engagement & Public Relations • Strategic Planning • Customer Service Systems (AI-driven/CRM)
Information Technology (process automation) • Continuous Improvement / Lean Process Improvement
Resilience & Emergency Management • Staff Training & Development • Transportation Planning
Zoning & Land Use Management • Redevelopment Planning

SNAPSHOT OF CAREER HIGHLIGHTS

- **Forward-thinking contingency planner**, ensuring **500+ personnel** are prepared for a rapid response to critical events across domestic and global locations.
- **Fostered federal, state, and local partnerships** to advance strategic plans, amplifying synergistic endeavors.
- **Skilled in managing substantial budgets**, expertly overseeing a **$134M general fund budget** and **$93.9M** in **enterprise fund budgets.**

PROFESSIONAL EXPERIENCE

MUNICIPAL CHIEF EXECUTIVE OFFICER

Jul 2024 – Present

Chief Executive Officer (City Manager) — *Jul 2024 – Present*
City of Newport, Rhode Island — Newport, RI

Serve as chief executive for a full-service municipal government of 365 FTEs; direct day-to-day operations, strategic planning, budgeting, capital initiatives, and administration for a community with a combined operating budget of $227M.

- Provide collaborative leadership across departments and partner with elected officials, state and federal agencies, community stakeholders, and regional institutions to align policy and operational priorities.
- Lead municipal operations balancing resident services, tourism impacts, infrastructure needs, historic preservation, and economic development.
- Implemented an AI-powered 24/7 customer service system, reducing call transfers and cutting internal workflow processing by 70%, improving constituent responsiveness.
- Established the Office of Resilience & Sustainability and launched a Grants Office that secured $9.2M in first-year awards and advanced $66.5M in additional applications pending or in development.

UNITED STATES NAVY
May 2002 – Jun 2024
Various Global & Domestic Locations

Chief Executive Officer (Commanding Officer)
Sep 2022 – Jun 2024
Navy Reserve Center Newport
Newport, RI

Administered training, assistance, and administrative supervision to 20 full-time employees and 500+ part-time reservists; oversaw a $372K operational budget and a $3.36M annual training budget. Boosted funded organizational staffing from 56% to 89%, leveraging manpower systems and network relationships to fill critical vacancies.

- Maintained a 100% training and administration retention rate through servant-leadership practices and focused mentorship.
- Eliminated 100% of overdue employee medical reviews (from 15 to 0 in 10 months) by prioritizing readiness and establishing clear accountability.
- Researched and initiated a plan to establish Navy Reserve Center Newport as a sub-regional Mobilization Processing Site to improve mass mobilization capability for 3,059 personnel.

Director of Travel
Jul 2019 – Jul 2022
Navy Reserve Forces Command
Norfolk, VA

Directed 17 military and civilian personnel in policy development and coordination for 160 direct-report units and maintained indirect oversight of a diverse team of 360 military and civilian staff. Ensured readiness, manpower management, logistics, financial management, and training support for 50K+ personnel.

- Rectified 360+ rejected travel vouchers by establishing a weekly interdisciplinary diagnostic team and resolving $440K+ in overdue liquidations.
- Oversaw a $200K pilot program that achieved proof-of-concept outcomes and informed improved travel procedures to support responsive mobilization.
- Collaborated with operations and leadership teams during critical responses, including initial COVID-19 pandemic actions and information efforts related to the Russia–Ukraine conflict.

Master's Student
Jul 2018 – Jun 2019
Naval War College
Newport, RI

Completed a Master of Arts in National Security and Strategic Studies with emphasis on strategy and policy, national security decision-making, and Joint Military Operations. Studied leadership, institutional planning, and complex operational problem solving to inform public-sector strategy and governance. Applied strategic frameworks and analytic methods to real-world case studies relevant to municipal and regional planning.

Chief Executive Officer (Commanding Officer)
Jul 2016 – Jul 2018
Navy Operational Support Center Milwaukee
Milwaukee, WI

Oversaw 15 full-time support staff, seven reserve units, and 130 Navy Reservists; ensured physical readiness, staffing management, logistics, and training to support operational and emergency mobilization.

- Liaised with regional public works to secure $1.8M in maintenance and physical security upgrade contracts.
- Formulated and executed local policies to maintain accountability and discipline, which improved unit performance and effectiveness.
- Cultivated partnerships with civilian and veteran organizations to strengthen civil–military relations and community integration.

EDUCATION

Master of Arts | National Security & Strategic Studies | Naval War College | Newport, RI (2019)
Senior Leadership & Management Program (Command & General Staff Officer Course)
United States Army Command & General Staff College | Leavenworth, KS (2014)
Master of Public Administration | University of Oklahoma | Norman, OK (2010)
Bachelor of Science | Oceanography | United States Naval Academy | Annapolis, MD (2002)

July 7, 2026

Ms. Emily Alves, Finance Director
Town of Juno Beach
340 Ocean Drive
Juno Beach, FL 33408

Re: Town Manager Position

Dear Ms.Alves:

I recently saw your advertisement relative to the position of Town Manager, Town of Juno Beach, Florida and I am excited about being considered as a candidate for this outstanding opportunity. **I am a dedicated team player with strong administrative skills and I promote a transparent environment within the conduct of town affairs. I am a candidate with demonstrated success working in a collaborative and participatory environment and value the development of strong community engagement with all entities. I have a solid working knowledge of municipal finance, and budgeting, land use and planning, public works, public safety, grants, redevelopment and intergovernmental relations. I have high ethical standards and broad experience in fostering innovation and leading staff in accomplishing established goals and objectives. Further, my background comports with the attributes desired by the Town for its next Town Manager.** In short, my experience, knowledge, background, skills, and abilities make me a solid fit for this opportunity.

As you can see from my enclosed resume, I am an experienced leader and achievement-oriented manager with proficiency in many areas of local government and direct experience with strong-mayor, city manager and county forms of local government. I also have the skills and abilities to work effectively with all parties and the media. I believe my experience and knowledge enables me to deal with the challenges confronting Juno Beach. I am an experienced, knowledgeable, creative, enthusiastic and proactive individual that can provide leadership to the Juno Beach team and serve as a trusted advisor to the Mayor and Commission.

With this background, and my two Masters Degrees in Public Administration (with Honors from Florida Atlantic University) and Regional Planning (The Pennsylvania State University), I am the effective leader that the Town of Juno Beach is seeking to employ.

Sincerely,

Mark A. Kutney, AICP, ICMA-CM
Former City Manager
City of Brooksville

Mark A. Kutney, AICP, ICMA-CM

13627 Chatsworth Village Drive, Wellington, FL 33414
C (561) 601-4632
H (561) 793-8512
makutney_3254@mail.com

SUMMARY OF QUALIFICATIONS

An experienced local government manager and leader with a proficiency in the following areas:

- Growth Management
- Economic Development
- Customer Service
- Strategic Planning
- Labor Relations/Collective Bargaining
- Sustainability
- Budgeting/Capital Budgeting
- Project Management
- Human Resources
- Media Relations
- Grantsmanship
- Emergency Management
- Airport Management

I am an ICMA Credentialed Manager and savvy leader with a commitment to the principles of Total Quality Management (TQM). I am a proven leader versed in managing change and specializing in dealing with high pressure/demand activities in local government. Further, I am a dedicated team player with city (strong mayor and city manager forms of government) and county experience.

PROFESSIONAL EMPLOYMENT EXPERIENCE

Consultant **July 2021-Present**

I provide consultant services as part of the Gerson Lehrman Group (GLG) network that provides financial and Global information to clients.

City Manager for the City of Brooksville **November 2017- June 2021**

The City of Brooksville is located in central Hernando County and is the County Seat. The 2020 BEBR population estimate had the City at 15 residents short of 9,000 population. The City is comprised of about 12 square miles. As City Manager, I was responsible for the following Departments and major Functions: Fire; Finance; Parks & Recreation; Community Development (including CRA); Public Works; Utilities (including Sanitation); City Clerk; Cemetery; Human Resources; Information Technology; and Business Development. Law Enforcement was provided by the Hernando County Sheriff's Office through contract. The adopted FY 2021

General Fund Budget was $9,737,331 and the City's all funds budget for FY 2021 was $47,754,889.

Accomplishments

- Guided City Council in the decision to contract with the Hernando County Sheriff's Office (HCSO) to deliver Law Enforcement Services. I negotiated the contract with the Sheriff that was favorable to the City. I successfully handled the transition from Brooksville PD to the Sheriff and completed the deposition of police department assets.

- Reorganized 65% of the City to make it more efficient and effective.

- Led Staff efforts with Civics Plus to develop a **new website** for the City.

- Negotiated a new **Collective Bargaining Agreement** with Fire Union Local 4661 in 2020 and successfully guided the modification of a **Fire Assessment** methodology from the Availability Method to the Demand Method.

- In conjunction with the Florida Rural Water Association **developed new water and sewer rates** that were urgently needed and ultimately adopted by City Council.

- Prepared and developed the **Economic Development Strategic Plan** which was adopted by City Council in July 2020.

- Guided the preparation of new "state of the art "**procurement and personnel policy manuals t**hrough City Council.

- Guided the preparation and adoption of a new **compensation/classification plan** through City Council that corrected numerous salary structure problems within the City.

- Upon my arrival in Brooksville, I corrected many problems of the existing financial situation. The City had low reserves, had been overspending and was facing serious budget cuts and tax increases. Through my efforts, I built up reserves, overhauled spending practices and other financial remedies. Ultimately, the City was able to **reduce its millage rate by over 1 mill** during my tenure and City reserves are now at healthier levels.

- Created a new **Capital Improvements Plan** and set up a continuous **Roadway Management Plan** that provides yearly maintenance enhancements of deteriorated roadways.

Town Manager for the Town of Loxahatchee Groves October 2011-September 2014

The Town of Loxahatchee Groves is located in central Palm Beach County and was incorporated as Palm Beach County's 38th municipality on 6/23/06. The Town has a population of 3,185 (2013 Florida BEBR estimate) and comprises 12.5 square miles. The Town conducts its activities as a contract service municipality and I served as Town Manager conducting general management services for the Town through a management company. Specifically, these general management services included general administrative duties, Town Clerk, Finance; Planning and Zoning and Emergency Management. The Town also provided the following services through major contract vendors that I supervised and managed including: Law Enforcement and Fire Rescue via Palm Beach County; Solid Waste Management; Public Works; Code Enforcement; Engineering Services; and Building Services. A number of minor services were also provided including but not limited to Special Magistrate, auditing and debris removal services (with estimated employees of 150-200). The Town had four funds that comprised the Budget. These funds included a General Fund, Transportation Fund, Capital Improvements Fund, and Solid Waste Fund. The adopted budget for the Town's FY 15 General Fund was $2,095,897 and the budget for all funds was $4,873,466.

Accomplishments

- I was presented with the Awards of Financial Reporting Achievement by the Government and Finance Officers Association of the United States and Canada (GFOA) for **preparation of the Comprehensive Annual Financial Reports (CAFR)** for Fiscal Year Ended September 30, 2011; the Fiscal Year ended September 30, 2012; and the Fiscal Year ended September 30, 2013.

- I successfully guided Palm Beach State College through the Comprehensive Plan and development process for the purpose of permitting the College to build their fifth branch campus along with associated commercial development in the Town.

- Working with the Town Attorney, the Palm Beach County Sheriff's Office and other agencies, drafted new legislation and conducted code/police enforcement efforts to resolve a serious illegal equestrian manure dumping problem occurring throughout the Town.

- I led the efforts that implemented the conversion of the Town's wireless computer system and replaced such with new computer hardware and software; creation of a new website; and through a forensic data recovery firm recovered one terabyte of electronic files that were deleted due to mismanagement of the previous management firms.

- **Negotiated and brokered a verbal agreement with the Central Palm Beach County Chamber of Commerce to purchase and/or lease the Chamber Headquarters as the Town's new Town Hall.** At the end of my tenure, the Town Council agreed to move forward and purchase the facility.

- I implemented the Town's first **Capital Improvements Program and Budget.**

- Successfully guided the Town in the completion of construction for the 148th Culvert Bridge Project; the OGEM treatment (Open Grade Emulsified Mix) of ¾ mile sections of North Road; and OGEM resurfacing of Marcella Boulevard, Compton and Bryan Roads.

- Monitored and directed Town recovery activities during Tropical Storm Isaac.

- Served as the Town's Chief Procurement Officer and handled numerous procurements and bids including the bid for Solid Waste Services and the Request for Qualification (RFQ) under Florida CCNA requirements for various Town Engineering Services.

Deputy City Manager for the City of Belle Glade, Florida 2007-2011

The City of Belle Glade is located on the southeastern shore of Lake Okeechobee and is the largest city within the greater glades area of Palm Beach County. The City has a population of 17,107 (2009 Florida BEBR estimate) and comprises 4.65 square miles. The City's adopted total budget for fiscal year 2008-2009 was $26,030,111 and the City had 168 full time employees allocated throughout the various funds. As the Deputy City Manager, I worked under the direction of the City Manager and acted as Chief Executive Officer during the City Manager's absence. As Deputy City Manager, I served as a Chief of Staff for the City Manager, and I was responsible for review and coordination of City Commission business agenda items. I also served as the City's **Airport Manager** and **Emergency Manager**.

In addition to consulting and advising the City Manager about community/program needs, I was the **Project Manager** for several high profile projects including the **Belle Glade Boat Lock Design and the Strategic Business Plan for Belle Glade Airport.** I was also an appointed (by the Belle Glade City Commission) member of the Glades Utility Authority (GUA) Governing Board, an independent water / wastewater service provider to the Glades area. This Board was responsible for all business decisions of the Authority's 24 million dollar utility operation. In **November 2010, I was elected Chair of the GUA Authority Board by members of the Governing Board.**

Accomplishments:

- In conjunction with Palm Beach County Emergency Management, I coordinated the review, preparation and City Commission adoption of the **Continuity of Operations Plan (COOP)** for Emergency Operations.
- I played an instrumental role in the review, negotiations, amendment and City Commission adoption of an Interlocal Agreement with Palm Beach County and the cities of Pahokee and South Bay to create the Glades Utility Authority. This agreement essentially transferred the City's water and wastewater services to an independent utility authority.
- I led the efforts and program to have all City Staff trained in the basic FEMA courses dealing with Incident Command System (ICS) and National Incident Management System (NIMS).
- I handled negotiations with Palm Beach County for the creation of an **Interlocal Service Boundary Agreement (ISBA)** and in conjunction with this effort, prepared and

developed a new application format, procedures, and requirements related to the City's program for future annexation efforts.

- I coordinated the successful adoption and the Florida Department of Community Affairs (DCA) notice of intent compliance finding for the EAR based amendment to the comprehensive plan.
- I was responsible for guiding the adoption of the 2008-2009 Budget through the City Commission as the Acting City Manager and coordinated the completion the **2005-2006 Audit/CAFR t**hat 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.
- In conjunction with City Staff and the City Attorney, I led the review and negotiation of a tri-party **Interlocal Agreement** with Palm Beach County regarding the **construction of a civic center/branch library** within the City. I further supervised the coordination, permitting and construction inspections of the same.

Acting City Manager for the City of Belle Glade, Florida
September 3, 2008-November 2, 2008

I assumed the duties of Acting City Manager due to the City Manager being discharged.

Development Services Director for the Town of Davie, Florida 1999 to 2007

The Town of Davie known for its open space system and western theme development has a population of over 90,000 and an area of 35.6 square miles. My responsibilities included the administration and supervision of the Town's Planning and Zoning; Building Inspections; Code Compliance; and Engineering Services Divisions. I was responsible for the management of eighty (80) employees and a total department budget of $8,923,309 (FY 06-07). The Department served as staff support to the Planning and Zoning Board, Site Plan Committee, Unsafe Structures Board, and Special Magistrate Code Hearing Process.

Accomplishments:

- Successfully guided the preparation and adoption of the Town's **Housing** and **Transportation Elements** Amendments to the Comprehensive Plan. Florida DCA found the Amendments in compliance.
- Prepared, supervised and guided the adoption of the **Griffin Road Corridor Zoning District.** This mixed-use project was a major planning and design effort resulting from condemnation of Griffin Road Right of Way and the increase of a two (2) lane section into six (6) lanes. New mixed-use developments occurred along the corridor as a result.
- Successfully updated and revised staff planning reports to withstand legal challenges associated with Quasi-Judicial Hearings.
- Updated and revised code compliance mitigation guidelines for fairness and equity.

- Successfully guided the preparation of the **Citizens' Action Plan for the State Road 7 Corridor.**
- In conjunction with my Supervisory Management Team, developed and guided the preparation of the Development Services Department **Strategic Management Plan.**
- Principal author of the Town of Davie **Customer Service Guidelines.**
- Principal author and successfully guided the adoption of the Town's **Cost Recovery Program** related to Development Review Applications.
- Successfully guided and prepared the strategic plan relative to initiatives for **LEED /Green Planning and Sustainability** efforts in the Town.

Director of Growth Management for the City of Hallandale, Florida 1995 -1999

Accomplishments:

- Supervised the preparation of the City's 1995 Evaluation and Appraisal Report (EAR) as required by Florida Statutes. The South Florida Regional Planning Council review staff promoted the Report as a model for other cities to use.
- Prepared, supervised, and implemented a City-wide strategic improvement program/plan- **A Comprehensive Approach to Code Enforcement.**
- Successfully amended, reformatted and guided legislation adopting a **Minimum Property Maintenance Occupancy Code** through the City Commission. The Project had languished for over 8 years prior to my involvement.

Community Development Director for the City of Titusville, Florida 1991-1995

Accomplishments:

- Successfully completed the **City's Land Development Regulations** and guided this legislation as well as **City-wide Administrative Rezonings** through the City Council in accordance with State Law.
- Supervised the completion of **Titusville Commons Parking Facility and Sylvan Park Community Center.**
- Guided the successful completion of the planning phases for the **Space Walk of Fame Riverwalk Project.**

Planning and Development Director for the City of Greenacres, Florida 1984-1991

Accomplishments:

- Successfully guided the passage of legislation that amended the majority of the Zoning Ordinance, initiated growth control measures and administratively rezoned the majority of the City.
- During my tenure, I was responsible for the review and site planning of over **1 million square feet of commercial and shopping center development.**

- Successfully completed the City's Comprehensive Plan pursuant to the 1985 Growth Management Act. The Plan was completed almost entirely in-house.

Planning and Management Consultant, Diversified Planning Consultants, Lake Worth, Florida 1985-1991

Senior Planner in the Current Planning Division of the Sarasota County Planning Department 1982-1984

Assistant Executive Director for the City of Wilkes-Barre, Pennsylvania Department of Planning and Development 1978-1982

Research Analyst for the City of Wilkes-Barre, Pennsylvania Department of Planning and Development 1977-1978

SPEECHES AND PRESENTATIONS

- Presentation on "**Local Government and Private Consultants Working Together"** at the 2007 Florida Planning and Zoning Association Annual State Conference.
- Presentations on "**Visions and Realities; Let's Make a Deal" Rethinking Redevelopment in a Changing Market** at the 2007 Broward Alliance Redevelopment Conference.
- Presentation on **"Linking Land Use-Plans and Regulations"** Classroom on Wheels seminar series, Sarasota Vocational Center.
- Speech on **"Small City Planner's Perspective on Doing the Comprehensive Plan In-House"** at the Florida League of Cities seminar on Comprehensive Planning-The Nuts and Bolts Problems.
- Speech on **"Architectural Review and Community Appearance Boards"** at the Florida Planning and Zoning Association Annual Conference.
- Numerous other presentations before various organizations bodies and social clubs.

ADDITIONAL COMMUNICATION SKILLS

Holder of a 3rd class Radiotelephone Broadcast License through the Federal Communications Commission

EDUCATION

Master of Public Administration with Honors, Florida Atlantic University
Master of Regional Planning, The Pennsylvania State University
Bachelor of Arts in Urban Affairs, Wilkes College (currently Wilkes University)

Continuing Education:

The Certificate in Public Sector Human Resource Management

The Certificate in Internal Investigations, Council on Education in Management in Association with the George Washington University, School of Business and Public Management
Certificate in Process Management, University of Florida Leadership Development Institute
Certificates from the Emergency Management Institute, FEMA in the following study courses:

IS-00100.a	Introduction to the Incident Command System, ICS-100
IS-00100.PWa	Introduction to the Incident Command System ICS-100 for Public Works
IS-00200.a	ICS for Single Resources and Initial Action Incidents, ICS-200
IS-00700.a	National Incident Management System (NIMS) and Introduction
IS-00800.b	National Response Framework, Introduction
G-300	Intermediate Incident Command for Expanding Incidents
G-400	Advanced ICS for Command and General Staff: Complex Incidents

Certificate of Achievement from the National League of Cities Emergency Management Training Program PER-284 Crisis Leadership for Local Officials NLCI

OTHER EDUCATION AND TRAINING

Numerous Certificates and Educational Units obtained can be furnished upon request.

PROFESSIONAL AFFILIATIONS

- Governing Board Member- Glades Utility (GUA) –Independent Governmental Authority responsible for providing water/wastewater services for the cities of Belle Glade, Pahokee, and South Bay, and the unincorporated areas of Palm Beach County (Glades area) 2009-2011. **I was elected Board Chair in November, 2010.**
- American Planning Association
- American Institute of Certified Planners, Certification No. 4501
- International City/County Management Association (member number 247890)
- Florida City and County Management Association
- Palm Beach City County Management Association
- Florida Chapter of the American Planning Association
- Society for Human Resource Management
- Florida Government Finance Officers Association
- Urban Land Institute
- Davie/Cooper City Rotary Club, member 1999-2007, Board of Directors member 2006-2007
- Town of Davie, Elected member, Board of Trustees, Management & General Employees' Pension, 2007
- Brooksville Kiwanis Club member and member of Board.

Barry L. Lewis
South Yarmouth, MA
barrylancelewis74@yahoo.com | (305) 942-6804

Dear Select Board,

I am writing to express my interest in the Town Manager position with the Town of Juno Beach. With over 25 years of progressive public and private sector and organizational leadership experience, a Master of Business Administration, and advanced certification in public management, I offer the strategic vision, operational expertise, and collaborative leadership essential for this role.

My career reflects a sustained commitment to public leadership and community-centered governance:

- MBA Johnson & Wales University— Served as student body president during my MBA at Johnson & Wales University, advocating for graduate student interests and facilitating cross-departmental collaboration.
- MMA/Suffolk University Public Leadership Certification — Currently completed advanced coursework in municipal management, public finance, and intergovernmental relations.
- Edward J. Collins Jr. Center for Public Management — Certified in public leadership with training in governance best practices, ethical decision-making, and organizational effectiveness.

As Acting Director of Health for the Town of Yarmouth, I lead a department of eight professionals responsible for regulatory enforcement, grant administration, and community health programming. I manage a $60,000 human services grant portfolio supporting twelve nonprofit partners and represent the town on regional task forces addressing complex public health challenges, including hoarding intervention and environmental sustainability. My experience enforcing state and local health codes—and collaborating with the Massachusetts Department of Public Health on communicable disease investigations—has deepened my understanding of intergovernmental coordination and regulatory compliance

I am experienced in building coalitions across municipal departments, nonprofit organizations, and community stakeholders. My work on homelessness and opioid addiction education programs reflects my belief that effective public leadership requires listening, partnership, and a commitment to inclusive solutions.

I am eager to bring my experience in municipal operations, strategic planning, and community outreach to support the Town of Juno Beach's goals. Thank you for considering my application. I welcome the opportunity to discuss how my background can contribute to your organization's continued success.

Sincerely,
Barry L. Lewis

Barry L. Lewis
27 Captain York Road, South Yarmouth, MA 02664
(305) 942-6807 | barrylancelewis74@yahoo.com

PROFESSIONAL SUMMARY

Accomplished MBA graduate with over 25 years of leadership experience in municipal operations, public health, and strategic planning. Currently enrolled in MMA/Suffolk University Public Leadership and Management Certification Course. Proven success in budgeting, regulatory compliance, and cross-functional collaboration to drive organizational efficiency. Skilled in implementing community health initiatives and fostering inter-departmental partnerships..

CORE COMPETENCIES

- **Public Health Leadership:** Oversight of municipal health operations, including grant administration, regulatory enforcement, and team mentorship.
- **Strategic Planning & Budgeting:** Experience in fiscal management, including FY 2025 budget preparation and $90K in human services grant allocation.
- **Regulatory Compliance:** Proficient in enforcing state/local health codes, environmental standards, and food safety protocols.
- **Stakeholder Collaboration:** Skilled in fostering partnerships with municipal departments, nonprofits, and community organizations to achieve shared goals.
- **Operational Optimization:** Demonstrated ability to streamline processes in healthcare, hospitality, and food service sectors, enhancing service delivery and cost efficiency.

PROFESSIONAL EXPERIENCE

Town of Yarmouth, MA
Director of Health | July 2023 – Present

- Have lead department in absence of Health Director to ensure excellent continuous service to the community
- Supervise a team of eight health agents conducting inspections across food safety, housing, and environmental compliance areas.
- Manage $60,000 in Human Services Grants, distributing funds to 12 nonprofits that support community health initiatives.
- Represent the Cape Cod Hoarding Resource Network, contributing to regional strategies for hoarding disorder intervention and resource coordination.
- Committee member on the Plastic Reduction Task Force

Town of Dennis, MA
Health Agent | April 2019 – July 2023

- Enforced Massachusetts sanitary codes through over 150 annual inspections of food establishments, septic systems, and rental properties.
- Collaborated with state agencies to investigate foodborne illnesses and assess coastal water quality, ensuring public health safety.
- Reviewed septic system designs, issued permits, and advised the Board of Health on variance requests and code compliance.

US Foods, Cape Cod, MA
Territory Manager | July 2016 – March 2019

- Drove revenue growth from $2.5M to over $4M by expanding market reach and implementing successful customer retention initiatives.
- Negotiated vendor contracts to reduce client costs by $60K annually while improving service delivery and customer satisfaction.

Health Care Services Group, Hyannis, MA
Director of Food Service | July 2012 – June 2016

- Managed dining operations for a 103-bed healthcare facility, overseeing meal planning in collaboration with nutritionists and ensuring compliance with ADA regulations.
- Streamlined food service operations, improving efficiency and resident satisfaction in line with regulatory standards.

Sand Dollar Bar & Grill
Owner/CEO | June 2009 – 2012

- Scaled a startup to $600K in seasonal revenue by innovating the menu and optimizing operational efficiencies.
- Managed all aspects of the business, including staffing, training, and financial oversight, leading to increased customer loyalty and business growth.

BJ's Wholesale Club
June 2005-June 2009

- *BJs 'Human Resources & Customer Service Manager*
  Directed HR and customer service operations for a team of 115 employees,
- managing a $60 million budget.
- Led recruitment, training, employee relations, and performance management initiatives.
  Ensured top-tier customer satisfaction and operational efficiency while aligning HR strategies with company goals.

EDUCATION & CERTIFICATIONS

Johnson & Wales University, Providence, RI
Master of Business Administration (MBA)

MMA/Suffolk University Public Management Leadership
Certification in Public Management | Presently enrolled

Edward J. Collins Jr. Center for Public Management
Public Leadership Certification | 2024

Southeast Missouri State University, Cape Girardeau, MO
Bachelor of Science in Business Management | Minors: Health & Leisure, Criminal Justice

Cape Cod Community College
Associates Degree in Coastal Zone Management | 2025

DAVID M. LYNCH
441 SE FIRST AVE.
POMPANO BEACH, FL 33060
Phone (330) 770-2833
davidmlynch216@gmail.com

2026 MANAGEMENT AWARD—SOUTH FLORIDA'S TOP WORKPLACE AWARD FROM *SUN SENTINEL NEWSPAPER*

2023 WINNER TRUMBULL COUNTY REGIONAL INFRASTRUCTURE LEADER AWARD

PRESIDENT OF THE OHIO MUNICIPAL LEAGUE REPRESENTING ALL OHIO CITIES

SELECTED AMERICA'S MOST OUTSTANDING YOUNG MAYOR BY THE UNITED STATES JUNIOR CHAMBER OF COMMERCE

2024-2026	**City Manager –PEMBROKE PARK, FL**
2022-2024	**Muni-Grants Director-Govt. Contract Specialists**
2018- 2021	**Newton Falls (Population 5,000) City Manager 3 YEARS**
2009-2017	**Municipal Economic Development Consultant-Guiding Projects in Collier County, Florida-CONTRACT SPECIALIST**
1997-2008	**POLITICAL COMMENTATOR (Channel 3 News, Fox 8 News)**
1997–2002	**LAW DIRECTOR, WESTLAKE, OHIO (Population 31,000) (Oversaw legal requirements and contracts for construction of Westlake's New $13 million Community Center)**
1988 – 1995	**MAYOR OF THE CITY OF EUCLID (Population 68,000) FULL TIME SERVING AS CHIEF OPERATING OFFICER**
1985 – 1987	**COUNCILMAN, City of Euclid Ward III**
1982 – 1984	**ASSISTANT PROSECUTING ATTORNEY/ ASST. LAW DIR. City of Cleveland-CODE/CONTRACT SPECIALIST**

EDUCATION

GEORGETOWN UNIVERSITY LAW SCHOOL
Washington, D.C.
Juris Doctor Degree

JOHN CARROLL UNIVERSITY
20700 N. Park
University Heights, Ohio
B.A. Degree in English Literature, *Minor in Art History*
***Magna Cum Laude* (*Spanish Language Winner*)**

AREAS OF FOCUS

FOUNDED THE SHORE CULTURAL CENTRE, OHIO'S NUMBER ONE RESTORED BUILDING CULTURAL CENTER

FORMER COUNTY PLANNING COMMISSION MEMBER

NAACP LIFETIME MEMBER

FORMER REGIONAL GOVERNMENT CONSULTANT FOR CUYAHOGA COUNTY

Instructor for *Economic Development Incentives* for the OHIO MUNICIPAL ATTORNETS ASSOCIATION

ACCOMPLISHMENTS & AWARDS

Bylaws Committee Member—BROWARD COUNTY CITY MANAGER'S ASSOCIATION

Author of SNOWBALL'S CHANCE, *Faulkner Press* Amazon.com—A TALE OF MUNICIPAL POLITICS AND RACISM IN LOCAL GOVERNMENT

CAFR Recipient For Outstanding Transparency and Accuracy in Municipal Financial Reporting for Municipalities from The Government Finance Officers Association (GFOA)

NEWTON FALLS: CITATION FREE AUDIT EVERY YEAR OF GOVERNANCE

Negotiated Scope (Senior Citizen Opportunity for Personal Endeavors) Contract

Initiated and Implemented First AMI Metering program in Trumbull County for Water and Electric utilities

Highest Infrastructure Grant funding level—Set Record for Fastest within Budget Project Completion Rate in State

Negotiated *Luxaire* Corporation Annexation Incentive Agreement

Recognized for *Venture Plastics* Corporation Manufacturing Economic Development project creating 300 Jobs

Initiated first Municipal Fiber Optic System in Trumbull County—IN FEASIBILTY STUDY

CUYAHOGA COUNTY SOLID WASTE DISTRICT MEMBER

MEMBER OF OHIO BOND ISSUANCE GRANT COMMITTEE *(OPWC)*

President of The Ohio Municipal League, representing all cities in the State of Ohio

CREATED 3000 NEW JOBS: LINCOLN ELECTRIC NEW INTERNATIONAL HEADQUARTERS

Cleveland Heights High School Hall of Fame

DAVID LYNCH REFERENCES

One. Kathy King, City Manager, Phone 330-442-7123, rkajking@aol.com

Two. Pembroke Park Finance Director James Davermann, 718-781-0453, James.Davermann@gmail.com

Three. Pembroke Park Town Attorney Jacob Horowitz, 954-771-4500, jhorowitz@gorencherof.com

Four. Former Newton Falls Law Director Joe Fritz, Phone 330-509-0609, joepaint@aol.com

Five. Newton Falls Police Chief Gene Fixler, Phone 216-215-5691, chief.fixler@gmail.com.

Six. Newton Falls Current Mayor David Hanson Ph. 330-307-5433 dhanson1919@yahoo.com

JONATHAN H. LYNN, MPA, CPM, ICMA-CM
25 Gentle Ln • Winder, GA 30680
678-618-5406 • JonathanHLynn@outlook.com

July *6,* 2026

Mayor and Town Council
340 Ocean Drive
Juno Beach, FL 33408

RE: Town Manager Recruitment – Juno Beach, Florida

Dear Mayor and Members of the Town Council:

Exceptional communities deserve leaders who understand that preserving what makes a place special requires both thoughtful stewardship today and strategic preparation for tomorrow. That philosophy has guided my career in local government and is what draws me to the opportunity to serve as Town Manager for Juno Beach.

Throughout more than fifteen years of municipal executive leadership, I have led full-service local governments through periods of organizational change, major infrastructure investment, financial planning, and emergency response. Most recently, as City Administrator for the City of Winder, Georgia, I directed municipal operations serving approximately 21,000 residents, more than 230 employees, and a combined operating budget exceeding $115 million while overseeing utilities, public safety, engineering, planning, finance, and community services.

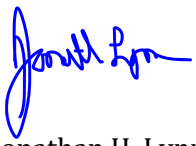
I believe the most effective managers are trusted advisors to their governing body who provide objective recommendations, transparent communication, and disciplined execution while respecting the vision and policy direction established by elected officials. My leadership style is collaborative, approachable, and grounded in accountability. I work to build consensus, foster high-performing teams, and ensure residents have confidence in the decisions their local government makes on their behalf.

An area of particular strength throughout my career has been emergency management and organizational resilience. I have led municipal preparedness efforts for hurricanes, severe weather events, and other emergencies by coordinating cross-departmental operations, maintaining continuity of government, managing emergency communications, collaborating with state and regional partners, and supporting rapid recovery efforts. Those same principles strengthen day-to-day municipal operations and position communities to respond confidently when challenges arise.

Juno Beach's commitment to exceptional public service, environmental stewardship, fiscal responsibility, and preserving its unique coastal character strongly aligns with my own leadership philosophy. I would welcome the opportunity to partner with the Town Council, staff, and residents to continue that tradition while thoughtfully preparing the Town for the opportunities and challenges ahead.

Thank you for your consideration. I look forward to the opportunity to discuss how my experience, collaborative leadership style, and commitment to public service can support Juno Beach's continued success.

Respectfully,



Jonathan H. Lynn, MPA, CPM, ICMA-CM

JONATHAN H. LYNN, MPA, ICMA-CM, CPM

Strategic Leadership | Capital Project Delivery | Organizational Excellence | Economic Development
25 Gentle Ln., Winder, GA 30680 • 678-618-5406 • JonathanHLynn@outlook.com

EXECUTIVE SUMMARY

ICMA-CM credentialed local government executive with more than twenty years of progressive leadership experience, including over a decade serving as a City and County Manager and leading complex municipal organizations. Proven success partnering with elected officials, executive leadership teams, and community stakeholders to implement strategic priorities, oversee transformative capital projects, strengthen organizational performance, and deliver exceptional public services. Recognized for translating policy into action through collaborative leadership, fiscal stewardship, and a results-oriented approach to organizational excellence.

CAREER HIGHLIGHTS

- Led implementation of financing strategies supporting more than $60 million in infrastructure and public safety investments.
- Advanced development of a one-billion-gallon regional reservoir initiative supporting long-term growth and water security.
- Partnered to recruit a $300 million industrial investment projected to create approximately 740 jobs.
- Directed more than $7 million in CDBG-funded infrastructure improvements.
- Implemented a citywide Director Roadmap and performance management framework emphasizing accountability and leadership development.

CORE COMPETENCIES

Executive Leadership	Strategic Planning	Budget & Finance
Capital Project Delivery	Economic Development	Cross-Department Operations
Organizational Development	Intergovernmental Relations	Performance Management
Executive Team Leadership	Infrastructure & Utilities	Policy Implementation

PROFESSIONAL EXPERIENCE

CITY OF WINDER, GEORGIA

City Administrator | September 2024 – June 2026

Population: 21,000 | Employees: 230+ | Combined Budget: $115 Million | Utilities: Water, Sewer, Gas, Stormwater & Sanitation

- Executive leader coordinating citywide operations, strategic initiatives, and organizational performance for a rapidly growing full-service municipality.
- Advanced planning and development of a one-billion-gallon regional reservoir project.
- Implemented a long-range capital financing strategy supporting more than $60 million in infrastructure investments.
- Established a citywide Director Roadmap and performance management initiative.
- Led organizational restructuring and executive recruitment initiatives enhancing service delivery.
- Collaborated with local, regional, and state partners to advance infrastructure and economic development.

CITY OF RINCON, GEORGIA
City Manager | September 2022 – September 2024

Population: 13,000 | Employees: 120 | Budget: $30 Million | Utilities: Water, Sewer & Sanitation

- Led citywide operations and strategic initiatives for a growing Savannah metropolitan community.
- Established the City's first Information Technology Department.
- Enhanced compensation and budget operations while maintaining fiscal stability.
- Partnered with regional stakeholders to recruit a $300 million industrial investment creating approximately 740 jobs.

CITY OF HOGANSVILLE, GEORGIA
City Manager | July 2020 – June 2022

Population: 3,500 | Employees: 60 | Budget: $20 Million | Utilities: Water, Sewer, Gas, Electric & Sanitation

- Directed municipal operations and cross-functional service delivery.
- Reduced annual debt service obligations by approximately 25 percent.
- Directed more than $7 million in CDBG-funded infrastructure improvements.
- Advanced downtown redevelopment and utility modernization initiatives.

ADDITIONAL EXECUTIVE & SENIOR LEADERSHIP EXPERIENCE

- County Administrator — Surry County, Virginia (2019-2020)
- Town Manager — Town of Tyrone, Georgia (2017-2018)
- Community & Development Services Director — City of Douglasville, Georgia (2015-2017)
- Development Services Supervisor — City of Woodstock (2015**)**
- Senior Consultant / Affordable Housing Programs Manager — WFN Consulting (2012-2014)
- Financial Analyst II — Gwinnett County Government (2011)
- Planning & Zoning Manager — City of Tybee Island (2009-2011)
- Community Improvement Director — City of Waycross (2007-2009)
- Mitigation / Grants Manager — State of Georgia (2004-2006)
- Regional Planner — Heart of Georgia-Altamaha Regional Commission (2004)

EDUCATION, CREDENTIALS & PROFESSIONAL LEADERSHIP

- Master of Public Administration, Georgia Southern University
- Bachelor of Arts in Political Science, Georgia Southern University
- ICMA Credentialed Manager (ICMA-CM)
- Certified Public Manager (CPM), University of Georgia
- Memberships: ICMA and GCCMA
- Georgia City-County Management Association
- Graduate, Leadership Douglas County and Leadership Barrow County

Tailored for the City Manager recruitment process for the City of Villa Rica, GA
References and project portfolio available upon request.

Tracy Miller

727 Swilley Loop, Plant City, FL 33567 | 813.857.8466 | millerlocalgovconsulting@gmail.com

July 10, 2026

Members of the Town Council
Town of Juno Beach
Juno Beach, Florida

Dear Mayor and Members of the Town Council:

I am writing to reaffirm my interest in serving as the next Town Manager for the Town of Juno Beach. As the Town has reopened the recruitment process, I welcome the opportunity to submit my updated qualifications for your consideration. Throughout more than thirty years of service in Florida local government, I have built a career centered on collaborative leadership, organizational excellence, fiscal stewardship, and delivering exceptional public service, qualities that closely align with the expectations of Juno Beach's next Town Manager.

My executive leadership experience includes serving as Assistant City Manager for the City of Bartow, where I helped oversee a full-service municipality providing police, fire, electric, water, wastewater, public works, parks and recreation, community development, finance, and administrative services. During my tenure, I led organization-wide modernization initiatives that included implementing strategic planning and performance management systems, developing a program-based budget, enhancing financial transparency, modernizing human resources, overseeing enterprise technology implementation, and strengthening organizational accountability. These initiatives improved operational effectiveness while maintaining a strong focus on customer service and responsible fiscal management.

Prior to Bartow, I served Sarasota County and the City of Oldsmar in executive strategy and assistant city management roles. While working in both of these governments I dealt with many of the coastal issues that Juno Beach faces today. Those experiences strengthened my expertise in strategic planning, organizational development, environmental stewardship and community planning, public engagement, budgeting, capital planning, performance management, and facilitating productive relationships between elected officials, staff, and the community. Throughout my career, I have worked successfully in council-manager and commission-manager environments where collaboration, trust, transparency, and responsiveness are essential to effective governance.

Today, as Vice President of Member Experience with the Alliance for Innovation, I work with local governments throughout the country to help organizations prepare for future challenges through innovation, leadership development, comparative research, strategic planning, and organizational improvement. This role has broadened my perspective on leading practices while allowing me to remain deeply connected to the evolving challenges facing Florida municipalities. It has reinforced my belief that successful local government leadership begins with listening, building relationships, and creating an organizational culture focused on service, accountability, and continuous improvement.

Juno Beach's reputation for exceptional quality of life, environmental stewardship, financial stability, and responsive government is precisely the type of community I would be honored to serve. I appreciate the Town's emphasis on maintaining its unique character while continuing to provide outstanding municipal services. My leadership philosophy is built upon collaboration, transparency, thoughtful decision-making, and empowering talented staff to deliver excellent results for residents.

Tracy Miller

727 Swilley Loop, Plant City, FL 33567 | 813.857.8466 | millerlocalgovconsulting@gmail.com

I would welcome the opportunity to discuss how my experience can help the Town continue its tradition of exceptional governance while preparing thoughtfully for future opportunities. Thank you for your time and consideration. I look forward to speaking with you.

Respectfully,
Tracy Miller

TRACY MILLER

Vice President of Member Experience, Alliance for Innovation (Contract)

727 Swilley Loop, Plant City, FL

813.857.8466

millerlocalgovconsulting@gmail.com

Linkedin.com/in/tracy-miller-810413a/

EDUCATION

MS Technology and Innovation Management
University of Tampa, FL
2006

BA Political Science
SUNY Stony Brook, NY
1992

MEMBERSHIPS

Florida Women Leading Government
Secretary
January 2023 to Present

ICMA
Full Member
January 2009 to Present

FCCMA
Full Member
January 2007 to Present

AWARDS

Big Props Award – Water Quality Summit
2019 | Sarasota County, FL

If You Care You Do Award
2019 | FCCMA

STAR Award
2016 | Sarasota County, FL

Four PIT Team Service Awards
2016, 2017, 2019 | Sarasota County, FL

FCCMA Service Award
20013 | FCCMA

American Legion Citizenship Award
1988 | Comsewogue SHS

SUMMARY

Innovative local government leader with an entrepreneurial mindset, committed to community building, collaborative problem-solving, achieving results and service driven leadership.

PROFESSIONAL EXPERIENCE

VICE PRESIDENT OF MEMBER EXPERIENCE — MARCH 2026 - PRESENT

Contract, Alliance for Innovation

- Reinvigorate the non-profit mission, vision and business model of the Alliance for Innovation to serve a national community of local government innovators
- Develop and implement the engagement strategy to stabilize the membership and provide innovation services to local governments nationwide
- Deliver technology solutions to include invention of a robust online community that features content, discussion, learning and member connections
- Conduct comparative research on topics of importance to members
- Participate in Board member relations

ASSISTANT CITY MANAGER — MARCH 2024 – MARCH 2026

City of Bartow, FL

- Second in command of full-service city providing services in Community Development, Police, Fire, Code Compliance, Parks and Recreation, Library, Electric, Water, Wastewater, Solid Waste, Roads, Stormwater, and a full compliment of internal services
- Modernized Human Resources system to become an Employer of Choice through creation and implementation of three pillars including:
    - Career Ladder and Position Classification System
    - Broadband Pay and Step Plan unified across the organization
    - Development of Human Resources Policies, Procedures and Guidelines
- Implementation of platform technology for Enterprise Resources Planning, Human Resource Management and Web-based Services
- Development of strategic planning, performance management and project management systems
- Overhaul of a line-item budget to a program-based budget for wider transparency to include improved fund management
- Development of a public transparency dashboard to track organization-wide major initiatives and key performance measures

DIRECTOR OF STRATEGIC INITIATIVES AND PPP — JUNE 2023 TO MARCH 2024

City of Bartow, FL

- Assess city systems to provide holistic solutions and modernize policies and practices
- Recruit and promote new management team for key leadership replacements
- Improve communication tactics and citizen engagement strategies
- Development project management tracking and accountability

TRACY MILLER

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SKILLS

Strategic Planning
Performance Management
Organization Development
Technology Innovation
Facilitative Leadership
Financial Management
Economic Development
High Performance Organization
Long-Range Planning
Project Management
Utility Management
Program Budgeting
Capital Planning
Process Improvement
Roadmapping
Systems Thinking
Trends Analysis
Public Policy
Marketing
Collaboration
Public Speaking
Community Development
Citizen Engagement
Customer Service
Organizational Design
Comparative Research
Benchmarking
Peer Review
Data Analysis
Communication Planning
Recruiting
Talent Development
Technical and Creative Writing
Conference and Event Planning

PROFESSIONAL EXPERIENCE (CONTINUED)

ASSISTANT CITY MANAGER — SEPTEMBER 2022 – MARCH 2023

City of Oldsmar, FL

- Developed and formulated an enterprise-wide strategic plan
- Built a performance dashboard to track organization wide monthly reports, performance measures, strategic plan items and capital improvement projects
- Developed a ground-breaking Community Engagement Guide that matches with the IAP2 Model for Public Participation
- Worked in Collaboration with the local chamber of commerce to carry out deliverable in the Business Assistance Program to include the planning and facilitation of the first annual Economic Summit
- Developed the City of Oldsmar's first annual citizen and business satisfaction survey

MANAGER OF STRATEGY DEVELOPMENT — JULY 2015 TO SEPTEMBER 2022

Sarasota County, FL

- Manage Sarasota County's strategic planning efforts including development and implementation of the strategic plan, leadership of the performance management program, identification, tracking and reporting of the annual action agenda and development of a robust performance dashboard
- Reported in the Office of Financial Management from May 2013 to October 2018 as a pivotal member of the leadership team directing strategy for the Budget process
- Member of County Administration from October 2018 to September 2022 as the leader of all strategy programs for the County
- Lead and manage change efforts through Process Improvement Teams (PIT) designed to increase efficiency and effectiveness of key operations utilizing continuous improvement principles
    - PIT projects include: Disposal of Surplus Vehicles, Development Review Cycle Times, Housing Affordability Study, Creation of a Methodology for Billable Hours for Real Estate Services, Policy Governing use of Security Cameras, Review of County Property for the Potential to Surplus, Streamlining Permit Process, Records Retention and Consolidation of County Call Centers
- Create a talent pipeline and develop internal leadership capacity of high potential employees through the Employee Input Group (EIG)
- Facilitate department level strategy development for eighteen BOCC departments to prepare future roadmaps and action plans at the functional level
- Prepare all county administration strategy-based messaging for the elected body and the public within the budget, quarterly and annual reports

STRATEGIC MANAGEMENT ADVISOR — MAY 2013 TO JULY 2015

Sarasota County, FL

- Implement an enterprise-wide strategic planning process to develop organizational goals, strategies and major initiatives
- Invent an innovative strategic planning model that was used daily to reinforce strategic thinking throughout the organization
- Facilitate the development of a comprehensive performance management program to include the implementation of mission and vision, objectives, performance measures and major initiatives aligned to county goals for all BOCC departments
- Developed a revamped design of the county budget document to be a more citize friendly and appealing publication

TRACY MILLER

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TECHNOLOGY SKILLS

Microsoft Suite
Adobe Creative Suite
SmartSheet
Kronos
Workday
NeoGov
OpenGov
ZenCity
ClearPoint Strategies
Asset Management (Cartegraph)
See Click Fix
Agenda Management
Social Media Platforms Access
Microsoft Project
Web Programming
GIS

REFERENCES

Jonathan Lewis
County Administrator
Sarasota County, FL

Tray Towles
Assistant City Manager
Bartow, FL

Jill Silverboard
Deputy County Manager
Pinellas County, FL

Michael Wilkes
President/CEO
Alliance for Innovation

PROFESSIONAL EXPERIENCE (CONTINUED)

FLORIDA INNOVATION GROUP REGIONAL DIRECTOR — MARCH 2005 TO MAY 2013

Alliance for Innovation

- Manage member relationships for 40 local government organization-wide members representing more than 3,500 practitioners in Florida and Georgia
- Organizational strategic planning, budgeting and program delivery
- Conduct field visits, on-site consulting, facilitate strategic planning sessions, conduct customer service sessions, and lead citizen roundtables in aiding local government members grow innovation capacity
- Participate in the development of the Innovation Academy for local government teams
- Florida City/County Manager's Association liaison to include participation in technology development, annual conference planning and professional development committee

TECHNOLOGY DIRECTOR — JULY 2007 TO MAY 2013

Alliance for Innovation

- Lead large-scale technology projects including internal and web-based technology implementations
- Delivery of all online systems including multiple social media platforms, content management systems and association management systems
- Create, implement and manage an online knowledge communication for more than 10,000 local government practitioners in collaboration with the International City/County Management Association
- Implement e-learning program including production and program delivery for all corporate webinars, yielding the company in excess of $1.3 million dollars of new revenue
- Responsible for establishing online brand identity including the development of fifteen versions of Internet presence from 1995 to 2010
- Manager of additional sites hosted by the Alliance including tlgconference.org and fccma.org

DIRECTOR OF INFORMATION RESOURCES/INQUIRY SERVICE — MAY 1993 TO JULY 2007

The Innovation Groups

- Responsible for development of two online knowledge repositories, management of the Inquiry Service and development of the research packet program
- Creation and implementation of all knowledge based products resulting in more than one million dollars of new revenue
- Manage the process of more than 2,200 local government research requests annually
- Supervise the team of researchers to include recruiting, training, performance appraisals and work monitoring and management.
- Conduct large scale internet surveys to include development of an extensive peer matching service for local governments
- Development of a comparative performance management program for data analytics and peer review
- Develop vendor relationships in pursuit of the creation of information-based prod

CHARLES (CHAD) D. MORRIS

COMMUNICATOR • LEADER • COORDINATOR

PROFESSIONAL PROFILE

Accomplished leader with more than 25 years of service in the public and private sector. More than 15 years of progressively responsible local government management experience. Demonstrates high level communication skills, the ability to think strategically, and political acumen. Values creativity, flexible thinking, and resiliency. Proficient at finding innovative solutions to challenges, developing relationships, and building and empowering teams.

RELEVANT EXPERIENCE

City of Milton-Freewater, Oregon • May 2024 – Oct. 2025

City Manager -- Chief Administrative Officer for the City. Senior appointed officer, responsible for all day-to-day operational decisions and all personnel actions. Oversee all operational departments including Public Safety, Public Works, Administration, Finance, Library, Water, Sewer, Electric, Solid Waste, and Community Development. Facilitated Strategic Visioning process.

City of Niceville • Niceville, FL • 2001 – 2024

DEPUTY CITY MANAGER - 2023 – 2024, DIRECTOR OF PURCHASING - 2009 – 2024, DIRECTOR OF INFORMATION SYSTEMS- 2001 - 2024

Deputy City Manager -- Title became official in February 2023 to reflect duties performed for several years previous. Serves as strategic advisor for senior leadership, develops public-private partnership opportunities, represents the City when requested by management, and seeks to increase visibility of the organization. Involved in development, review, and presentation of annual city budget. Fosters relationships with stakeholders, senior leadership, and elected officials.

- **2001 - 2024 -- Information Systems Director** - Coordinates with Information Systems Department and other city staff to develop solutions that solve technology related challenges. Understands business processes of all municipal departments to implement appropriate resources.
- **2009 - 2024 -- Purchasing Director** - Establish proper processes to ensure that all applicable laws and requirements are satisfied. Monitors and understand operations and ongoing activities in all departments to assist in procuring needed goods and services.
- **2012 - 2024 -- Project Manager - Special Projects** - Lead teams to plan, budget, implement, and manage projects with multiple department involvement. Facilitates cooperation and scheduling within and between involved departments. Coordinate labor and material acquisition as required to successfully accomplish project goals.
- **2014- 2024 -- Grants management --**Manages some grants applied for by the City. Researches, plans, communicates, budgets, and evaluates grant opportunities as part of the grant team and process.

EDUCATION

Master of Public Administration
Management
Troy University

B.S.B.A. Business Administration
Accounting
University of West Florida

RELEVANT TRAINING

Certified Government Chief Information Officer Program

Administrative Law

Labor Relations Mediation and Negotiation

Organizational Analysis

Policy Formation & Implementation

Policy & Program Research

Governmental Budgeting & Finance

Personnel Management

FEMA/NIMS 100 & 200

PROFESSIONAL MEMBERSHIPS

ICMA

OCCMA

NIGP

CHAD D. MORRIS

COMMUNICATOR • LEADER • COORDINATOR

RELEVANT EXPERIENCE - Continued

Owner - SR Technologies
Milton, FL • 1998 - 2003

Accounting Manager - Graves & Carlos, Architects and Engineers
Pensacola, FL • 1997 - 1998

Lead Caregiver - Santa Rosa Community School - SRCSD
Milton, FL • 1988 - 1997

Enlisted - US Army and US Army Active Reserves
1986 - 1990

RELEVANT SKILLS

COMMUNICATIONS

- Communicates professionally and effectively with staff, management, council members, and citizens to aid in task completion, project management, conflict resolution, and information dissemination.
- Proactively works with teams, departments, and outside consultants to create and execute work plans, budgets, performance metrics, and policies and procedures.

PLANNING / BUDGETING

- Developed department plans for continuity of operations.
- Involved in city-wide budget development as well as individual departments.
- Developed policies and procedures for department operations.

LEADERSHIP

- Understand and use delegation to increase productivity and efficiency.
- Utilize strategic thinking processes to research and evaluate potential solutions to needs or issues
- Able to develop creative solutions to opportunities and adapt to changing needs and situations.
- Team leader for signal team in US ARMY Active Reserves 1988-1990

MAJOR PROJECT INVOLVEMENT

- Project Manager for Niceville Senior Center Construction
- Project and Grant Manager for John Sims Pkwy Median Beautification Project - FDOT grant
- Restore Act Grants lead for Niceville Landing land acquisition.

Volunteer Work

- Niceville/Valparaiso Rotary Club
  (2018- 2024)
- Milton-Freewater Rotary Club (2024-present)
  Board member 2025-present
- Pine Terrace Baptist Church Treasurer
  Approx. 2000 – 2008

BOARDS/COMMITTEES

- Central Gulf Coast Chapter NIGP President 2016-2017
- Florida Local Government Information Systems Association Northwest District Representative Board Member 2005-2014
- NIGP Best Practices Development Team. Team member for series of Best Practices documents on IT Procurement published by NIGP
- Oregon Municipal Electric Utilities (OMEU) Board member and Legislative Committee member
- OCCMA Scholarship committee

JOHN NELSON, MPA, LEED AP ND

Springboro, Ohio 45066 | (513) 680-9373 | johnnelson@email.com

SUMMARY

Accomplished county public administrator and sector leader with graduate-level education in Public Administration. Proven ability to combine innovation, technology, and communication to drive efficient, effective operations.

EXPERIENCE

Hamilton County Job and Family Services
Interim Director | 2026
Assistant Director – Finance and Operational Support | 2023 to 2025

- **Management:** Oversees a department of 850 staff members with 12 direct reports. Leads service operations for a consolidated Job and Family Services (Human Services) organization administering TANF, SNAP, Medicaid, Child Support, Adult and Child Protective Services, and Workforce Development programs.
- **Leadership:** Provides strategic direction for social service delivery across the county. Partners with County Administration to plan and execute the priorities of the Board of County Commissioners.
- **Budget & Finance:** Oversees a $320 million operating budget and collaborates with state and federal partners to administer more than $2.5 billion in benefits to Hamilton County residents. Leads the agency through state and federal audits.
- **Contract Management:** Reviews and guides the initiation and management of more than 200 annual contracts funded by federal, state, and local sources, ensuring compliance with the Code of Federal Regulations, Ohio Revised Code, and county inclusion requirements.
- **Human Resources and Labor Management:** Develops processes for employee hiring, training, and retention. Works with Human Resources to ensure compliance with the collective bargaining agreement. Served on the labor negotiation team.
- **Information Systems Management:** Oversees the agency's information systems infrastructure and staff, including PC support, networking, database management, and software development.
- **Risk Management and Security:** Oversees staff and facility security in coordination with the Hamilton County Sheriff's Office (HCSO) and the Hamilton County Facilities Department. Works with the HCSO Court Services Division to manage the contract that places 18 sheriff's deputies at Hamilton County JFS to ensure the safety of staff, visitors, and children in the agency's custody.
- **Public Involvement and Community Engagement:** Delivers regular presentations to community leaders and stakeholders. Coordinates a commissioner-appointed advisory board that provides input on program planning and agency priorities.

Hamilton County Conservation District
Executive Director | 2019 - 2023
Program Director | 2018 – 2019
Public Relations Specialist | 2012 - 2018

- **Management:** Managed a separate political subdivision in the State of Ohio as the Executive Director. The position reported directly to a publicly elected Board of Supervisors (board). The organization consisted of 10 full-time and two seasonal employees. The Executive Director coordinated daily operations to fulfill the obligations of the Soil and Water Conservation District (district) as required by the Ohio Revised Code – Section 940.

- **Leadership:** Led the organization in gathering public input to develop the Long-Range Strategic Plan. Worked with employees and the board to interpret and implement the Long-Range Strategic Plan through the Annual Plan of Work.
- **Budget & Finance:** Managed district-wide budgetary functions and financial strategy. Oversaw daily financial operations of the district. Prepared and coordinated the district for AUP (Agreed Upon Procedures) and GAGAS (Generally Accepted Government Auditing Standards) state audits. Oversaw federal, state, and foundation grants. Coordinated funding mechanisms with federal, state, and local agencies.
- **Human Resources:** Managed the hiring, training, and supervision of full-time employees, seasonal employees, and volunteers. Conducted annual performance reviews of staff on behalf of the board. Provided recommendations to the board regarding hiring and termination of employees. Served as custodian of employee records and coordinated payroll and benefits with the Hamilton County Department of Human Resources.
- **Planning, Zoning, and GIS:** Demonstrated in-depth understanding of planning codes, zoning codes, and the Cincinnati Area Geographic Information System (CAGIS).
- **Permit Enforcement and Legal Operations:** Acted as the enforcing officer of the Hamilton County Earthwork Permit. Coordinated enforcement of permit regulations with the Hamilton County Prosecutor's Office. Worked with the Ohio Department of Agriculture to operate and enforce the Agriculture Pollution Abatement Program.
- **Communication and Public Relations:** Managed and created content for six district-operated websites and social media sites. Led the district through a rediscovery and rebranding process. Redefined the external representation of the organization and re-engineered internal workflows. Incorporated principles of e-commerce, e-government, and new media to reinvent program delivery to residents.
- **Public Involvement and Community Engagement:** Organized the district's participation in over 40 events annually, including the nationally acclaimed Rain Barrel Art Project in association with the Cincinnati Zoo and Botanical Garden.

Answers in Genesis
Event Coordinator | 2012

Temple Baptist College
Computer Systems Manager | 2008 – 2011

MEMBERSHIPS & CREDENTIALS

- International City/County Management Association (ICMA)
- Government Finance Officers Association (GFOA)
- LEED Accredited Professional in Neighborhood Development – LEED AP ND (U.S. Green Building Council)

EDUCATION

Arkansas State University, Jonesboro, AR |2015 to 2017
Master of Public Administration (3.9 GPA)
Inducted into Pi Alpha Alpha – The Global Honor Society for Public Affairs & Administration
Temple Baptist College, Cincinnati, Ohio | 2008 to 2012
Bachelor of Arts in Ministry (Graduated in 2012)
Bangalore University, Bangalore, India | 2005 to 2007
Bachelor of Arts in Communication, English, and Psychology (Transferred in 2008)

SKILLS AND SOFTWARE

Skills: Leadership | Motivation | Public Speaking | IT Infrastructure | Community Outreach | Grant Management

TIMOTHY W. OWENS

July 11, 2026

Town of Juno Beach, Fla.
Attn: Mayor and Town Council Members
Town Center
340 Ocean Boulevard
Juno Beach, Fla. 33408

To the Mayor and Council Members,

I respectfully request that you consider this cover letter and resume for the vacant position of Town Manager for Juno Beach, Fla. I am very interested in the opportunity, and I believe that my experience will allow me to effectively fill this position. I am eager to return to a management role following my recent retirement from local government in January 2024 and two short government opportunities since my retirement. I think my work experience will transition effectively to this great opportunity.

I was in the position of Town Manager for the Town of Wrightsville Beach, NC for over 11 years. The Town has a population of 2,500 with a seasonal population of approximately 30,000. The Town is a full-service community that in the past 11 years has received a lot of positive recognition from a number of national publications. I am proud that all this great exposure took place when I was the Town Manager. Currently, the Town is working on moving forward on a comprehensive overhaul of the Town's water and sewer infrastructure that has not been addressed in decades. The Town received $25M from the NC General Assembly and will consolidate with the Cape Fear Utility Authority.

Prior to being manager in Wrightsville Beach, I was the Town Manager for the Town of Carolina Beach, NC. I served in this role for approximately 6.5 years. Carolina Beach is a full-service community with a population of 6,500 permanent residents and a population of 20,000 during summer months. Carolina Beach witnessed very similar issues as other Towns in North Carolina regarding the economy in 2006. I began employment with the Town just as the speculative real estate development market and exponential rises in real estate values were on the downturn. As a result, the Town began an effort to reduce spending starting in 2006 in order to not have to take drastic budget measures all at once. At my direction, the Town reduced employee expenditures, evaluated all revenue sources, and froze the rehiring of approximately 25 positions. Savings due to the freezing of these positions resulted in a savings above $1M per year with virtually no drop off in productivity.

While in Carolina Beach, I spearheaded the creation of a water master plan to address the Town's aging water infrastructure, saltwater intrusion, and limited availability for new wells. I was directly involved in a variety of large projects that include; 1) The purchase of $4.075M worth of property that was to become the NC Aquarium Pier at Carolina Beach, 2) Planning, permitting and construction of a $4M streets and drainage project, 3) Oversight of a $1M I/I sewer rehab project, 4) Supervision of a $2.3M retention pond and clean water grant project, 5) Planning, permitting, and construction of a $1.5M sewer pumping station expansion. on project, 6) Construction of a $450,000 Equalization Basin Rehab project, 7) Reconstruction of the street and drainage in the largest subdivision in Carolina Beach, and 8) A variety of other capital projects.

I am very proud of my tenure at Wrightsville Beach and Carolina Beach. Prior to taking the position with Carolina Beach and Wrightsville Beach, I was the County Manager for Pamlico County, NC. During my tenure

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CELL PHONE (910)232-3788◦Owenstim069@gmail.com

in Pamlico County, I once again had the opportunity to lead an organization during a time of extreme g
This growth created opportunities, as well as a lot of issues that had to be addressed.

In closing, I believe that my work experiences, temperament, and knowledge of local and state government will effectively allow me to take over this wonderful opportunity.

If you have any questions or if you would like to set up an interview, I can be contacted at (910) 232-3788.



Timothy W. Owens, AICP

TIMOTHY W. OWENS

OBJECTIVE

To be hired as the full-time Town Manager for the Town of Juno Beach, Fla.. I believe that my 30+ years of work experience in all facets of management will allow me to effectively take over the duties as needed.

EXPERIENCE

PENDER COUNTY, NC
Director of Planning and Development

- Worked and administered the UDO
- Met and gave guidance to several large companies seeking to develop large subdivisions
- Examined processes and procedures to improve efficiency
- Explored several software opportunities that would improve the County development process.
- Resigned after about a month and a half. The position did not align with my long term goals and it was not the right fit.

TOWN OF ZEBULON, North Carolina
Interim Public Works Director (6 months), and
Interim Planning Director (1 month during tenure) – January 2025 to June 2025

- I retired from the NC local government system in January of 2024. I can work up to 1000 hours in NC local government and retain my pension status. The Town called me and requested that I consider the position, and I accepted.
- I completed the Public Works Budget for FY25/26 to be submitted to the management team.
- I worked with a variety of internal Public Works managers that were new to their roles and I was mentoring the managers to become successful in their roles using my many years of government experience as guidance.
- I became acquainted with and helped lead approximately 20 separate projects that were tasked of public works prior to my employment.
- I had weekly meetings with my direct report (Asst. Town Manager) to keep the management team abreast of current and future Public Works matters.

TOWN OF WRIGHTSVILLE BEACH, North Carolina
Town Manager – January 2013 to retirement in January 2024

- Primary FEMA contact for 3 hurricanes in three years with Hurricane Florence making landfall on Wrightsville Beach in 2018. Primary FEMA contact for hurricanes since 1995 for the communities listed on this resume.
- NIMS certification was completed.
- Oversaw a $4.3M dollar streetscape and bathhouse project recently that included $1M in private funds, $300,000 in grant funds, $500,000 from New Hanover County, and local revenue sources.
- Completed the construction of a restroom facility in the Town's central business area with 75% of the $350,000 expenditure being offset by a grant.
- Completed construction of an approximately $400,000 sidewalk project using STP-DA funding with the Town's portion of the project being 20% of the total.

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- Worked with the Board to increase General Fund-Fund Balance from $4.3M to over
since 2013.
- Worked to increase Water/Sewer Enterprise Fund from $4.6M to $7M from 2013 to date.
- Budget Officer and oversight of a General Fund Budget of $15,980,644 and an Enterprise Fund Budget of approximately $5,254,594 in FY2023/24.
- Responsible for the daily duties of a full-service community with a year-round population of 2,500 and an estimated population of 30,000 per day during the summer tourist season.
- Responsible for the oversight and day-to-day operation of a workforce that includes approximately 85 full-time employees and 30+ seasonal employees.

TOWN OF CAROLINA BEACH, North Carolina
Town Manager – April 2006 to November 2012

- Budget Officer and oversight of a General Fund Budget of $8.9M, a Tourism Fund Budget of $1.9M, and an Enterprise Fund Budget of $5.25M in FY2012/13. FY12/13 was the 7th budget formulated for the Town with excellent audits each year and improved fund balance amounts.
- Responsible for the daily duties of a full-service community with a year-round population of 6,500 and an estimated population of 20,000 per day during the summer tourist season.
- Responsible for the oversight and day-to-day operation of a workforce that includes approximately 90 full-time employees and 30+ seasonal employees.
- Worked to reduce the Town's budget over several years by not filling approximately 25 positions that resulted in savings estimated at over $1M for the Town.
- Experienced with beach nourishment and dredging projects. Worked with local, state and federal officials at all levels to help secure funding for water resource related projects. Led efforts to seek Federal funding reauthorization for the Town's beach fill project and a dual path of seeking a local permit to complete a project if the Town is not reauthorized.
- Instrumental in securing and/or implementing $5.8M in grants in 6.5 years for a variety of Town projects. The resulting Town match was $2.9M.
- Worked directly with a planning consulting firm to create a Master Development Plan for the Town's Central Business District.
- Direct supervision of all aspects of a variety of Town projects totaling more than $12M.
- Supervised a planning effort that sought solutions to the Town's growing concern that it could not serve its citizens with a safe and adequate water source due to future growth. Worked to create a CIP for water and sewer infrastructure with a build out scenario in mind.
- Worked with elected officials in Carolina and Kure Beach to settle a multi-year dispute over billing between the two Towns for a sewer authority that was established in the mid-1970s.
- Directly responsible for recruiting and hiring of the majority of department heads working for the Town of Carolina Beach at the time of my departure. Responsible for all employee related personnel actions.
- Participated as a member of the Wilmington MPO Technical Coordinating Committee.
- Served as the Town Public Information Officer and primary point of contact for the press.
- Staff representative to CBP3inc which is a non-profit used to hold land for the Town. Oversaw a significant renovation to hotel properties prior to the 2012 season.
- Worked diligently to improve the appearance and image of the Town through a variety of initiatives.

PAMLICO COUNTY, North Carolina
County Manager – September 2004 to April 2006

- Oversight of a General Fund Budget of $14 Million and a Water Fund Budget of $2 Million.
- Responsible for the day-to-day operations of a growing coastal County with 115 employees and 18 Department Heads.
- Oversight and creation of the FY05/06 and FY06/07 budgets.
- Responsible for the coordination of Pamlico County government with numerous departments that are funded or partially funded by the State, Departments that have their own Boards and Directors, and Departments headed by Elected Officials.
- General supervision and budgeting for several unprecedented building projects that were either completed or nearing completion upon my departure to include the Pamlico County Human Services Building ($2.3M) and the Pamlico County Law Enforcement and Detention Center ($8M).
- Author of a Rural Center grant and loan application that resulted in SRL funding for a new 500,000 gallon water tank that began construction in 2006.
- Member of the CJPP Board, Partnership for Children Board, and the Rural Transportation Planning Commission.
- Accountable for the creation of all Board of Commissioner's meeting agendas.
- Direct supervision of a Rural Center Project that includes a GIS/Mapping project of the County water system and a Capital Improvement Plan for both the General and Water Fund.
- Assisted in creating and implementing the County's first Risk Control Policy Manual and the formation of a County Safety Committee.
- Spearheaded the implementation of the first ever Pamlico Economic Development Forum.

TOWN OF SHALLOTE, North Carolina
Town Administrator – November 2000 to September 2004

- Responsible for the creation of the yearly budget in FY01/02, FY02/03, FY03/04, and FY04/05 (General Fund - $2,081,628) (Enterprise Fund - $2,633,634).
- Supervision of day-to-day operation of a Town that increased in property valuation from $186 Million in FY00/01 (total budget of $2,850,000) to $330 Million in FY04/05 (total budget of $4,700,000).
- Oversight of 4 department heads and 32 employees including Police, Fire, Water and Sewer, Planning, Streets, Maintenance, and Administration.
- Responsible for all daily financial and operational issues of the Town.
- Responsible for ensuring that the Town follows all North Carolina General Statute requirements.
- Accountable for all Board of Alderman meeting agendas.
- Staff person responsible for all Planning and Planning Board conditional use requests, subdivision reviews, site plan review, annexation requests, ordinance amendments, code enforcement actions and rezonings.
- Staff liaison to the Board of Adjustments.
- Personnel Officer for the Town responsible for recruitment, retention, and personnel actions.
- Enhanced the safety efforts of the Town as the Safety Officer by implementing additional training and creating a complete safety manual.
- Oversight of many water and sewer related construction projects.
- Responsible for grant writing and administration of grants received.
- Created an ArcView mapping program for the Town to enhance planning efforts.

TOWN OF KITTY HAWK, North Carolina
Assistant Town Manager/Planner – January 1997 to November 2000
Code Enforcement Officer/Planner – May 1995 to January 1997

- Assisted in the creation of the yearly Town Budget.
- Responsible for the supervision of the Building Inspections and Planning Department.
- Assisted in the supervision of the Public Works employees.
- Guided developers, the general public and Realtors with development projects and development procedures.
- Responsible for enforcing the Kitty Hawk Town Code.
- Enforced and permitted local CAMA regulations.
- Attended Dare County Beach Nourishment Committee meetings on behalf of the Town.
- Coordinated and managed numerous special projects.
- Grant writing, administration or oversight of projects exceeding $1Million.
- Coordinated the local NFIP/CRS Program.
- Led an effort as Tax Collector for the Town to collect back taxes that were nearing 10 years of not being collected.
- Author of the Kitty Hawk Citizen Survey and periodic Newsletter.
- Author of the Kitty Hawk Hurricane Preparedness Plan.
- FEMA application and damage assessment contact for the Town during multiple events.
- Staff representative to the Board of Adjustments.
- Responsible for creation of an ArcView Program for the Town to enhance planning efforts.

TOWN OF KILL DEVIL HILLS, North Carolina
Planning Intern – January 1995 to April 1995

- Assisted the Planning Director with ordinance amendments, special projects, everyday planning duties and grant proposals.

TOWN OF MINT HILL, North Carolina
Planning Intern – January 1994 to May 1994

- Worked with the Planning Director to study and determine if surrounding unincorporated areas were eligible for annexation.
- Daily duties consisted of land use surveying, maintaining and updating a land use database, and presentation of findings regarding an annexation initiative by the Town to the governing body.
- Began exploring the possible land use effects of the new Charlotte outer-belt on Mint Hill by creating a time series, land use study maps and a literature review on the topic.

UNIVERSITY OF NORTH CAROLINA-Charlotte, North Carolina
Transportation Analyst/Graduate Asst. – August 1992 to December 1993

- Helped to create two surveys to explore the perception of crime in and around the Greensboro Transit System and statistically analyzed the databases using various software packages.
- Created a GIS environment in TransCad to analyze the geographic distribution of the Greensboro transit survey responses. This allowed me to compare demographic characteristics and the effects they may have on the perception of crime around the Greensboro Transit System.

PROCTER AND GAMBLE PAPER PRODUCTION CO., Greenville, NC
Solid Waste Management Co-op – April 1991 to December 1991

- Conducted monthly solid waste meetings.
- Monitored all waste streams and created monthly reports for local, top-level managers and company headquarters.

EDUCATION

University of North Carolina at Charlotte, Charlotte, NC
Master of Arts in Geography
Finished all course work in May of 1994 and completed thesis project in August of 1998
Concentrations: Transportation and Planning
GPA: 3.7 overall

East Carolina University, Greenville, NC
Bachelor of Science in Urban and Regional Planning
Graduated in December of 1991
Concentrations: Public Administration and Economics
GPA: 3.6 in core courses and 3.2 overall
NCAPA – 1991 Outstanding ECU Planning Student Award

School of Government, Chapel Hill, NC
Municipal Administration Course – Sept. 1997 to May 1998
Numerous Planning, Budgeting and Finance Courses

NC Academy of Real Estate, Kill Devil Hills, NC
Licensed In-active real estate sales person and/or broker since December of 1994. Currently, I am taking classes to become an active real-estate broker in North Carolina.

American Institute of Certified Planners – May 2003 to present

ICMA Applied Knowledge Assessment – Completed competency test in February of 2006.
I have not applied to become a certified manager due to the cost and time away from work associated with CE credits for both AICP and ICMA.

OTHER ACCOMPLISHMENTS AND INTERESTS

TRANSPORTATION RESEARCH BOARD PUBLICATIONS:

I was co-author in the following studies approved for publication and presentation at the 73rd Annual Transportation Research Board Meeting.

- **Public Fear of Crime and Its Role in Bus Transit Use** by David T. Hartgen, Gerald L. Ingalls, and Timothy W. Owens
- **The Perception and the Incidence of Crime on Public Transit in Small Systems in the Southeast** by Julian Benjamin, David T. Hartgen, Timothy W. Owens, and Malcolm Hardiman.

PROFESSIONAL INVOLVEMENT

Member of North Carolina American Planning Association
Member of ICMA
NC City and County Management Association
American Institute of Certified Planners

COMPUTER SKILS

MS Products, PCs, ArcView, Internet, Spreadsheets, General Office Equipment

COMMUNICATION SKILLS

Public Speaking, Council/Planning Board Meetings, Report Writing, Ordinance Writing, Grant Writing and Administration

ADDITIONAL REFERENCES ARE AVAILABLE UPON REQUEST

REFERENCES

Please contact me before the Town contacts the references

Former Carolina Beach Mayor
Joel Macon
910-619-6692

Current Assistant Carolina Beach Town Manager and former Co-Worker
Ed Parvin
910-777-1625

Current Chief of Police for NC State University and former Wrightsville Beach Police Chief
Chief Dan House
919-262-4033

Current City Manager for Spring Lake, NC and former Carolina Beach Fire Chief
Jon Rorie
910-619-0587

DAVID L. RECOR, ICMA-CM

3337 SW Bessey Creek Trail • Palm City, Florida • 34990
772-332-4423 • davidlrecor@yahoo.com • www.linkedin.com/in/davidlrecor

July 13, 2026

The Honorable Dave Santilli and Members of the Town Council
Town of Juno Beach
Town Center
340 Ocean Drive
Juno Beach, FL 33408

RE: Town of Juno Beach, Florida – Town Manager recruitment

Dear Mayor Santilli and Members of the Town Council –

Please accept this Cover Letter and Resume for consideration in the Town of Juno Beach, Florida, Town Manager recruitment. My background, experience and professional skill sets appear to closely emulate the position profile published by the International City/County Management Association. As a 36-year member of ICMA, and initially Credentialed in 2007, I am very interested in this outstanding career opportunity.

The foundation of my experience is rooted in growth management, community and economic development/redevelopment, strategic planning, capital improvement planning as well as government finance and budget. I am a focused results-oriented manager and have successfully initiated efforts to reinvent City Hall by restructuring staff, streamlining administrative processes and developing systems for improved efficiency, productivity and better accountability. My financial management and budgeting skills are extremely adept and I strive to support decisions through quantitative statistical analysis and performance metrics linked to prioritized goals established by the governing body. I am also committed to continuous learning and professional development.

I am a very capable leader with the ability to listen, conceive and carry-out effective strategies for implementing broad policy and specific goal action items. I will also demonstrate strong facilitation, negotiation and consensus-building skills, a maturity of judgment and a commitment to advancing new ideas and approaches beneficial to both the organization and community. I am a collaborative manager and actively seek the participation and involvement of appropriate parties always with the goal of achieving higher performance and a more positive and successful result. I manage by encouraging creativity, flexibility, fairness and consistency in an environment that values a collaborative approach and embraces a setting where employee input and citizen participation is productive and valued.

I believe my background and experience would be an asset to the Town of Juno Beach. I am excited to learn more about the Town Council's expectations for the next Town Manager and look forward to discussing my interest and qualifications further. Thank you kindly for your consideration.

Cordially,



David L. Recor, ICMA-CM
Attachment

DAVID L. RECOR, ICMA-CM

3337 SW Bessey Creek Trail • Palm City, Florida • 34990
772-332-4423 • davidlrecor@yahoo.com

PROFESSIONAL PROFILE

36-year member of the International City/County Management Association with demonstrated subject matter expertise in the following areas:

- Strategic Planning, Performance Measurement and Benchmarking
- Budget, Accounting and Finance
- Forecasting and Statistical Analysis
- Capital Improvement Planning and Project Management
- Operations Analysis and Systems Design
- Growth Management, Comprehensive Planning, Community Development and Redevelopment
- Tax Increment Financing (CRA)
- Public Pension Administration/Reform
- Collective Bargaining and Labor Relations

An unflappable, innovative and affable leader with outstanding organizational, analytical, communication and presentation skills. Focused and results-oriented with vision, foresight and an exceptional work ethic. A dedicated loyal team player who encourages creativity, responsibility and accountability in a collaborative work environment. Experienced in business process improvement and managing organizational change.

EDUCATION

Bachelor of Science — James Madison University
Public Administration — Harrisonburg, Virginia

Master of Public Administration — George Mason University
Organizational Management and Public Policy — Fairfax, Virginia

Senior Executive Institute (SEI) — University of Virginia
Darden School of Business, Weldon Cooper Center for Public Service — Charlottesville, Virginia

Lean Six Sigma Black Belt (LSSBB) — Florida Atlantic University
Boca Raton, Florida

PROFESSIONAL EXPERIENCE

City of Pompano Beach, Florida — **$259,353**
Director of Development Services — **June 2017 to present**
Strategic Performance Manager — **February 2016 to June 2017**

Coastal "All-America City" centrally located between Palm Beach and Miami in Broward County, Florida. Year-round population of nearly 110,000 residents. $23.1 billion dollar tax base includes over 35 million square feet of commercial, industrial, warehouse and distribution space. FY26 Annual Operating Budget totals $497,144,472 with 1,130 employees providing a comprehensive range of municipal services, strategic planning and redevelopment initiatives. Financially stable and secure municipal government organization with an overall Net Position of greater than $550 million.

Duties and Responsibilities

- Responsible for enhancing the quality of life and improving livability by encouraging and directing orderly growth and promoting well-designed development and public spaces
- Responsible for management and oversight of the following major function areas: Planning, Zoning, Urban Design, Building, Permitting and Inspections, Urban Forestry, Code Enforcement, Short-term rentals and Business Tax Receipts
- Responsible for implementation of the City's Comprehensive Plan and administration and interpretation of the Land Development Regulations
- Responsible for coordination of the City's development, subdivision and site plan review process including business process improvement efforts

Town of Ocean City, Maryland **$168,642**
City Manager **June 2012 – July 2015**

Oceanfront destination resort community with tourism-based economy home to 8,000 permanent residents with more than 8 million visitors annually. Town features a nationally recognized 2.5 mile long Boardwalk, beautiful wide beaches, coastal bays, other natural resources and offers a wide variety of activities including sponsored special events, festivals, fishing tournaments, amusement parks, golf courses, restaurants, bars and nightclubs. Full service municipal organization comprised of more 500 fulltime employees, with two collective bargaining units, plus an additional 1,000 temporary part-time and seasonal employees. FY16 Annual Financial Operating Plan totaled $145,141,358 including $78,277,984 General Fund and $40,352,046 in Enterprise Funds: Water/Wastewater, Transportation, Convention Center (with 1,200 seat Performing Arts Center), Golf Course and Municipal Airport. Annual Financial Operating Plan also includes $9,927,104 in Internal Service Funds: Information Technology, Service Center, Vehicle and Equipment Trust and Risk Management as well as $14,772,407 in Pension/OPEB liability.

Duties and Responsibilities

- Served as organization's Chief Executive/Financial Officer responsible for development and oversight of annual work programs designed to implement the legislative policies and priorities of the Mayor and City Council

Accomplishments

- Initiated organizational Five-Year Strategic Plan establishing annual Policy and Management Priorities including a comprehensive Action Item Agenda and reporting format (also completed Strategic Planning initiative for Tourism)
- Established comprehensive Annual Budget Calendar/Process providing specific direction to departments and a written recommended balanced budget to the Mayor and City Council
- Managed and resolved a number of sensitive, complex employee/employment issues involving diverse topics
- Responsible for a number of Public Safety and Emergency Services initiatives and projects: improved communication and coordination between the Fire Department and Communications/Dispatch Center with assistance from the ICMA Center for Public Safety Management (CPSM), established a Special Enforcement/Operations Unit in the Police Department (focused on narcotics), initiated a Manpower Allocation Study in the Police Department with the ICMA CPSM, expanded Boardwalk security camera coverage, i.e., "City Watch," to include mapped "hot" spots, coordinated "walk smart" Pedestrian Safety Campaign with the State Highway Administration, established new FM radio station for informational and emergency management announcements, spearheaded construction of new Fire Station #4, design for renovation of Fire Station #1 (HQ) and construction of a new Beach Patrol HQ Building in the downtown area
- Completed negotiation of three collective bargaining contracts – two contracts with the Fraternal Order of Police (FOP) and one contract with the International Association of Firefighters (IAFF)
- Responsible for implementation of new Legislative/Agenda Management Software including streaming video of Mayor and City Council meetings
- Responsible for implementation of new "311" automated customer service system for non-emergency requests
- Responsible for implementation of new smoking restrictions and Designated Smoking Areas on the Beach and Boardwalk
- Responsible for implementation of new Boardwalk "street performer" regulations and procedures
- Initiated a second annual informational publication to property owners – Spring Community Newsletter/Calendar
- Completed updated Five-Year Water/Wastewater Rate Study – consumption/fixture count charges/schedule of capital improvements
- Completed comprehensive evaluation of Solid Waste Collection Services – ad valorem tax impact/recycling/waste to energy contract – Covanta Energy Corporation
- Completed comprehensive evaluation of Department of Planning and Community Development – restructured the development review/permitting process to improve efficiency, provide better dependability and internal accountability
- Responsible for coordination and implementation of FEMA's new Flood Insurance Rate Maps (FIRM) as well as Emergency Operations Center (EOC) activities and Disaster Preparedness and Disaster Recovery policies and procedures

City of Fort Pierce, Florida **$143,841**
City Manager **October 2008 – May 2012**
Deputy City Manager **May 2005 – October 2008**

Historic oceanfront dual Main Street community located on Treasure Coast of Florida with population of more than 50,000 fulltime residents. Home to main campus of Indian River State College. Full service municipal organization comprised of 400 + employees with three collective bargaining units. FY13 Annual Financial Operating Plan of $81 million includes $50 million dollar General Fund and $31 million dollars in Enterprise Funds including Solid Waste and Recycling services, two (2) full service public marinas (350 + slips) located on the Intracoastal Water Waterway, an 18-hole municipal golf course and training facility, and the 1,200 seat Sunrise Theatre Performing Arts Center, a public private partnership restoration project located in the City's Historic Downtown Business District. City Commission appoints a five-member Utilities Authority Board, including the Mayor and City Manager (ex officio), to oversee independent financial accountability and provision of all local utilities including water, wastewater, electric and natural gas. Utilities Authority annual budget totaled $126.5 million with 305 non-bargaining employees. St. Lucie County International Airport located within the City's urban services boundary and subject to annexation by agreement upon contiguity.

Duties and Responsibilities

- Served as Chief Executive/Administrative Officer responsible for development and oversight of annual work programs designed to implement the legislative policies and priorities of the City Commission
- Responsible for management and oversight of all City services and departments including: Police, Public Works, Solid Waste, Community Development (Planning, Zoning, Historic Preservation, Building, Permitting, Inspections and Code Enforcement), Urban Redevelopment (CRA, CDBG, SHIP, Neighborhood Stabilization and Grant Administration), Economic Development, Administrative Services, Finance and Budget, Information Technology, Engineering, Marina, Golf Course and Sunrise Theatre Performing Arts Center
- Responsible for management and oversight of the City's Community Redevelopment Agency including the agency's tax increment financing funds and public projects funded by bond revenues
- Responsible for development and implementation of the City's Five-Year Capital Improvement Program including planning, programming and budgeting
- Responsible for preparation, presentation and publication of the City's Annual Financial Operating Plan
- Responsible for negotiation of collective bargaining agreements with the City's three unions: the Teamsters Local No. 769 as well as the IUPA and CFPBA police bargaining units
- Responsible for monitoring pending legislation and potential impacts as well as coordinating local priorities with state lobbyists and affected local interest groups

Accomplishments

- Restructured the City's development review process to provide better dependability and internal accountability
- Authored the City's South Beach Overlay District which provided community-value driven regulations for residential, commercial and resort hotel development on South Hutchinson Island
- Established a Community Constituency Group with the local building and real estate industry to evaluate and provide feedback on the City's building permit process
- Testified before the Governor and Cabinet regarding a request for use of State submerged lands in the Port of Fort Pierce
- Restored employee morale and built a high-performance Executive Management Team by reorganizing and developing existing staff
- Established a professional, customer-focused, business-friendly organizational culture through articulated expectations and improved internal communication and coordination between departments
- Reduced the City's ad valorem tax rate by more than 30% since fiscal year 2005
- Negotiated agreements resulting in the annexation of more than 2,000 acres within the Utility Service Area
- Invested heavily in information technology including automated permitting systems and mapping of City infrastructure to enhance the data available through the City's geographic information system
- Initiated numerous public partnerships between the City and Indian River State College
- Improved financial reporting methods with the City Commission by initiating Quarterly Financial Reports for all Funds

- Initiated preparation of a bi-weekly Manager's Report to keep the Commission informed on the status of on-going projects and activities
- Facilitated discussion and financial analysis with the Commission-appointed Citizens Budget Advisory Committee
- Established a regularly scheduled Conference Agenda with the City Commission for informal discussion of issues, projects and activities
- Initiated development of a 5-year Strategic Plan with Performance Metrics and linked all decisions of the Commission to the Plan's goals and objectives
- Initiated restoration of the former YMCA building as a permanent facility for the Police Athletic League (PAL)
- Developed a City employee mentoring partnership with Big Brothers/Big Sisters of St. Lucie County
- Initiated an economic development strategy focused on Eco-Tourism and the City's natural resource assets

City of Fairfax, Virginia
Deputy Director, Planning & Community Development **May 2003 – May 2005**

Town of Hilton Head Island, South Carolina
Deputy Planning Director **January 1998 – January 2003**

DeSoto County, Florida
Director of Administrative Services **October 1996 – January 1998**

City of Cape Coral, Florida
Growth Management Administrator **October 1993 – October 1996**

Town of Culpeper, Virginia
Zoning Administrator **October 1989 – October 1993**

OTHER PROFESSIONAL EXPERIENCE

Also served in various capacities in the following public and private sector organizations: Matunuska-Sustitna Borough, Alaska; The Law Office of Chester C. Williams, Hilton Head, South Carolina; Town of Chincoteague Island, Virginia

EMERGENCY MANAGEMENT/INCIDENT COMMAND

IS-00100.c	Introduction to Incident Command System (ISC)
IS-200.C	Basic Incident Command System for Initial Response
ICS-300	Intermediate Incident Command System for Expanding Incidents
ICS-400	Advanced Incident Command System for Command and General Staff – Complex Incidents
IS-700.B	An Introduction to the National Incident Management System
IS-703.B	National Incident Management System – Resource Management
IS-706	National Incident Management System Intrastate Mutual Aid – An Introduction
IS-800.D	National Response Framework – An Introduction

PROFESSIONAL & CIVIC AFFILIATIONS

- International City/County Management Association
- Florida City/County Management Association
  - Legislative Policy Committee
  - Local Government Awareness Committee
  - Technology Committee
- Government Finance Officers Association
- American Planning Association
- Urban Land Institute
- Graduate, Leadership Hilton Head Island
- Graduate, Leadership St. Lucie County
- John Carroll Catholic High School, Advisory Board member
  - Finance Committee
  - Accreditation Committee
  - Host Family, International Exchange Student Program

REFERENCES

Dennis W. Beach
(Former City Manager of Pompano Beach, Florida)
(Former City Manager of Fort Pierce, Florida)
772-971-5767

Robert (Bob) Benton, Former Mayor
City of Fort Pierce, Florida
772-370-5741

Rick Meehan, Mayor
Town of Ocean City, Maryland
443-235-4402

Marc Orlando, ICMA-CM, Town Manager
Town of Hilton Head Island, South Carolina
843-247-3725

Lyle J. Sumek, President
Lyle J. Sumek & Associates
Fort Lauderdale, Florida
407-353-0558

Robert J. Reinshuttle, MPA

Tallahassee, FL • (850) 980-0262 • reinshuttle@aol.com

Public Policy Executive | Government Affairs Strategist | Association Leader

Expertise in Legislative Advocacy and Strategic Public Sector Leadership to Drive Policy Outcomes and Organizational Growth

Key executive leader with an extensive record of advancing legislation, managing multimillion-dollar budgets, and leading cross-functional teams at the state, local, and federal levels. Builds strong coalitions, navigates political nuance, and aligns stakeholders to achieve consensus-driven outcomes. Recognized for successfully directing large government departments and advocacy associations, securing major state and federal funding, and implementing organizational strategies that drive lasting public value. A steady and trusted leader who understands the business of government and the real-world mechanics of how politics gets done.

Core Competencies

Legislative Strategy & Advocacy	Leadership & Change Management	Association& Nonprofit Management
Government Relations	State & Local Governments	Grant Acquisition & Administration
Budgeting & Fiscal Oversight	Stakeholder Engagement	Team Building & Collaboration
Strategic Planning & Development	Public Safety & Community Services	Political Acumen & Awareness

Professional Experience

Florida Association of Centers for Independent Living (FACIL) | Tallahassee, FL
Executive Director | 2024 – Present

Oversee statewide operations supporting the transition of individuals with disabilities from institutional settings to community-based living. Lead strategic planning, legislative advocacy, budget management, and the securing and administration of state and federal funding. Direct a central office in Tallahassee and provide leadership across fifteen regional centers.

- Increased organizational funding by successfully advocating for additional state appropriations through legislative engagement.
- Strengthened relationships with key stakeholders, enhancing FACIL's presence in policy conversations around disability services and community reintegration.
- Directed the rollout of statewide initiatives by aligning all centers with organizational goals, ensuring compliance with state and federal mandates while fostering consistency in service delivery and strategic impact.

Manatee County Government | Bradenton, FL
Deputy County Administrator / Acting Public Safety Director | 2021 – 2023

Served as a senior executive overseeing countywide operations with direct responsibility for a wide portfolio of departments, including HR, Natural Resources, Public Safety, Legislative Affairs, and more. Partnered with elected officials, led cross-functional initiatives, and managed strategic planning and budgeting for over 2,200 employees.

- Designed and implemented operational improvements that streamlined workflows and enhanced community-facing services.
- Directed a public safety department of 420 employees while concurrently managing broader county administration and strategic priorities.
- Served as a key advisor to county commissioners by briefing them on complex policy issues, legislative developments, and board agenda items.

Florida Association of Community Health Centers | Tallahassee, FL
Chief Operations Officer / Director of Legislative Affairs | 2007 – 2021

Provided executive leadership for the statewide association supporting over 50 federally qualified health centers. Led day-to-day operations, budgeting, grants administration, and strategic planning, while acting as the association's primary legislative and regulatory advocate.

- Served as the organization's lead representative at the state and federal levels, shaping legislation impacting community health.
- Maintained the financial integrity of the organization through responsible oversight of a $2M budget and successful grant management.
- Identified and secured new funding streams while cultivating strategic partnerships with public and private stakeholders, enhancing the association's statewide impact, financial sustainability, and long-term growth potential.

National Association of Extracorporeal Technology | Tallahassee, FL / Washington, DC
National Director of Government Relations | 2002 – 2007
Led nationwide legislative and regulatory strategy for a professional healthcare association. Testified before Congress and state legislatures, developed public policy, and built a national lobbying network to support perfusion professionals.

- Successfully lobbied and testified on behalf of the profession across all 50 states and at the federal level.
- Recruited, managed, and aligned contract lobbyists to support legislative objectives in key jurisdictions.
- Elevated the association's visibility and impact by transforming the government relations function into a results-driven unit.

Florida Agency for Health Care Administration (AHCA) | Tallahassee, FL
Chief of Staff – Policy / Director of Health Policy | 1998 – 2002
Directed state-level health policy initiatives, including Medicaid, managed care, and insurance reform. Oversaw large-scale regulatory, fiscal, and programmatic efforts in coordination with state agencies and legislative leadership.

- Led the development of legislative initiatives by coordinating interagency policy, fiscal analysis, and strategic planning.
- Managed a team of 40 and administered numerous federal and foundation grants awarded to universities across Florida.
- Played a key role in shaping health care regulations, contributing to long-term program reforms and stakeholder alignment.

Office of the Governor of Florida | Tallahassee, FL
Policy Coordinator | 1992 – 1998
Served as a senior policy advisor and principal liaison to local governments and Florida's Congressional delegation. Oversaw intergovernmental affairs, healthcare budgeting, and legislative planning.

- Developed and implemented the state's federal funding strategy, resulting in increased formula and discretionary grants.
- Directed a 30-person policy team responsible for research, legislative strategy, and planning across state-level initiatives.
- Advised the Governor on healthcare and federal affairs, shaping key policy recommendations and interagency coordination.

Governor of Texas | Washington, DC
Director, Washington, DC Office | 1989 – 1992
Acted as the Governor's senior federal liaison to Congress, executive agencies, and the White House. Led federal advocacy efforts on appropriations and policy matters impacting the state of Texas.

- Facilitated engagement across state agencies, universities, and federal programs to secure over $2B in new federal funds.
- Testified before Congress on behalf of the Governor and secured key legislative and budgetary priorities.
- Directed staff operations in Washington, advancing Texas' legislative and regulatory agenda at the national level.

Council of State Governments | Washington, DC
Deputy Director | 1982 – 1989
Led policy, legislative, and intergovernmental efforts for a national organization representing state elected officials. Also served as Director for both the Southern Governors' Association and the National Association of Secretaries of State.

- Directed federal affairs for two organizations, serving as a key voice for state interests in policy deliberations.
- Chaired a committee on intergovernmental affairs, coordinating positions across state and local associations.
- Oversaw national conferences, publications, and strategic partnerships supporting state policy advancement.

Office of the Senate Majority Leader, Michigan Senate | Lansing, MI
Chief Legislative Assistant | 1977 – 1982
Served as the top policy and legislative advisor to the Senate Majority Leader. Oversaw priority legislation and budget strategy for the full-time legislature.

- Coordinated the passage of major finance, appropriations, and economic legislation on behalf of Senate leadership.
- Acted as floor assistant and liaison between House and Senate members, ensuring alignment on legislative initiatives.
- Served as a key strategist on fiscal issues, developing policy positions and facilitating bipartisan negotiations.

EDUCATION

Master in Public Administration (MPA)
Western Michigan University | Kalamazoo, MI

Bachelor of Arts (B.A.) Accounting/Political Science
Aquinas College | Grand Rapids, MI

Certificate in Management
Florida State University| Tallahassee, FL

J. MARK ROONEY
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jmrooney7@gmail.com

PROFESSIONAL EXPERIENCE

Village Administrator, Campton Hills, IL **Oct 2023 - present**

Chief Executive Officer for a suburb located 55 miles west of Chicago with a population of 11,200. FY 2024-25 overall budget of $5.2M, 15 FTE's.

Accomplishments:

- Established Village's first 5-year Capital Equipment Replacement Fund (CERF) and other GFOA best management practices.
- Coordinated and led the effort to update the Village's Comprehensive Zoning Code and map revison. State requires an update every 10-years. Last completed in 2007.
- Facilitated a revision to the Village economic development process. Created "Get to Yes" vision and direction to staff to implement a Village Council goal to be known as business friendly.
- Reduced cyber risk by implementing new hardware and software changes along with major protocols for external and interal system access.
- Implemented E-permitting system to reduce zoning and building permitting wait time by contracting with SAFEbuilt, resulting in cutting customer wait times by 2-4 weeks.

Interim Management, GovHR **Jul 2023 - Oct 2023**

Interim management positions.

Village Administrator, Round Lake Beach, IL **Sep 2021 - Jun 2023**

Chief Executive Officer for a suburb located 39 miles north of Chicago with a diverse population of 30,000. FY 2022 overall budget of $40M, 82 FT and 22 PT employees. Responsible for 5 operating departments.

Accomplishments:

- Issued $10M of new debt, at an interest rate of 2.95%, to complete Village goals for infrastructure improvements, primarily replacement of 80 year old water mains.
- Facilitated the completion of a revision to the Village's Building Permits and Code Enforcement process. Created "Get to Yes" vision for staff to implement Village goal of being business friendly.
- Worked with the Village Board and staff to develop a $1.5M plan, utilizing the American Rescue Plan Act funding to create an outdoor concert venue and renovate the Village Cultural Center.
- Reduced cyber risk by implementing new hardware and software changes along with major changes to protocols for external and internal system access.
- Successfully secured $2.75M grant from DCEO-STOCIP that will address storm water flooding. Began process to remove impacted taxpayers properties that require FEMA mandated flood insurance.
- Worked with County Administration to implement framework to establish County wide dispatch for Fire/EMS and Police.

Town Manager, Westerly, RI **May 2018 - Sep 2021**

Chief Executive Officer for a coastal community located 2.5 hours from New York and 1.5 hours from Boston, with a population of 25,000 residents / 50,000+ summer months. Home to magnificent beaches, including Watch Hill. Westerly's thriving tourist economy supplements a healthy mix of commercial and residential tax base exceeding $6.5B in EAV. Responsible for ten operating departments. FY 2019/20 overall budget $98M. 180 FT and 70 PT town employees, with an additional 350 school employees.

Accomplishments:

- Achieved certification in Rhode Island's municipal Resilience Program, a community focused process to assess current hazard and climate change impacts and vulnerabilities, due to storm surge and sea level rise. One of the first three in the state.

J. MARK ROONEY
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847 · 525 · 0829
jmrooney7@gmail.com

PROFESSIONAL EXPERIENCE

Accomplishments:

- Assisted policy makers in establishing Plastic Committee. Established plastic bag ban by 2020. Became leader in state to reduce use of plastic straws and utensils in all coastal establishments.
- Established Town's first Capital Equipment Replacement Fund (CERF) and other GFOA best management practices to prevent downgrade of Aa2 bond rating.
- Received first GFOA Distinguished Budget award.
- Implemented E-permitting system to reduce zoning and building permit wait time by four weeks for major projects.
- Lead negotiator for all collective bargaining units, Police, Public Works and clerical staff.
- Initiated process to redevelop closed mill site with US EPA grant funding to make site suitable for redevelopment, creating 45 immediate jobs and potential for over 100 jobs by 2022.
- Worked with staff and Town Council to pass a $15M referendum for infrastructure improvements. Utilized Rhode Island infrastructure bank and saved over $1M in bond and interest cost over the life of the bond.
- Managed $15M capital improvements to town roads. Worked out a decade old dispute between the States of Connecticut and Rhode Island to rebuild a bridge destroyed by Hurricane Sandy in 2008.
- Applied and received $2M federal dollars to dredge sand from inter-coastal pound damaged by Hurricane Sandy to restore salt marsh and provide beach nourishment on Atlantic Ocean beaches.
- Coordinated the completion of a Harbor Management Plan that had languished for 15 years. Resulted in approval by both the Army Corp of Engineers and the Rhode Island Coastal Resources Management.
- Facilitated an agreement with the Rhode Island Department of Environmental Management to improve the management of traffic, parking and trash at state and town beaches utilized by over 10,000 people every weekend from Memorial Day to Labor Day.
- Completed Comprehensive Plan and Zoning Map (1998). State requires every ten years. Last completed in 2006.
- Reorganized Animal Control and Town Dog Pound. Worked collaboratively with nonprofit agencies to reduce operating deficit by $150K.
- Implemented a third-party billing and scheduling system to reduce police details and overtime by over $500K in the first year. Increased third-party collections rate by 50%
- Increased grants from less than $250K to $2M

Village Manager, Carpentersville, IL **Sep 2010 - Jan 2018**

Chief Executive Officer for a suburb located 32 miles northwest of Chicago. 39,000 residents. FY 2017 overall budget of $65M, 178 FT and 42 PT employees. Responsible for seven operating departments.

Accomplishments:

- Oversaw the creation of 4 new TIF districts; maintained positive and collaborative intra-governmental relations with impacted tax districts: schools, park and Kane County.
- Negotiated a $4.3M TIF incentive to bring a $25M Wal-Mart Super center. (185,000 sq ft and gas station). Generates additional $1.2M sales tax, $80K local gas tax and $650K property tax for the Village.
- Implemented a "priority-based" budget process which resulted in the Village adopting 7 successive balanced budgets with no reduction of service levels and a $9.7M General Fund balance as of December 2017, a $6.6M increase from 2010.
- Implemented the reorganization of 9 operating departments to 7 in 2011, resulting in the elimination of 25 full-time and 15 part-time positions resulting in annual savings of $1M.

J. MARK ROONEY

PROFESSIONAL EXPERIENCE

Accomplishments:

- Coordinated the completion of a comprehensive revision of the Village economic development process. Created "Get to Yes" operating slogan to implement Village Board goal of being business friendly.
- Negotiated a new, solid waste contract with a private sector company. Saved the Village $1M over a 5-year contract term by implementing curbside solid waste and recycling containers.
- Managed the construction of a $13M, 120,000 sq ft Public Works building and $2M Village Hall rehab.
- Worked with staff and financial consultants to upgrade the Village's bond rating to AA2.
- Received the Illinois Public Employer Labor Relations Association 2011 James Baird Leadership Award. One of three communities nationwide to receive the National Public Employer Labor Relations Association 2012 Pacesetter Award for the Village's leadership and innovation in collective bargaining. Collectively the agreements saved the Village over $250K by healthcare and step pay plan changes.
- Increased transparency rating by IPI, an independent watchdog agency, from 46% to 96%.
- Negotiated 12 intergovernmental agreements with various government entities.
- Initiated the Village adopting the Greenest Region Compact 2 to address and act on common public policy issues and multi-jurisdictional challenges regarding sustainability and environmental stewardship.

Chief of Staff, North Chicago, IL *(non-ICMA recognized position)* **Nov 2009 - Sep 2010**

Chief of Staff for a suburb located 35 miles north of Chicago. Diverse population of 36,000. Home to the Naval Station Great Lakes, Rosiland Franklin Medical Center and Abbott Laboratories. FY 2009/10 overall budget of $37M. Reduced $2.3M deficit to $650K.

Village Manager, Wheeling, IL **Oct 2006 - Oct 2009**

Chief Executive Officer for a suburb located 25 miles northwest of Chicago. 36,000 residents. Extensive industrial and office parks bring the daily population to over 100,000. FY 2008 overall budget of $96M, 260 FT and 45 PT employees. Municipal board member of the Northwest Water Commission. Representative to Solid Waste Agency of Northern Cook County, SWANCC. Member of the Board of Directors of the Chicago Executive Airport, the third busiest airport in Illinois.

Accomplishments:

- Maintained Wheeling's AA+ Fitch Investor Services and S&P AA bond rating.
- Manage the $25M construstion of a 48,000 sq ft Village Hall.
- Demonstrated the cost savings of "Design Build" $13M, 48,000 sq ft Public Works building; $6.2M, 24,000 sq ft Fire Headquarters facility; $5.1M, 48,000 sq ft renovation of Police Station and 911 Center. Total savings exceeded $3M.
- Implemented two new TIF districts and negotiated an 11-year extension of an expiring TIF.
- Negotiated Village purchase of over 30 retail properties, totaling in excess of $15M to accomplish downtown redevelopment plan. Increased EAV over $50M.
- Negotiated with Village of Wheeling Park District and Metropolitan Water Reclamation District for the storage requirement of Levy 37, on the Des Plaines River to prevent regional flooding. Created a Forestry Division within Public Works; Managed by certified arborist.
- Created an Information Technology Department; Implemented GIS via an intergovernmental cooperative agreement with 12 communities.
- Negotiated IGA between Wheeling and the Cook County Forest Preserve to create a unique prairie restoration, canoe launch and bike/jogging trail.

J. MARK ROONEY

PROFESSIONAL EXPERIENCE

Assistant Village Manager, Wheeling, IL **Mar 2003 - Oct 2006**

Accomplishments:

- Lead negotiator for all collective bargaining agreements (Police, Fire and Public Works).
- Initiated request for a "special census" to ensure recent growth from new construction and annexation would be reflected in state revenue sharing figures and utility taxes. $3M, 6-year, projected fiscal impact.
- Applied and received $240K Brownfield Grant from IEPA.
- Negotiated exclusive waste hauler contract. $175K annual franchise payment to Village.
- Negotiated a $22M TIF incentive for a $110M, 412 room Westin Hotel, retail and restaurant complex.

City Administrator, Highwood, IL **Feb 1996 - Mar 2003**

First City Administrator in Highwood's 112-year history. Located 28 miles north of Chicago. 5,600 residents. Responsible for all aspects of City administration and policy implementation.

Accomplishments:

- Redevelopment of Fort Sheridan, a former Army base identified for closure under BRACC in 1988 and closed in 1992. Served as Highwood's chief negotiator in the redevelopment of Fort Sheridan from a former military facility to a premiere residential community. Preservation of unique historical and environmental features, which include 92 buildings listed on the National Historic Register and the restoration and conservation of its natural beauty and 2-miles of public beach access.
- Efforts recognized by the Illinois Planning Association in conjunction with the City Manager of Highland Park. Received award for historic preservation and adaptive reuse.
- Negotiated over 40 intergovernmental and developer agreements. Worked effectively with various levels and departments of government, i.e. Departments of Defense, Army and Navy, U.S. Senate, U.S. Congress, State of Illinois, Lake County, Cities of Highland Park and Lake Forest and 5 nonprofit organizations that held land interest on the closed military base.
- Managed $4.9 capital improvements to the City's water treatment plant and associated infrastructure to include a new, 1 million gallon water tower.
- Negotiated model agreements for telecommunication providers, which generated over $400K annually.
- Improved service by contracting with the City of Lake Forest.

Staff Assistant to Senator Paul Simon **June 1992 - Feb 1996**

- Achieved bipartisan consensus to facilitate the passage of Senate and House Bills which resulted in the redevelopment of Joliet Arsenal, Fort Sheridan, Glenview Naval Air Station and Rantoul Air Base.

United States Army Officer, Lieutenant Colonel, Retired **Nov 1983 - June 2014**

Active Duty *1983 - 1991*

Reserve Duty *1991 - 2014*

Held positions of leadership and responsibility in domestic and international locations, including Germany, South Korea, East and West Africa. Graduated from military schools with emphasis on leadership, problem solving and cohesive team building skills. Possessed top-secret and compartmental security clearance.

Desert Storm **Oct 1990 - June 1991**

Saudi Arabia, Iraq & Kuwait

Operation Iraqi Freedom **Feb 2005 - June 2006**

Iraq

Senior Advisor for Military Transition Team (MiTT)

Awards

- Awarded the Bronze Star with V-device for valor, Combat Action Badge.

J. MARK ROONEY

EDUCATION & CERTIFICATIONS

Graduate of Command & General Staff College, Ft. Leavenworth, KS
Civilian equivalent to Master Degree in Leadership Management

Northern Illinois University, DeKalb, IL
Completed all coursework for Master of Public Administration

University of Nebraska, Lincoln, NE
Bachelor of Science, Economics & History

AWARDS

- ILCMA Special Service Award for Service to the Profession.
- Labor Relations and Collective Bargaining:
  IPELRA - Leadership Award 2011
  NPELRA - Pacesetter Award 2012

CHARLES HARRIS RUDD

1438 N. River Circle, Tarpon Springs, FL 34689
352-455-1180 | ruddc06@gmail.com

CITY / TOWN MANAGER | MUNICIPAL EXECUTIVE

Results-driven municipal executive with 29 years of experience in Florida government, including service as City Manager in both small and mid-sized communities. Proven leader in coastal city management, disaster response, and full-service municipal operations, with a strong record of partnering with elected officials to deliver strategic priorities.

Recognized for consensus-building, transparent communication, and community-focused leadership. Extensive experience in redevelopment, infrastructure investment, and organizational improvement, with the ability to align long-term vision with day-to-day execution.

CORE LEADERSHIP AREAS

Council/Commission Relations • Consensus Building • Coastal & Resiliency Leadership
Municipal Operations (Full-Service) • Budgeting & Financial Oversight
Emergency Management & Disaster Recovery • Strategic Planning & Implementation
Community Redevelopment (CRA) • Economic Development & Revitalization
Organizational Leadership & Workforce Development • Public Communication

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PROFESSIONAL EXPERIENCE

City Manager

City of Tarpon Springs, Florida | October 2024 – May 2026

Lead a full-service coastal city (pop. 25,800) with 350 employees and a $120M total budget, overseeing all municipal operations including Police, Fire/EMS, Utilities, Public Works, Finance, HR, IT, Planning & Zoning, and CRA.

Selected Achievements:

- Advise and partner with a five-member City Commission to set policy and execute strategic priorities.

- Directed hurricane response and recovery operations for Hurricanes Helene and Milton, managing historic flooding impacts in coastal and downtown areas.
- Secured state funding for stormwater infrastructure improvements following major flood events.
- Initiated citywide rebranding to strengthen economic positioning and community identity.
- Launched updates to Downtown Master Plan and Parks & Recreation Master Plan.
- Reestablished Florida Main Street program to support downtown revitalization.
- Implemented compensation and classification study, improving recruitment and retention across departments.
- Established Police Marine Unit to enhance public safety across extensive coastline.

City Manager

City of Crescent City, Florida | August 2021 – September 2024

Served as chief administrative officer for a full-service municipality (pop. 1,700) with a $5.7M budget and 25+ employees.

Selected Achievements:

- Strengthened governance through comprehensive updates to Land Development Code and Code of Ordinances.
- Secured $4M in grant funding for critical water infrastructure improvements.
- Directed development of Downtown and US-17 Corridor Master Plans, establishing long-term redevelopment framework.
- Revitalized dormant CRA, launching new grant programs and redevelopment initiatives.
- Led citywide rebranding and achieved designation as a Florida Main Street community.
- Improved organizational performance by addressing deferred maintenance and expanding staff capacity.

Economic Development Director

City of New Port Richey, Florida | July 2019 – August 2021

Managed redevelopment and economic development initiatives for a coastal community with a $3.7M CRA budget.

- Directed citywide branding and marketing strategy, enhancing visibility and investment.
- Led Downtown and US-19 Master Plans, guiding redevelopment and corridor improvements.
- Strengthened business environment through recruitment, retention, and stakeholder partnerships.

Economic Development Manager / CRA Manager

City of Maitland, Florida | 2015 – 2019

- Managed CRA operations and $1M budget, aligning projects with long-term city vision.
- Directed creation of Downtown Vision Plan, resulting in development of new town center and streetscape improvements.
- Led branding, mobility planning, and stakeholder engagement initiatives.

Earlier Career Experience

City of Palatka, FL – Main Street Manager (2011–2015)

- Leveraged public-private partnerships to advance downtown revitalization and business growth.

City of Groveland, FL – CRA Manager (2005–2008)

- Developed downtown vision plan, streetscape program, and redevelopment incentives during period of rapid growth (**189% population increase**).

Ivanhoe Village (Orlando, FL) – Program Manager (2008–2010)
Eustis Main Street, Inc. – Program Manager (1997–2007)

- Built foundation in redevelopment, stakeholder engagement, and nonprofit leadership.

EDUCATION & CREDENTIALS

- Master of Public Administration (MPA) – University of Central Florida
- Bachelor of Science, Communication – Florida State University
- Certified Public Manager – Florida State University
- Certified Redevelopment Administrator – Florida Redevelopment Association
- Certified Main Street Manager – National Trust for Historic Preservation

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PROFESSIONAL AFFILIATIONS

- International City/County Management Association (ICMA)
- Florida City and County Management Association (FCCMA)
- Florida Redevelopment Association – Board Member
- Rotary International

EXECUTIVE HIGHLIGHTS

- Current City Manager of a coastal Florida municipality with full-service operations
- Proven leadership in hurricane response, flood recovery, and infrastructure resilience
- Extensive experience partnering with elected officials in council-manager government
- Recognized consensus builder and trusted advisor to staff, officials, and residents
- Track record of advancing redevelopment while preserving community character

CARLOS SANTOS-RIVERA

15555 W Oakridge Ct, Surprise, AZ 85374 | 515-357-8102 | csantosrivera25@gmail.com

PROFESSIONAL SUMMARY

Strategic and collaborative public-sector leader with 10 years guiding municipalities, agencies, and multi-jurisdictional initiatives in planning, housing, community development, resilience, and grants management. Experienced in aligning people, processes, and resources to execute strategic priorities, improve service delivery, and manage multimillion-dollar programs in regulatory, financial, and politically sensitive environments. Proven ability to lead cross-functional teams, advise executives, and translate complex initiatives into actionable outcomes. Background includes municipal planning leadership, economic and real estate development, and statewide infrastructure and housing program administration. Committed to driving high-performing, accountable, and citizen-focused government operations.

KEY ACCOMPLISHMENTS

- Oversaw $2.2 billion in representative grants management portfolios across federal, state, and local programs, ensuring compliance with statutory and regulatory requirements.
- Managed $1.1 million in direct operating budgets; experienced in budget preparation, cost controls, and long-range financial planning.
- Supervised 25+ multidisciplinary staff across public-sector engagements.
- Managed multiple contracts, task orders, and RFP/RFQ's responses end-to-end.
- Supported delivery of housing stability to 17,000+ households and oversight of $108 million in financial assistance disbursement.
- Recipient of the Deloitte Applause Award (2022) for exceptional public-sector client contributions.
- Conducted public hearings and quasi-judicial deliberations as Vice Chair of the Salt Lake City Planning Commission, issuing recommendations that influenced $1.2 billion in development decisions while maintaining political neutrality and full compliance with state law and municipal code.

PROFESSIONAL EXPERIENCE

Principal & Chief Executive, Santos and Schupick, LLC, Bryan, Texas *December 2024 to Present*

- Administer daily operations of a public-sector advisory firm, aligning financial and operational practices with strategic and citywide policy goals; oversee budgeting, contracting, business development, personnel, and client relations.
- Supervise a team of 6 planners, GIS analysts, and emergency managers; review timecards, manage schedules, complete performance evaluations, and facilitate access to resources and training.
- Lead departmental projects with multi-stakeholder coordination, timeline management, and reporting from initiation through implementation, including performance reviews, program evaluations, and economic and community development strategies for government and nonprofit clients.
- Develop executive-facing recommendations for elected officials and senior administrators on budget alignment, program design, and regulatory compliance.
- Conduct quality assurance reviews of operational records, reports, and deliverables for clarity, accuracy, and consistency; resolve complex or escalated client issues.

Community Development Advisor, City of Bryan, Bryan, Texas *January 2025 to April 2026*

- Guided the City's CDBG Consolidated Plan and Annual Action Plans for ESG, HOME, and CDBG funds, directing federal investment toward neighborhood revitalization and affordable housing.
- Served as strategic advisor to City leadership on community development, zoning, land use, and infrastructure initiatives, ensuring alignment with the City's long-term comprehensive plan and Council priorities.
- Advised on policies and incentive programs that foster economic growth, business attraction, and redevelopment within the City's core districts.

Project Manager, Innovative Emergency Management, INC., Bryan, Texas *August 2025 to February 2026*

- Directed development and updates of State Hazard Mitigation Plans (SHMPs) for U.S. jurisdictions in full compliance with FEMA 44 CFR Part 201, preserving eligibility for HMGP and federal funding streams.
- Coordinated closely with state emergency management agencies, FEMA Regional Offices, and local jurisdictions to deliver risk assessments, capability analyses, and mitigation strategies.
- Managed cross-functional planning teams and subcontractors, controlled project budgets and schedules, and facilitated multi-agency workshops and public engagement.

- Created digital plan story maps showing all phases of mitigation plans for staff, policymakers, and community members, incorporating feedback components to assess performance and identify areas of need.
- Identified cost-efficient software licensing alternatives for state agency clients, reducing technology costs by up to 40% while maintaining service levels.
- Aligned infrastructure project portfolios including critical facilities such as dams and stormwater systems to meet FEMA and federal funding eligibility requirements.
- Served as primary spokesperson to consumer groups, industry associations, and media on planning, resilience, and community development topics.
- Restored team morale and built a high-performance management culture by restructuring roles, developing existing staff, and establishing clear performance expectations.
- Built templates, workflows, and data tools that improved consistency and efficiency across the mitigation planning portfolio.

Project Manager. Texas A&M University, College Station, Texas *August 2024 to August 2025*

- Managed applied research portfolios on disaster resilience, climate adaptation, housing recovery, and community development serving local and state government clients.
- Led cross-functional initiatives involving stakeholder coordination, policy analysis, data-driven evaluation, and program administration.
- Authored and contributed to executive-facing reports informing municipal and state policy decisions, including the Harris County Home Buyout Phase 1.

Adjunct Instructor, University of Utah, Salt Lake City, Utah *August 2021 to May 2024*

- Taught architecture design and planning coursework to undergraduate students; rated as an excellent instructor by students in 2023-2024.

Vice Chair and Planning Commissioner Salt Lake City Community and Neighborhoods Planning Department, Salt Lake City, Utah *September 2023 to June 2024*

- Elected Vice Chair within three months of appointment, recognized for collaborative leadership and consensus-building among Commissioners, staff, applicants, and the public.
- Advised the Mayor, City Council, and Planning Department on land use plans, zoning amendments, economic development incentives, equity, and infrastructure investment, issuing recommendations that influenced more than $1.2 billion in development decisions.
- Conducted public hearings, deliberated on quasi-judicial matters, and ensured decisions complied with state law, municipal code, and adopted policy.
- Reviewed 139 land use applications, development agreements, ordinances, and municipal code amendments; influenced more than $1.2B in development decisions.
- Identified compliance inconsistencies in historic district applications and recommended corrective policy guidance to the Planning Department.
- Helped identify child care centers operating in single-family homes to legalize their land use status, addressing a 21,000-unit deficit in child care capacity citywide.

Risk and Financial Advisory Consultant, Deloitte, Salt Lake City, Utah *September 2021 to July 2023*

- Served state and local government clients on grants management lifecycle, financial compliance, and post-disaster recovery, accumulating 3,600+ hours of public-sector engagement.
- Housing Lead, State of Wyoming Department of Family Services, Emergency Rental Assistance Program (ERAP): Provided consultation under 15 U.S.C. Section 9058a, evaluating expense claims and managing a $60 million representative case management portfolio; strengthened internal controls and audit readiness.
- Closeout Specialist, Fiscal Agency and Financial Advisory Authority: Oversaw COVID Relief Fund (42 U.S.C. Section 801) sub-recipient compliance with statutory, regulatory, and programmatic requirements; conducted on-site compliance reviews and trained personnel on closeout protocols, mitigating risk of de-obligation or recoupment.
- Helped mitigate $5.2 million in fraud, waste, and abuse in a statewide case management system by applying geocoding and metadata analysis to identify bad actors and erroneous claims.
- Developed a Standard Operating Procedure for grants management closeout adopted by 78 municipalities, improving consistency and reducing compliance risk across the portfolio.
- Increased RFP win rates by implementing a tracking system for plan expirations and gap analysis of past vendor performance, strengthening business development pipeline.
- Secured $3M in IDIQ contract vehicles, expanding the firm's capacity to serve state and local government clients across planning, resilience, and community development portfolios.

- Elevated firm eminence through white papers and conference presentations showcasing expertise in hazard mit grants management, and community development.

EARLY CAREER (2013 – 2020)

As Planning Apprentice at the Salt Lake City Planning Department, co-created the City's first housing density report, mapping existing housing stock on a block-by-block basis and comparing density against community plans and zoning regulations. Research Assistant roles at the University of Utah, Iowa State University, and the University of Puerto Rico supported policy research, data analysis, housing studies, and public administration scholarship. As Operations Manager at Velauno in San Juan, PR, directed multi-unit business operations across five service lines, supervised 13 staff, and owned the full operational cycle.

PROFESSIONAL AFFILIATIONS

- International City/County Management Association (ICMA), Member
- American Planning Association (APA), Member
- National Hazard Mitigation Association (NHMA), Member
- National Emergency Managers Association (NEMA), Member
- International Association of Emergency Managers (IAEM), Member
- Association of Latino Professionals For America (ALPFA), Member

HONORS AND AWARDS

- Applause Award, Deloitte and Touche LLP, 2022
- Outstanding Award, School of Architecture, University of Utah, 2021
- Excellent Presentation, National Planning Conference, American Planning Association, 2021
- People's Choice Award, Intermountain Sustainability Summit, Weber State University, 2021
- Best Paper, 17th Engineering Project Organization Conference, 2019

CORE COMPETENCIES

- Municipal Administration • Strategic & Long-Range Planning • Budget Management • Grants Management • Land Use & Zoning • Stakeholder Engagement • Team Leadership & Mentorship • Regulatory Compliance • Community Development • Intergovernmental Relations • Consensus Building • Disaster Recovery • Talent Development/Retention

EDUCATION

Master of City and Metropolitan Planning, University of Utah, Salt Lake City, Utah

Graduate Specialization: Economic & Real Estate Development; Housing & Community Development

Bachelor of Science in Political Science, Iowa State University, Ames, Iowa

Dana Louis Schoening

● 1016 Antler Ridge ● Tuttle, OK 73089 ● (580) 678-1186 ● Dana.Schoening@yahoo.com

SUMMARY OF QUALIFICATIONS

- Master of Public Administration (MPA) Degree -
- Skill in high-level research-based analysis for problem solving -
- Results-oriented leader for improved quality-of-life program initiatives -
- Team builder advocating continuous customer service improvements -
- Coordinate future direction opportunities in capital improvement programming -
- Align partnerships for inspired collaborative-based programming initiatives -

PROFESSIONAL EXPERIENCE

City of Tuttle, Oklahoma **09/2022 - Present**
City Manager

Oversee community development, public works, finance, broadband/fiber, police, fire, and emergency management services operations, with responsibility for developing fiscal year budgets, policy development, program administration, capital improvement programming, organizational performance, and personnel management.

- **Wastewater Treatment Plant (WWTP).** Managed oversight for the FY 2023/24 $8M Wastewater Treatment Plant capital improvement project, adding sewage capacity to manage impending community growth.
- **Subdivision Offsite Improvements.** Led policy development to institute offsite section line road infrastructure improvements with "Fee in Lieu" code requirements to manage impacts associated with residential growth.
- **Collective Bargaining Agreements.** Negotiated three-year Police and Fire/EMS collective bargaining agreements with union employee representatives for City Council approval.
- **Capital Improvements Plan (CIP).** Led development of initial Five-Year Tuttle Capital Improvements Plan.

City of Sweetwater, Texas **04/2019 – 09/2022**
Assistant City Manager/Director of Planning and Operations

Direct planning, building inspections, development services, code enforcement, parks, cemetery, streets, central services, aquatics, golf course, solid waste management and airport functions, with responsibility for policy development, organization, program administration, and personnel management.

- **Privatization of Refuse Collection Services (2019).** Initiated program assessment, presented findings to City Council, managed Request for Proposals (RFP), assisted contract negotiations and wrote ordinance to provide for the outsourcing of residential and commercial refuse collection, and industrial roll-off container program services.
- **Organizational Capacity Building.** Directed program development and capacity building for removal of vacant substandard residential and commercial building structures, with secured funding, to promote neighborhood infill and commercial corridor revitalization objectives, advancing community and economic development programming.
- **Sweetwater Ignite 2040 Comprehensive Plan (2022)**. Led efforts to establish project scope, obtain funding, selection of technical assistance, management of technical assistance contract, and examining proposed plan recommendations, leading to the community's first-ever comprehensive plan. Plan focuses on community building, revitalization, and economic development strategies to guide community decision-making into the future.

City of Wichita Falls, Texas ***10/2017 - 02/2019***
Director of Community Development

Directed planning, development review, building inspections, tax increment financing, code enforcement, housing, neighborhood resources (CDBG/HOME Entitlement Grants), historic preservation and property management functions, responsible for policy development, organization, program administration and personnel management.

- **Downtown Revitalization.** Led downtown development strategies programming with focus on streetscapes, regulatory strategies and development incentives designed to revitalize downtown Wichita Falls.
- **Ordinance Amendments.** Coordinated efforts to amend the Subdivision and Development Regulations Ordinance and develop a Temporary Storage Units (i.e., PODS) Ordinance as approved by City Council.

Dana Louis Schoening

● 1016 Antler Ridge ● Tuttle, OK 73089 ● (580) 678-1186 ● Dana.Schoening@yahoo.com

- **Department Operations Management Plan.** Led development and implementation of customer service strategies with emphasis based on "Action Delegation" input sessions involving department stakeholder representatives.

City of Abilene, Texas ***12/2015 - 10/2017***
Director of Planning and Development Services

Directed planning services, development review, building inspections, tax increment financing, code compliance, neighborhood services (CDBG/HOME Entitlement Grants), historic preservation and metropolitan transportation planning operations, with responsibility for policy development, organization, program administration and personnel management.

- **Departmental Positioning.** Managed department staff re-structuring of Planning and Development Services Department, improving capability to align with higher-level customer service programming objectives.
- **Neighborhood Improvement**. Guided neighborhood improvement process initiative, promoting relationship building with neighborhood groups to identify issues and provide resources for improvement. FY 2017 CDBG funded two additional Code Enforcement Officer positions and $150K for demolition of dilapidated structures.
- **New Software and Mobility Initiative**. FY 2016/17 funds approved for new internet-based tracking software and mobility initiative for Code Compliance Division. Funding approved to expand software utilization to Building Inspections and Planning Services Divisions to improve program efficiency in application review processes.

City of Duncan, Oklahoma ***09/2000 - 12/2015***
Director of Community Development

Directed community planning, development review, code enforcement, building inspections, parks and cemetery operations, with responsibility for policy development, organization, program administration and personnel management.

- **Retail/Office Market and Housing Strategies Study (2012).** Directed study designed to identify recommendations to complement economic development programming with retail and neighborhood redevelopment opportunities.
- **Duncan 2030 Comprehensive Plan (2011).** Managed planning process utilizing stakeholder assessment, community trends analysis, issue identification techniques, public listening sessions and general public input forums to identify community building and economic development strategies.
- **Highway 7 Corridor Land Development Plan (2002).** Directed process to develop future land use and development recommendations associated with the State Highway 7 Bypass transportation corridor. Code amendment and annexation recommendations identified for corridor-specific land development standards.
- **Priority Actions Planning Process (2002).** Facilitated process to establish proposed budget items utilized for $12.5M redirection of sales tax funding for municipal operations and capital improvement items for FY 2003-2007.
- **Affordable Housing.** Managed local government application processes to support private investment affordable housing development applications. Assisted developers to procure local government funding match to support grant applications submitted to the Oklahoma Housing Finance Agency (OHFA), Tax Credit Incentives Program.
- **Program Development, Removal of Blighted Residential Structures.** Structured nuisance abatement program to include significant removal of dilapidated residential structures. Local program funding was supplemented with $225K CDBG Small Cities Set-A-Side Program funding to expand program reach to remove blighting influences.

University of Wisconsin-Cooperative Extension ***10/1995 - 09/2000***
Department Head/Community Resource Development Agent, Langlade County, WI

Responsible for community development based educational and technical assistance programming for local government. Led efforts for planning and economic development programming in a natural resource, tourism-based economy.

EDUCATION/CERTIFICATION

• Master of Public Administration	Midwestern State University
• Master of Science in Environmental Science & Policy	University of Wisconsin – Green Bay
• Bachelor of Science in Environmental Planning	University of Wisconsin – Green Bay
• Certified Public Manager - Texas	Texas Tech University
• Certified Planner	American Institute of Certified Planners
• Executive Certificate in Negotiation	Mendoza College of Business, Notre Dame

Alan Shoemake

West Tawakoni, TX | 903-456-9738 | emtaws@verizon.net

City Administrator | Municipal Executive Leadership

Experienced municipal leader with over 9 years in city governance, administration, and council relations. Skilled in budgeting, financial reporting, human resources, contract management, and compliance with Texas statutes. Proven record of leading departments, improving efficiency, and fostering community trust through transparency and accountability. Additional expertise in emergency management and public safety through EMT certification and an Emergency & Disaster Management degree.

Core Competencies

• Municipal Administration & Policy Implementation
• Budgeting, Capital Planning & Audits
• Texas Local Government Code, Open Meetings & Public Information Acts
• Human Resources, Staffing & Performance Management
• Grants, Procurement & Contract Oversight
• Risk & Emergency Management (Continuity of Operations)
• Emergency & Disaster Preparedness / EMT Response
• Intergovernmental & Community Relations
• Council Support, Agenda Prep & Public Presentations

Professional Experience

CITY OF WEST TAWAKONI – West Tawakoni, TX

Mayor / Interim City Administrator | 2018–2020

Directed all city operations under Type A General Law requirements. Managed $1M annual budget, oversaw multiple departments, and provided policy and administrative support to the City Council.

- Prepared and administered budgets, monitored expenditures, and ensured clean audits.
- Supervised department heads; appointed, evaluated, and managed personnel.
- Drafted agendas, resolutions, and reports; ensured compliance with Open Meetings and Public Information Acts.
- Negotiated and executed contracts; enforced city ordinances and franchise agreements.
- Represented City in public forums and regional partnerships.
- Coordinated city emergency response during severe weather events and infrastructure disruptions, drawing on EMT training and emergency management expertise.
- Integrated continuity of operations planning and community preparedness into city priorities, enhancing resilience and service reliability.

City Councilman, Place 3 | 2011–2017

- Developed and approved budgets to align with strategic priorities.
- Collaborated with council and staff to advance growth and infrastructure projects.
- Advocated for transparent operations and effective service delivery.

JUST YOU UNIFORMS – West Tawakoni, TX

Director of Operations | 2020–Present

Oversaw daily business operations, HR, payroll, procurement, and financial management. Streamlined procedures, supervised multi-department staff, and ensured compliance with organizational policies.

COMPLETE PHARMACY CARE – Rowlett, TX

Enrollment Director | 2008–2013

Directed administrative operations, payroll, and compliance. Supervised staff, managed disputes, and implemented workplace safety training.

Education

- Bachelor of Arts, Emergency & Disaster Management, American Public University (2014)
- Certified Public Manager Program, Arizona State University (2020)

Certifications

- Certified Public Manager
- Certified Emergency Medical Technician – operational expertise in medical response, crisis coordination, and life safety protection
- Public Funds Investment Certification – fiscal management and compliance
- AHA CPR Instructor
- ICS 100,200, 402, 700,800

Alison Simon, J.D., M.P.A., CMC, RMC

📧 simonal1023@gmail.com | 📞 914-844-8355 | 📍 Greater New York City Area

Professional Summary

Strategic, mission-driven public sector executive with over a decade of experience in government administration, legal counsel, and executive leadership. Adept at managing complex operations, building consensus among diverse stakeholders, and driving high-impact initiatives that enhance transparency, efficiency, and community trust.

Dual credentialed with a Juris Doctor (J.D.) and Master of Public Administration (M.P.A.), with deep expertise in municipal law, policy development, organizational strategy, and internal communications. Recognized for bridging legal, operational, and academic environments to enable informed decision-making and institutional growth.

Core Competencies

Strategic Planning & Execution • Executive Communication & Advising • Organizational Policy & Governance • Budget & Operations Oversight • Legal & Regulatory Compliance • Cross-Functional Leadership • Higher Education Administration • Intergovernmental Relations • Community Engagement • Staff Supervision & Development

Professional Experience

Town Clerk, Town of North Castle, NY | 2016 – Present

- Senior municipal officer and advisor to Town Administrator and elected officials; oversee organizational priorities, policy development, and compliance.
- Lead modernization initiatives, including full digitization of records and enhanced transparency.
- Draft and implement personnel policies; contribute to budget planning, labor negotiations, and organizational restructuring.
- Serve as FOIL officer and records custodian; liaise with counsel on municipal and regulatory matters.

Adjunct Professor – Municipal Law & Metropolitan Government, Elisabeth Haub School of Law, Pace University | 2023 – Present

- Teach graduate-level coursework integrating legal theory with public administration practice.
- Facilitate analysis of governance structures, statutory interpretation, and real-world municipal challenges.

Legal Consultant – Real Estate & Municipal Law, Private Practice | 2012 – 2016

- Managed real estate closings, title reviews, and contract negotiations.
- Counseled clients on zoning, planning, and compliance with state and municipal laws.

Communications Coordinator, Town of North Castle, NY | 2013 – 2015

- Directed internal and external communications, including digital platforms, newsletters, and public outreach strategies.

Operations Coordinator, Armonk Chamber of Commerce | 2014 – 2016

- Oversaw operations, fiscal planning, and communications; strengthened partnerships between local businesses and municipal government.

Earlier Career Roles,

- **Associate Attorney**, Lawrence Newman, Esq. – Real estate and municipal law.
- **Real Estate Sales**, Siderow Realty – Property transactions.
- **Operations Manager**, Simple Floors – Operations oversight.
- **Journalist**, All About Armonk – Civic and government-focused reporting.

Education

- **Juris Doctor (J.D.)** – Benjamin N. Cardozo School of Law – 1992
- **Master of Public Administration (M.P.A.)** – SUNY Brockport – 2022
- **Bachelor of Science (B.S.)**, Communication – Boston University - 1984

Certifications & Affiliations

- Certified Municipal Clerk (CMC) – International Institute of Municipal Clerks
- Registered Municipal Clerk (RMC) – NYS Association of Town Clerks
- President, Westchester Putnam Town & City Clerks Association
- Member, Town of North Castle Technology Task Force

Selected Accomplishments

- Led full digitization of municipal records, modernizing processes and improving public access.
- Directed strategic communications and departmental workflows during organizational restructuring.
- Served on the Town of North Castle Technology Task Force to enhance internal and external communications, expand resident access to information, and modernize systems for more effective information sharing.

Brian David Stanley
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EXECUTIVE SUMMARY

Strategic Public Administration Executive with 15+ years of progressive leadership in high-population county government operations. Expert in navigating complex political landscapes, managing multi-million-dollar budgets, and driving digital transformation in the public sector. Recognized for a rare blend of **fiscal discipline** and **technological innovation**, including award-winning AI-driven service delivery models. Experienced in legal and quasi-judicial review, including analysis of court orders, divorce decrees as enforceable agreements, and contracts.

- **Operational Scale:** Oversight of departments serving populations of **865,000+ to 2.1 million** residents.
- **Fiscal Stewardship:** Proven track record managing **$3M+ annual operating budgets** and multimillion-dollar ARPA/grant-funded portfolios.
- **Innovation Leader:** Recipient of the **2026 El Paso County "Shining Star"** and multiple **NACo/TAC Innovation Awards** for modernizing public access.
- **Governance Expert:** Trusted advisor to Commissioners Courts and elected officials on policy, budget strategy, and organizational effectiveness.

CORE COMPETENCIES

- Executive & Departmental Oversight
- County Government Operations
- Strategic Planning & Performance Management
- Operating & Capital Budget Development
- Policy & Procedure Development
- Multi-Departmental Project Management
- Personnel Management & Labor Relations

- Elected Official & Public Engagement
- Grant Administration & Compliance
- Organizational Change & Innovation

PROFESSIONAL EXPERIENCE

Executive Director

El Paso County Domestic Relations Office & Law Library
El Paso County, Texas | May 2018 – Present

Provide executive leadership and administrative oversight for a county department delivering legal/ social public services in El Paso County, serving a population of more than 865,000 residents. Report directly to executive leadership and regularly brief Commissioners Court on departmental operations, budget performance, policy initiatives, and community impact.

- Oversee daily and long-term operations of assigned departments, including strategic planning, goal development, performance monitoring, and service delivery evaluation.
- Review and interpret court orders, divorce decrees, and contractual agreements to ensure enforceability, compliance with state statutes
- Supervise managers and professional staff; establish priorities; conduct performance evaluations; and make hiring, compensation, and disciplinary recommendations in accordance with county policies.
- Administer and monitor a $3M+ annual operating budget and multiple grant-funded and capital initiatives; prepare budget requests, track expenditures, and recommend resource allocation adjustments to executive leadership.
- Lead the development, review, and implementation of departmental operating policies and procedures to ensure compliance, effectiveness, and alignment with county-wide governance standards.
- Serve as Project Manager for major, multi-departmental initiatives, including a $600K ARPA-funded AI Kiosk Project designed to improve public access to county and court services.
- Coordinate with state and federal agencies, including the Office of the Attorney General, Office on Violence Against Women, Office for Victims of Crime, and the U.S. State Department.
- Represent the County on committees, task forces, and public forums; maintain strong working relationships with elected officials, judiciary, community organizations, and stakeholders.
- Implemented dashboards for each divisions performance.

- Prepare and present written reports, performance analyses, and recommendations to executive leadership to support informed decision-making.
- Recognized at the state and national level for innovation, operational excellence, and public service delivery.
- Developed and executed the department's Continuity of Operations Plan (COOP) during the COVID-19 public health emergency, coordinating cross-functional response efforts, safeguarding critical public services, aligning operations with countywide emergency directives, and overseeing implementation of federal ARPA recovery initiatives.

Staff Supervised: 30+ | **Budget Authority:** $3M+ operating; grant funds

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Program Director I

Family, Community, and Health Systems Department
University of Alabama at Birmingham – School of Nursing | March 2014 – May 2018

Provided senior administrative and operational support to departmental leadership within a large public academic institution, the University of Alabama at Birmingham, which employs more than 28,000 faculty and staff.

- Supported departmental leadership in strategic planning, performance reporting, and compliance with institutional and regulatory standards.
- Coordinated faculty evaluations, hiring documentation, onboarding, and promotion processes for 60+ faculty members.
- Assisted in grant review, reporting, and administrative oversight.
- Prepared executive reports, agendas, and meeting materials for department leadership and governance bodies.
- Managed departmental travel and operating budgets and ensured accurate financial tracking.

Manager

Tarrant County Domestic Relations Office – Child Support Division
Tarrant County, Texas | October 2002 – March 2014

Managed day-to-day operations and long-range planning for a high-volume public service division in Tarrant County, serving a population of more than 2.1 million residents.

- Supervised managers and frontline staff, overseeing personnel actions, performance evaluations, and compliance with state and federal regulations.

- Developed and implemented operational goals, increasing child support collection rates fro to 87%.
- Forecasted staffing and budget needs to support annual budget development and service delivery demands.
- Implemented dashboards for staff performance monitoring.
- Maintained and updated departmental policies and procedures; conducted audits and ensured compliance with IV-D requirements.
- Presided over administrative hearings and served as a liaison between the public, legal staff, and executive leadership.

Ombudsman / Child Support Officer

Office of the Attorney General of Texas | March 1999 – October 2002

Provided regulatory, enforcement, and public-facing services in a legally complex environment.

EDUCATION

Master of Public Administration (MPA)
University of Texas at Arlington

Master of Family & Child Science
New Mexico State University

Bachelor of Science – Family Relations & Child Development
Oklahoma State University

PROFESSIONAL LEADERSHIP & SERVICE

Texas Association of Domestic Relations Offices

- President (2022–2023)
- Vice President (2020–2021)
- Past President (2023–2024)
- Board Member (2025-Present)

El Paso County Law Library Committee (2018-Present)

El Paso Dispute Resolution Committee (2018-Present)

Borderland Rainbow Center Volunteer

Pi Kappa Phi Fraternity

CERTIFICATIONS & TRAINING

- Change Management Specialist
- Project Management Essentials
- Agile Foundations
- Six Sigma Yellow Belt | Kaizen Facilitator
- Performance Management & Organizational Planning
- Mediation Training – University of New Mexico School of Law
- Graduate school statistics

HONORS & AWARDS

- El Paso County Staff Recognition for Excellence as a shining star (2026)
- National Association of Counties Innovation Award (2024)
- Texas Association of Counties Innovation Award (2020, 2024)
- Texas Association of Domestic Relations Offices Excellence Award (2019)

Jordan Strohmeyer, MBA, AICP, PMP, CNU-A
Austin, TX • 210-373-0115 • jordan.d.strohmeyer@gmail.com

Dear Members of the Town Council,

I am excited to submit my application for the Town Manager position with the Town of Juno Beach. Throughout my career in municipal leadership, I have been driven by a simple philosophy: local government succeeds when it combines sound fiscal management, transparent leadership, exceptional customer service, and a genuine commitment to the community it serves. Juno Beach's dedication to preserving its unique small-town character while planning thoughtfully for the future strongly resonates with my own leadership approach.

As the Director of Development Services for the City of Lago Vista, Texas, I serve as a member of the executive leadership team, advising the City Manager, Mayor, City Council, Planning and Zoning Commission, and Board of Adjustment on complex policy, operational, financial, and strategic initiatives. I oversee departmental operations, manage multimillion-dollar budgets, lead multidisciplinary staff, and work daily to balance community expectations with long-term organizational goals. My experience has reinforced that successful municipal management is built on trust, responsiveness, collaboration, and a willingness to solve problems before they become crises.

Throughout my career, I have led organizational improvements that increased efficiency, strengthened accountability, and enhanced customer service. I have modernized development review processes, directed comprehensive code updates, implemented new operational procedures, managed significant capital and infrastructure initiatives, and worked collaboratively across departments to improve service delivery. Previously, as Director of Development Services and Public Works for the City of Jarrell, I managed both development and public works operations during a period of extraordinary growth, overseeing a fourteen-person department and securing more than $18 million in infrastructure funding while implementing organizational changes that produced significant long-term operational savings.

Beyond technical expertise, I believe one of a Town Manager's most important responsibilities is building relationships. Whether working with elected officials, employees, residents, developers, community organizations, or regional partners, I strive to communicate openly, listen carefully, and provide thoughtful, objective recommendations that support informed decision-making. I have extensive experience preparing council agendas, presenting complex policy issues in an understandable manner, facilitating public meetings, and ensuring that governing body priorities are effectively translated into action by staff.

I am particularly drawn to Juno Beach's emphasis on transparency, visibility within the community, continuous improvement, and preserving its coastal small-town identity. Those priorities reflect the type of organization I seek to lead—one where operational excellence is matched by a commitment to public trust and exceptional service. While my municipal experience has been in Texas, the core principles of effective local government leadership are universal, and I am confident my executive leadership experience, strategic planning expertise, financial management background, and collaborative leadership style would allow me to quickly become an effective partner for your Council, staff, and residents.

In addition to my professional experience, I hold a Master of Business Administration with a concentration in Project Management, am certified by the American Institute of Certified Planners (AICP), and am currently pursuing a Doctor of Public Policy and Administration focused on legal studies. My commitment to continuous learning reflects my belief that strong municipal leaders must continually adapt to meet evolving community needs and organizational challenges.

Thank you for your consideration. I would welcome the opportunity to discuss how my leadership experience, strategic perspective, and commitment to public service can help the Town of Juno Beach continue providing exceptional municipal services while preserving the qualities that make the community such a special place. I look forward to the opportunity to speak with you.

Respectfully,



Jordan Strohmeyer, MBA, AICP, PMP, CNU-A
Director of Development Services
Doctoral Candidate, Public Policy & Administration (Legal Studies)

JORDAN STROHMEYER, MBA, AICP, PMP, CNU-A
Doctoral Candidate, Public Policy & Administration (Legal Studies Focus)
Austin, Texas • 210.373.0115 • jordan.d.strohmeyer@gmail.com

EXECUTIVE PROFILE

Progressive municipal executive with experience leading organizational transformation, infrastructure investment, community development, public works, utilities, and strategic planning for rapidly growing Texas municipalities. Trusted advisor to City Managers, elected officials, boards, commissions, and regional partners with demonstrated success negotiating complex development agreements, directing multimillion-dollar infrastructure initiatives, modernizing municipal operations, and implementing long-range policy objectives. Recognized for building high-performing organizations through strategic leadership, fiscal stewardship, and operational excellence. Proven ability to align community vision with infrastructure capacity, economic development, and organizational performance while successfully leading multidisciplinary teams responsible for development services, engineering coordination, utilities, public works, permitting, inspections, code compliance, GIS, capital improvements, and legislative implementation. Brings a unique combination of executive municipal leadership and private-sector consulting experience, providing an understanding of local government from the perspectives of public administration, infrastructure delivery, economic development, engineering, land development, and organizational management.

BY THE NUMBERS

$31+ Million
Combined municipal operating and utility budgets currently supported through executive leadership and strategic planning.

$500,000+
Annual operating savings generated through organizational restructuring and strategic staffing initiatives.

$18 Million
Regional infrastructure funding secured through intergovernmental coordination, utility partnerships, and grant administration.

$380+ Million
Transportation and capital improvement projects planned, managed, or coordinated throughout municipal and consulting experience.

$9.56 Million
Capital Improvement Program coordinated within the City of Lago Vista Utility Funds.

2,500+ Acres
Annexed, master planned, or incorporated into long-range municipal growth strategies

SELECTED EXECUTIVE IMPACT

- Directed executive leadership of multidisciplinary municipal departments responsible for planning, development services, public works, utilities, engineering coordination, building safety, permitting, inspections, code enforcement, GIS, and long-range infrastructure planning.
- Negotiated complex public-private agreements, including Municipal Utility District (MUD) Consent Agreements, Chapter 380 Economic Development Agreements, Utility Service Agreements, Development Agreements, Reimbursement Agreements, and regional infrastructure partnerships supporting sustainable community growth.

- Secured approximately $18 million in regional infrastructure funding through strategic partnerships involving municipalities, utility providers, special districts, counties, and state agencies to expand regional water infrastructure and utility capacity.
- Led the expansion of a municipal wastewater treatment facility from 1 MGD to 2 MGD and directed the transition from groundwater to regional surface water service, significantly increasing long-term utility capacity.
- Successfully negotiated Certificate of Convenience and Necessity (CCN) modifications and coordinated Public Utility Commission of Texas (PUC) proceedings supporting economic development, utility expansion, and regional service delivery.
- Directed comprehensive updates to zoning ordinances, Unified Development Codes, Comprehensive Plans, Water and Wastewater Master Plans, utility rate studies, impact fee studies, and development regulations to position communities for responsible long-term growth.
- Reduced annual consultant expenditures by more than $500,000 through organizational restructuring, strategic staffing initiatives, and operational improvements while maintaining and enhancing service levels.
- Implemented enterprise Geographic Information Systems (GIS), digital permitting platforms, executive performance dashboards, and standardized operating procedures that modernized municipal operations and improved customer service.
- Managed high-profile residential, commercial, mixed-use, and economic development projects through executive coordination with developers, engineers, attorneys, utility providers, regional agencies, and elected officials.
- Served as principal advisor to City Managers, City Councils, Planning & Zoning Commissions, Boards of Adjustment, Building & Standards Commissions, and Economic Development Corporations on complex land use, infrastructure, public policy, and organizational matters.
- Directed multidisciplinary teams of up to 18 employees while managing organizational change, mentoring future leaders, improving operational performance, and fostering a culture of accountability, innovation, and continuous improvement.
- Built collaborative partnerships across municipal departments, regional organizations, state agencies, and private-sector stakeholders to successfully deliver infrastructure investments, strengthen organizational capacity, and support long-term community resilience.

PUBLIC SECTOR EXPERIENCE

CITY OF LAGO VISTA, TEXAS

Director of Development Services | 2025 – present

Community Profile

- *Population: Approximately 12,000 (15,000+ ETJ)*
- *General Fund Budget: $12.8 Million*
- *Utility Fund Budget: $18.5 Million*
- *Capital Improvement Program: $9.56 Million*
- *Department Budget: $845,301*

- *Direct Reports: 9*
- *Executive Coordination: Public Works, Utilities, Parks, Finance, Economic Development Corporation, City Administration*
- *Technical Advisor: City Council, Planning & Zoning Commission, Board of Adjustment, Building & Standards Commission*
- *Committee Leadership: Unified Development Code Committee, Comprehensive Plan Committee, Builders Roundtable, Keep Lago Vista Beautiful Monument Sign Committee*

Executive Responsibilities

Serve as the executive leader for the City's Development Services Department, directing strategic planning, development services, building safety, permitting, inspections, code compliance, GIS, floodplain administration, and development review for one of the fastest-growing communities in the Texas Hill Country. Advise the City Manager, Mayor, City Council, appointed boards, and executive leadership on municipal policy, organizational strategy, infrastructure investment, annexation, development regulations, economic development, and long-range community planning.

Provide executive leadership for cross-departmental initiatives involving Public Works, Utilities, Finance, Parks, Economic Development, and external partners while balancing responsible growth, infrastructure capacity, fiscal sustainability, and exceptional customer service.

Organizational Leadership & Operational Excellence

- Reorganized departmental operations into specialized functional divisions, improving accountability, cross-training, customer service, and operational efficiency.
- Developed and implemented the department's first Strategic Business Plan establishing measurable goals, key performance indicators, operational priorities, and long-term organizational objectives.
- Established standardized operating procedures for permitting, development review, engineering coordination, code compliance, and customer service to improve consistency, transparency, and regulatory compliance.
- Implemented executive performance reporting and operational dashboards to improve organizational accountability and data-driven decision making.
- Led procurement and contract administration for professional engineering, building inspection, and consulting services through competitive RFQ processes.

Strategic Planning, Policy & Legislative Leadership

- Direct the City's Comprehensive Plan update, establishing the long-term vision for land use, infrastructure, housing, transportation, parks, economic development, and community growth.
- Lead the City's comprehensive Unified Development Code modernization, consolidating and updating development regulations to improve usability, consistency, customer experience, and compliance with current Texas law.
- Draft ordinances, policy recommendations, executive memoranda, and implementation strategies for consideration by City Council.

- Lead implementation of state legislative changes affecting municipal development regulations, permitting, land use, building safety, and development review.
- Established administrative procedures and governance framework for the City's Building & Standards Commission.

Infrastructure, Development & Capital Planning

- Serve as the City's principal advisor on annexations, zoning, subdivisions, development agreements, utility coordination, infrastructure planning, and development policy.
- Coordinate executive review of major development projects with Public Works, Utilities, Engineering, Parks, Finance, and the Economic Development Corporation to ensure long-term infrastructure capacity and fiscal sustainability.
- Established mandatory pre-development meetings to improve project coordination, reduce review times, and strengthen communication between applicants and City staff.
- Direct implementation of engineering review standards, development review procedures, and construction administration processes supporting responsible community growth.
- Coordinate capital planning initiatives impacting transportation, drainage, utilities, parks, and public infrastructure.

Organizational Transformation & Innovation

- Modernized permitting, inspections, code enforcement, and development review processes through technology integration, workflow redesign, and performance management.
- Expanded enterprise GIS capabilities to improve asset management, operational decision making, and public access to development information.
- Implemented organizational improvements that strengthened customer service, reduced processing times, and improved regulatory consistency.
- Developed standardized templates, administrative procedures, and guidance documents supporting more efficient municipal operations.
- Strengthened collaboration between Development Services, Public Works, Utilities, Finance, Parks, and Economic Development to improve organizational effectiveness.

Executive Governance & Community Leadership

- Serve as technical advisor to City Council and appointed boards on complex land use, infrastructure, redevelopment, annexation, and municipal policy matters.
- Present recommendations during public hearings, work sessions, executive briefings, and stakeholder meetings involving developers, residents, regional agencies, and elected officials.
- Represent the City during negotiations with developers, engineers, consultants, attorneys, utility providers, and regulatory agencies.

- Foster collaborative relationships among municipal departments, regional partners, and community stakeholders to support strategic initiatives and long-term organizational success.

CITY OF JARRELL, TEXAS
Director of Development Services & Public Works | 2022 – 2024
Community Profile

- *Population: Approximately 4,500 (15,000+ ETJ)*
- *General Fund Budget: $5.26 Million*
- *Utility Fund Budget: $2.41 Million*
- *Debt Service Fund: $3.59 Million*
- *Capital Recovery Fund: $1.54 Million*
- *Direct Reports: 18*
- *Executive Coordination: Public Works, Utilities, Engineering, Finance, Parks, Economic Development Corporation*
- *Technical Advisor: City Council, Planning & Zoning Commission, Economic Development Corporation*
- *Committee Leadership: Comprehensive Plan Committee, Unified Development Code Committee, Capital Improvement Planning Committee*

Executive Responsibilities

Served as executive leader for the City's Development Services and Public Works Departments during one of the fastest-growing communities in Texas. Directed strategic planning, public works, engineering coordination, utilities, building safety, permitting, inspections, code compliance, GIS, development review, capital improvements, and long-range infrastructure planning while serving as principal advisor to the City Manager, City Council, Planning & Zoning Commission, and Economic Development Corporation.

Provided executive leadership for cross-departmental initiatives involving Public Works, Utilities, Engineering, Finance, Parks, Economic Development, Williamson County, regional utility providers, developers, and state regulatory agencies while balancing accelerated residential and commercial growth with infrastructure capacity, fiscal responsibility, and organizational performance.

Organizational Leadership & Operational Excellence

- Reorganized departmental operations and staffing structures, reducing annual consultant expenditures by more than $500,000 while improving service delivery and organizational performance.
- Directed recruitment, supervision, mentoring, succession planning, performance management, and professional development for an eighteen-member multidisciplinary department.
- Developed departmental policies, procedures, operational standards, and performance expectations supporting long-term organizational success.
- Implemented the City's first enterprise Geographic Information System (GIS), modernizing municipal asset management, development review, and executive decision-making.

- Implemented the City's first digital permitting platform, improving customer service, operational efficiency, transparency, and permit processing times.
- Managed departmental budgets, consultant contracts, procurement, capital planning, and operational performance initiatives.

Strategic Planning, Policy & Legislative Leadership

- Directed the City's comprehensive Zoning Ordinance rewrite, resulting in unanimous Planning & Zoning Commission and City Council approval with no public opposition.
- Guided implementation of the Comprehensive Plan through development regulations, infrastructure planning, and capital improvement initiatives.
- Prepared ordinances, policy recommendations, executive reports, and implementation strategies supporting informed legislative decision-making.
- Served as technical advisor to elected officials regarding annexations, rezonings, subdivision regulations, development agreements, utility planning, and economic development initiatives.
- Coordinated implementation of major planning initiatives supporting responsible long-term municipal growth.

Infrastructure, Development & Capital Planning

- Directed expansion of the City's wastewater treatment facility from 1 MGD to 2 MGD, significantly increasing treatment capacity for future residential and commercial growth.
- Led the City's transition from groundwater to regional surface water, including implementation of chloramine treatment and long-term utility planning.
- Coordinated planning and implementation of the Parallel Wastewater Interceptor and other major capital infrastructure projects supporting future growth.
- Directed updates to the Water Master Plan, Wastewater Master Plan, utility rate studies, impact fee study, and Capital Improvement Program.
- Evaluated major development proposals for infrastructure capacity, utility availability, fiscal impacts, and long-term municipal service obligations.

Economic Development & Executive Negotiations

- Negotiated the Canyon Ranch Municipal Utility District Consent Agreement, establishing governance, financing, infrastructure obligations, and utility service for one of the City's largest master-planned developments.
- Led negotiation of the Chapter 380 Economic Development Agreement for Project Lunch Lady, coordinating incentives, development review, regional infrastructure planning, and intergovernmental partnerships.
- Directed Certificate of Convenience and Necessity (CCN) negotiations with the City of Georgetown, including Public Utility Commission coordination and regional utility planning.
- Negotiated utility service agreements, development agreements, reimbursement agreements, and regional infrastructure partnerships supporting responsible municipal growth.

- Coordinated with Williamson County, the Economic Development Corporation, developers, engineers, utility providers, attorneys, and regional agencies to facilitate complex public-private development initiatives.

Organizational Transformation & Innovation

- Coordinated regional partnerships with LSRWA, Jarrell-Schwertner Water Supply Corporation, Sonterra Municipal Utility District, Williamson County, and state agencies to secure approximately $18 million in grant funding for regional water infrastructure.
- Managed planning and implementation of regional transmission mains, pump stations, and elevated water storage facilities supporting long-term utility capacity.
- Expanded the City's technology infrastructure through enterprise GIS, digital permitting, electronic records management, and process automation.
- Improved operational efficiency by transitioning multiple consultant-led services to in-house operations, strengthening institutional knowledge and reducing long-term operating costs.
- Modernized development review procedures, customer service standards, and departmental workflows to support one of the fastest-growing communities in Central Texas.

Executive Governance & Community Leadership

- Served as principal advisor to the City Manager, City Council, Planning & Zoning Commission, and Economic Development Corporation on complex development, infrastructure, annexation, and economic development matters.
- Presented recommendations during public hearings, work sessions, executive briefings, stakeholder meetings, and regional coordination efforts.
- Represented the City during negotiations with developers, engineers, utility providers, attorneys, state agencies, counties, and regional organizations.
- Assisted executive leadership in coordinating municipal response and recovery following the 2023 Central Texas tornado, supporting infrastructure restoration, emergency operations, and community recovery.
- Fostered collaborative partnerships among municipal departments, regional agencies, utility providers, and private-sector stakeholders to advance strategic initiatives and long-term organizational success.

Senior Planner | 2018 – 2021

Community Profile

- *Population: Approximately 2,500–4,500 (Rapid Growth Community)*
- *Executive Coordination: City Manager, Public Works, Engineering, Utilities, Finance, Economic Development Corporation*
- *Technical Advisor: City Council and Planning & Zoning Commission*
- *Primary Responsibilities: Planning, Zoning, Development Review, GIS, Long-Range Planning, Capital Planning, Economic Development Support*

Executive Responsibilities

Served as the City's lead planning professional during a period of unprecedented residential and commercial growth. Directed planning, zoning administration, annexation, subdivision review, development review, GIS implementation, and long-range planning while advising the City Manager, City Council, Planning & Zoning Commission, developers, engineers, and regional partners on community growth, infrastructure planning, and municipal policy.
Provided strategic planning support for economic development initiatives, capital improvement planning, utility coordination, annexation strategy, and organizational modernization while building many of the administrative systems that supported the City's future growth.

Organizational Leadership & Operational Excellence

- Established and managed the City's Planning Division during a period of significant residential and commercial expansion.
- Developed standardized development review procedures, staff reports, presentation templates, and administrative processes improving consistency and customer service.
- Implemented the City's first enterprise Geographic Information System (GIS), significantly improving mapping capabilities, asset management, and planning analysis.
- Coordinated multidisciplinary review among Planning, Engineering, Public Works, Utilities, Fire, and outside agencies to improve project delivery.

Strategic Planning, Policy & Legislative Leadership

- Managed zoning, subdivision, annexation, and development applications while ensuring compliance with municipal regulations and state law.
- Prepared ordinances, resolutions, policy analyses, and technical recommendations for consideration by the Planning & Zoning Commission and City Council.
- Played a key role in updates to the Comprehensive Plan, development regulations, and long-range growth policies.
- Presented complex land use, infrastructure, and development issues during public hearings, work sessions, and stakeholder meetings.

Development, Infrastructure & Growth Management

- Managed review and coordination of major residential, commercial, and mixed-use development projects from pre-development through construction.
- Coordinated utility providers, consulting engineers, developers, and regional agencies to ensure infrastructure availability and compliance with municipal standards.
- Evaluated development proposals for transportation, water, wastewater, drainage, parkland dedication, and long-term infrastructure capacity.
- Assisted with Capital Improvement Planning by identifying infrastructure needs associated with projected community growth.

Economic Development & Intergovernmental Coordination

- Supported economic development initiatives through site selection assistance, development review, infrastructure coordination, and project facilitation.
- Coordinated with Williamson County, utility providers, school districts, neighboring municipalities, and regional agencies on planning and infrastructure initiatives.
- Assisted in negotiating development conditions, utility coordination, annexation agreements, and infrastructure participation requirements.
- Built collaborative relationships with developers, engineers, architects, business owners, and community stakeholders to facilitate responsible development.

Executive Governance & Community Leadership

- Served as technical advisor to the Planning & Zoning Commission and City Council on land use policy, zoning, subdivision regulations, annexations, and development proposals.
- Prepared and presented staff reports, executive memoranda, and policy recommendations supporting legislative decision-making.
- Represented the City during public meetings, neighborhood outreach efforts, developer meetings, and intergovernmental coordination activities.
- Established a reputation for collaborative problem-solving, helping position the organization for continued growth and ultimately promotion to Director of Development Services & Public Works.

PRIVATE SECTOR CONSULTING

Served as a municipal planning and infrastructure consultant advising local governments throughout Texas on long-range planning, capital investment, economic development, redevelopment, transportation, parks, housing, and regulatory modernization. Managed multidisciplinary teams, coordinated with elected officials, executive leadership, engineers, architects, economists, and public engagement specialists, and translated long-range community vision into implementable policy, infrastructure, and capital investment strategies.

Private Consulting Highlights

- Managed multidisciplinary planning, engineering, and implementation projects for municipalities throughout Central Texas.
- Advised City Managers, elected officials, Planning & Zoning Commissions, and municipal staff on redevelopment, infrastructure investment, economic development, transportation, housing, and implementation strategies.
- Coordinated planners, engineers, economists, landscape architects, GIS specialists, and public engagement professionals to successfully deliver complex municipal projects.
- Developed implementation strategies that connected adopted plans to capital improvement programming, development regulations, and long-term municipal investment priorities.

- Built collaborative relationships with municipal leadership, developers, utility providers, and regional stakeholders to advance complex planning and infrastructure initiatives.

COVEY PLANNING + LANDSCAPE ARCHITECTURE
Project Manager | 2024 – 2025
Provided executive advisory and project management services to municipalities throughout Texas, managing concurrent planning and implementation projects while serving as a trusted advisor to City Managers, elected officials, department directors, and community stakeholders. Managed approximately $1.8 million in municipal consulting contracts while leading multidisciplinary teams and ensuring projects were delivered on schedule, within budget, and aligned with community priorities.

Comprehensive & Neighborhood Planning
- Oak Hills & East Downs Neighborhood Plans – City of Temple: Developed neighborhood preservation, reinvestment, connectivity, and implementation strategies to support long-term community stability.
- Neighborhood Conservation Overlay & Permit-Ready Housing Program – City of Temple: Developed neighborhood conservation regulations and standardized housing plans to encourage compatible infill development while preserving neighborhood character.

Downtown Revitalization & Economic Development
- Downtown Master Plan & Overlay District – City of Belton: Prepared redevelopment strategies, land use policies, housing recommendations, and implementation tools supporting historic preservation and downtown revitalization.
- Reinvestment Zone (TIRZ #1) Master Plan – City of Temple: Developed economic development, infrastructure investment, and redevelopment strategies leveraging tax increment financing to stimulate private investment.

Transportation & Corridor Planning
- IH-35 Corridor Plan – City of Temple: Integrated transportation, land use, urban design, and redevelopment strategies transforming a regional transportation corridor into a mixed-use growth framework.
- SH-317 Corridor Plan – City of Temple: Prepared long-range mobility, access management, and land use recommendations balancing economic development with transportation safety and multimodal access.
- Berry Creek Trail Feasibility Study – City of Temple: Developed regional trail connectivity recommendations supporting mobility, recreation, tourism, and economic development.

Parks, Recreation & Community Facilities
- James Wilson Park Master Plan – City of Temple: Developed long-range recreation, programming, facility expansion, and implementation strategies consistent with NRPA best practices.

- Crossroads Park Master Plan – City of Temple: Created a regional sports park master plan emphasizing community programming, tournament facilities, phased implementation, and long-term capital investment.

KIMLEY-HORN AND ASSOCIATES
Project Manager | 2021 – 2022
Managed multidisciplinary municipal planning, transportation, and infrastructure projects throughout Texas while coordinating planners, engineers, GIS specialists, and municipal staff. Served as the primary liaison between municipal leadership and technical teams, translating planning policy into practical implementation strategies supporting rapidly growing communities.

Comprehensive Planning & Growth Management
- Comprehensive Plan – City of Cibolo: Guided long-range growth management, infrastructure planning, housing policy, and land use strategy supporting balanced residential and commercial development.
- Future Land Use Update – City of Georgetown: Developed future land use recommendations integrating transportation investments, utility planning, and growth management.

Transportation & Infrastructure Planning
- Transportation & Mobility Master Plans – Cities of Georgetown, Round Rock, and Cedar Park: Led and supported multimodal transportation planning efforts involving more than $380 million in prioritized transportation and capital improvements.
- Coordinated transportation planning recommendations with future land use, utility capacity, and capital improvement priorities.

Municipal Operations & Staff Augmentation
- Staff Augmentation – Cities of Liberty Hill and Bastrop: Provided embedded municipal planning services supporting development review, customer service, permitting, zoning administration, and growth management during periods of rapid development activity.
- Zoning Map Adoption & GIS Migration – City of Lytle: Modernized the City's zoning map into a GIS-based platform, improving transparency, development review efficiency, and long-term regulatory administration.

EDUCATION

Doctor of Public Policy & Administration
Walden University
Specialization: Legal Studies

Master of Business Administration
Southern New Hampshire University
Specialization: Project Management

Bachelor of Science Urban Planning
Arizona State University
Minor: Sustainability

Bachelor of Science Political Science
Arizona State University

PROFESSIONAL CERTIFICATIONS

American Institute of Certified Planners (AICP) - *American Planning Association*

Project Management Professional (PMP) - *Project Management Institute*

Congress for the New Urbanism - *Accredited (CNU-A)*

Texas Class B Wastewater Operator - *Eligible through education and experience; licensing in progress.*

PROFESSIONAL LEADERSHIP & ORGANIZATIONAL ENGAGEMENT

- International City/County Management Association (ICMA)-*Member*
- Texas City Management Association (TCMA)-*Member*
- American Planning Association (APA)
  - *Central Texas Chapter Board Member (2021–2025)*
  - *Emerging Professional Leader (2021–2025)*
  - *City Management Mentorship Program Mentor (2025)*
  - *National AICP Exam Review Committee Member (2027 Examination Development)*
  - *National Awards Review Committee Member (2025)*
- Project Management Institute (PMI)-*Member*
- Congress for the New Urbanism (CNU)-*Member*
- Urban Land Institute (ULI)- *Member*
- Government Finance Officers Association (GFOA)-*Member*
- Texas Floodplain Management Association (TFMA)-*Member*
- Association of State Floodplain Managers (ASFPM)-*Member*
- Texas Economic Development Council (TEDC)-*Member*
- Texas Municipal League (TML)-*Member*

LEADERSHIP PHILOSOPHY

I believe exceptional local government is built through accountable leadership, fiscal stewardship, strategic planning, and a commitment to public service. My leadership philosophy centers on building high-performing organizations that empower employees, support elected officials, and consistently deliver measurable results for residents.

I believe leaders create clarity during uncertainty, remove barriers that prevent staff from succeeding, and establish systems that enable organizations to thrive beyond any one individual. Long-range vision is important, but execution is what builds trust. My approach emphasizes transparency, collaboration, operational excellence, and continuous improvement while balancing community expectations with responsible financial management and sustainable infrastructure investment.

Successful communities are not defined solely by growth—they are defined by their ability to manage growth responsibly, protect public resources, and build organizations capable of serving future generations.

Thomas Thomas

308 E. Washington St.
Carlock, IL. 61725
(773) 354-2516
thomasedwinthomas@yahoo.com

May 22, 2026

Dear Mr. Colin Baenziger,

I am pleased to submit my application for the Town Manager position with the Town of Juno Beach. I am particularly drawn to this opportunity because of the Town's strong sense of community, commitment to preserving its unique character, and emphasis on responsive, relationship-based local government. Juno Beach's values of transparency, collaboration, fiscal stewardship, and community engagement strongly align with my own approach to public service leadership.

With more than twenty five years of municipal and county management experience, including service as City Manager in multiple communities, I have led organizations through operational, financial, and strategic challenges while maintaining a strong focus on communication, accountability, and service delivery. At this stage of my career, I am intentionally seeking a community where the Town Manager is expected to be visible, accessible, and directly engaged with residents, elected officials, and staff. My professional background also includes earlier municipal experience in Florida communities including Pinellas Park, Largo, and Tallahassee, which provided valuable experience in Florida local government operations and community-focused service delivery.

Throughout my career, I have emphasized consensus-building and collaborative leadership. As City Manager for the City of Compton, I led a significant financial recovery effort that resulted in compliance with all Priority One State audit recommendations while maintaining service delivery and advancing key community initiatives. In Rock Island and Macon, I implemented long-range planning initiatives, redevelopment strategies, and financial management reforms while working closely with elected officials, residents, businesses, and community stakeholders to build support and achieve results.

My experience aligns especially well with Juno Beach's focus on redevelopment, planning, and preserving community character. I have extensive experience with comprehensive planning, specific plans, redevelopment projects, and balancing growth pressures with community priorities. I understand the importance of ensuring redevelopment enhances quality of life while protecting the values and character residents care deeply about.

My experience as City Manager of the City of Unalaska, Alaska further strengthened my appreciation for leadership in close-knit and environmentally sensitive coastal communities. That role required a highly visible and hands-on management approach, collaboration with multiple agencies and stakeholders, and careful attention to infrastructure, planning, and quality-of-life issues important to residents.

I have always believed local government is fundamentally about relationships, trust, and responsiveness. I value open communication, accessibility, and follow-through, and I believe Town residents deserve leadership that is approachable, engaged, and accountable.

During my recent medical leave, I continued professional development through the International City and County Management Association. I am now fully recovered and eager to bring renewed energy and focus to public service leadership. This experience reinforced my commitment to ethical local government management and strengthened my readiness to serve with clarity, resilience, and sustained dedication.

I would welcome the opportunity to partner with the Town Council, staff, and residents to continue protecting Juno Beach's character, maintaining its strong financial position, and delivering high-quality services for the community over the long term. Thank you for your consideration.

Sincerely,



Thomas Thomas

Thomas Thomas

308 E. Washington St.
Carlock, IL. 61725
(773) 354-2516
thomasedwinthomas@yahoo.com

CAREER SUMMARY

Twenty-five (25) years city and county management experience including responsibilities in all phases of government operations and services. Extensive experience in budget development, financial management and controls, community and economic development, land use and development services, and organizational development. Demonstrated excellence in consensus building, team-building, and public relations. Delivered more than 1,000 presentations to governing boards, civic organizations, developers, and community stakeholders.

DIRECTLY RELEVANT PROFESSIONAL EXPERIENCE

City Manager

City of Compton, California | *March 2022 – July 2023*

Population: ~100,000 | Budget: $251M | Employees: ~600

Duties and Responsibilities

Supervised department directors of Fire, City Engineering, Human Resources, Risk Management, Community Development, Street Maintenance, Community Improvement, Recreation, General Services, Building & Safety. Directed all operational, financial, administrative, and policy functions of the organization.

Achievements

- Since October 2019, State Auditors identified Compton as the most financially at-risk city in California. As of July 2023, the City is in compliance with all Priority 1 Recommendations from the 2022 audit.
- Presented and gained approval of a balanced FY 22–23 budget, including reorganizing departments to balance funding and leadership gaps and rebuild the executive team, and increasing 30+ FTE over FY 21–22 to repopulate City Hall.
- Oversaw all State Audit compliance actions, including timely reporting and charter amendments.
- Contracted Townsend Public Affairs to enhance state and federal advocacy.
- Adopted a new Downtown Compton Specific Plan to attract developers.
- Initiated preparation of a new General Plan using SB2 funding, engaging staff, consultants, and stakeholders for a 30-year vision.
- Facilitated approval of the first mixed-use transit-oriented development project, including negotiated public benefits.

- Sold five successor agency sites, including 250 N Central Avenue to The Olsen Company for housing development.
- Closed refinancing of two successor agency bonds in June 2022, saving approximately $10M.
- Negotiated five-year solid waste/trash contract amendment with Republic Services for SB 1383 compliance and affordability.
- Developed funding agreement with Caltrans for $12M Artesia Bridge reconstruction, completing design and construction schedule; bridge reopened October 2024.
- Engaged staff and experts to pilot solutions for street takeovers, including installation of bot dots.
- Formed enforcement coalition with Code Enforcement, City Attorney, Sheriff's Department, and outside civil counsel to combat illegal cannabis operations; shut down six illegal dispensaries in six months, obtained six injunctions, and filed nine lawsuits against 34 defendants.
- Extended operational days/hours for Parking Division and Code Enforcement to address violations evenings and weekends.
- Negotiated salary and benefits agreements with SEIU Local 721 and Fire Local 2216, resolving stalemates that had persisted since 2019.

Senior Associate

GovHR USA | *June 2019 – January 2022*

Duties and Responsibilities

Performed management consulting for counties, municipalities, and related not-for-profit organizations. Conducted audits and assessments of HR operations, reviewed policies and compliance, and evaluated organizational structure. Led classification and compensation studies, including performance appraisal and benefits analysis. Conducted staffing analysis and succession planning, identifying workforce needs and competency gaps.

Achievements

- Provided comprehensive recommendations to improve HR operations, organizational efficiency, and alignment with strategic objectives.
- Developed actionable staffing and succession plans for multiple clients to optimize service delivery and workforce capacity.

City Manager

City of Unalaska, Alaska | *March 2018 – May 2019*

Population: ~4,700 | General Fund: $33M | Proprietary Fund: $35M | Special Revenue Fund: $3.4M | Employees: 166+

Duties and Responsibilities

Supervised department directors of Police, Fire, Administration (Human Resources, Risk Management, Housing), Public Works, Public Utilities, Planning, Finance (IT, Purchasing), City Clerk, Ports & Harbors, and Parks, Culture & Recreation (Parks, Library, Community Center).

Achievements

- Completed Unalaska Marine Center Dock Position III and IV Upgrades project ($34M) within budget, extending 390 feet of new dock to align with U.S. Coast Guard dock.
- Negotiated three-year labor agreement with wage increases, retention bonuses, and education incentives to improve employee retention.
- Created a standalone Fire department, separating it from Public Safety, eliminating a management layer, and increasing efficiency and accountability.

Certified Teacher

October 2016 – February 2018

- Developed and adapted instructional strategies to meet unique student needs. Designed positive approaches and proactive interventions to advance engagement, achievement, cognitive development, and social-behavioral growth.

City Manager

City of Rock Island, Illinois | *October 2011 – September 2016*

Population: ~40,000 | General Fund: $38M | Enterprise Fund: $49M | Internal Service Fund: $13M | Employees: 468+

Duties and Responsibilities

Supervised department directors overseeing Police, Fire, Public Works, Economic & Community Development, Human Resources, Finance, Parks & Recreation, IT, Martin Luther King Jr. Center, Library, and City Clerk.

Achievements

- Invested $15M to purchase 22.94-acre site at Watchtower Plaza for retail development, relocating 12 businesses and retaining 180 full-time positions; Hill & Valley retained 140 jobs and projected 20 additional positions.
- Partnered with Renaissance Rock Island on downtown projects: The Locks ($6.2M, 3-story apartments), Jackson Square ($8.8M, 30 units), Goldman and Renaissance Lofts ($6.3M, 52 lofts).

- Negotiated sale of city-owned land for 10-acre commercial/retail development ($10M) and 45,000 sq. ft. medical marijuana facility ($10M), creating 100 jobs.
- Revitalized dormant Human Rights Commission and co-founded Quad Cities Alliance for Immigrants and Refugees to promote community integration.
- Oversaw 20-year Comprehensive Land Use Plan and Zoning Ordinance implementation.
- Negotiated five-year labor agreements with FOP, FOP Command, IAFF, AFSCME A & B, and UAW—the first such agreements for these groups.
- Implemented Zero-Based Budgeting, saving ~$1M annually; maintained no property tax increases for six years.
- Completed 65,000 sq. ft. Police Facility ($22M) within budget.

Chief Administrative Officer

Macon, Georgia | *November 2008 – September 2011*

Population: ~100,000 | General Fund: $72M | Enterprise Fund: $14M | Internal/Special/Other Funds: $21M | SPLOST Capital Program: $280M (voter-approved, multi-year) | *Employees: 1,280+*

Duties and Responsibilities

Reported to elected mayor; supervised Police, Fire, EMA, Public Works, Economic & Community Development, HR, Finance, Central Services, Engineering, Airport, MIS, and Parks & Recreation.

Achievements

- Implemented public/private merger: Noble's Marriott Macon City Center Hotel and City Coliseum/Convention Center/Auditorium; Noble invested $37M, City $10M; transitioned 43 City employees.
- Launched Main Street Program for downtown revitalization.
- Partnered with Mercer University on College Hill Corridor Master Plan.
- Developed 20-year Stormwater System Plan with Macon Water Authority and Bibb County; moved toward Stormwater Utility.
- Implemented Tax Allocation District (TAD) for downtown redevelopment.
- Introduced web-based work order tracking system (modeled on Baltimore CITISTAT) to improve service delivery.
- Right-sized organization, eliminating 100+ FTE and saving $3M.
- Redesigned employee health insurance plan, saving $5M; reduced OPEB liability from $160M to $80M.
- Implemented Zero-Based Budgeting, saving $3.8M.
- Developed Reserve Policy to maintain three months' General Fund expenses.

Assistant County Administrator

Dougherty County, Georgia | *January 2003 – October 2008*

Population: ~100,000

Duties and Responsibilities

Reported to County Administrator; supervised Small/Disadvantaged Business Utilization, Finance, Public Works, EMS, Jail, Court Services, Tax & Tag, Solid Waste, Library, HR, Facilities, and Police.

Achievements

- Negotiated with City of Albany under House Bill 489 Service Delivery Strategy.
- Implemented a $210M, 10-year downtown master plan financed by SPLOST.
- Partnered with City of Albany on TAD redevelopment of downtown blighted areas.
- Oversaw 20-year Comprehensive Land Use Plan and Zoning Ordinance.
- Managed fixed assets valued at $161M and all insurance plans.
- Oversaw Rural Transit System, Riverfront Park, and pre-disaster mitigation grant.
- Completed 5,205 sq. ft. Animal Shelter ($781,647) within budget.
- Developed economic diversification plan for Marine Corp Logistics Base.
- Represented Dougherty County on Convention & Visitors Bureau Committee.

Other Professional Experience

- Associate Planner, City of Pinellas Park, Florida – 19 months
- Assistant to City Manager, Largo, Florida – 1 year
- Assistant to City Manager, Rockville, Maryland – 2 years
- Budget Analyst, City of Tallahassee, Florida – 2 years
- Worker Compensation Case Analyst, Florida Department of Labor and Employment
- Co-owner/Manager, Audiology by Gott – 2 years

EDUCATION

- Master of Public Administration, Georgia College and State University – 1992
- BA in Political Science, Valdosta State University – 1990

PROFESSIONAL ORGANIZATIONS

- International City/County Management Association (ICMA)
- Illinois City/County Management Association (ILCMA)
- Georgia City/County Management Association (GCCMA)

Fred F. Ventresco

573-810-4165 **f.ventresco@gmail.com**

July 7, 2026

Town of Juno Beach
Town Center
340 Ocean Drive
Juno Beach, FL 33408
Via email to: ealves@juno-beach.fl.us

RE: Town Manager position

Dear Citizens Committee Members and, if/When Applicable, Honorable Mayor and Council:

I am writing to apply for the Town Manager position. My résumé follows this letter.

In addition to a passion for and dedication to public service, as my résumé details, I can offer the qualifications identified in your announcement and brochure for the position. I would also bring solid knowledge of and actual experience with the areas of expertise, departments, roles, responsibilities, and other expectations you list/discuss for the position. Indeed, I offer Juno Beach experience, knowledge, and skills providing at least all of the expectations and competencies customary for the Position and Profession.

In addition, my management/leadership style, method of operation/conduct, and inclinations have always matched your detailed description of the person sought. Please see my résumé for the details of my qualifications, experience, and more.

I would greatly value an opportunity/interview to discuss my serving Juno Beach as Town Manager.

Thank you for your time and consideration in reviewing my material!

Sincerely,



Fred Ventresco

Fred F. Ventresco

573-810-4165 **f.ventresco@gmail.com**

Profile/Introduction

Well-rounded manager, leader, collaborative, team-oriented public servant offering over 18 years' experience managing full-service local governments in multiple states and a variety of localities. Overall 21 years' public sector administrative experience in local and state government. Pertinent formal education/degrees; much continual professional development throughout working career; and experience in all areas of government and business management and administrative operations such as (not exhaustive list):

>Finance, Budgeting
>Assessing
>Personnel/HR
>Public Works and Utilities
>Legal Affairs
>Public/Stakeholder relations
>Procurement/Contracting
>Planning
>Land Use/Zoning
>Recreation
>Grants
>Emergency Management
>Project Management
>Economic Development
>Community Development
>Organizational Behavior
>Change Management
>Leadership, Management

Employment Experience

County Administrator.
Otsego County, MI (8/25-Present)
Manage and lead staff and operations. County of nine townships and one city. Population 25,000. Budget $35M. Staff of 130.

Some Projects/Experiences/Accomplishments:

- Worked with Finance Officer to get County caught up in audits and financial matters.
- Overseeing project to construct new court complex.

City Administrator.
City of Holcomb, KS Temporary as-needed Position (8/24-10/24)

Town Administrator.
Town of Pinetops, NC (3/22-4/24)
Manage and lead full-service, heavily trafficked municipality surrounded in close proximity to larger commerce/population-center cities (over 220,000 population in 18-mile radius). Population Town proper 1,400, serves 2,700. All customary departments with dept. heads, including electric and 24/7 EMS dispatch and community monitoring. Budget $13M. Staff 22-40. Responsible for all operations and staff including, advisor/informer for Mayor/Council; all other expectations customary of Municipal Manager.

Some Projects/Experiences/Accomplishments:

- Worked with Finance Officer to get Town off State financial (UAL) watch list (from issues before my arrival), incorporating financial best practices and more prudent and correct budgeting.
- Worked to establish/upgrade many policies/ordinances and reinstate their consistent application.
- Managed grants and project of over $8.3M for waterline improvements and water/sewer assessments.

Fred F. Ventresco **573-810-4165**

City Administrator.
City of Milan, Milan, MO (9/19-3/22)
Managed/led full-service City and community, county seat. Population 2,200, with daily influx into city much larger due to presence of Smithfield plant. Budget 6.9M. Staff 20-45. All customary departments with dept. heads, including electric and gas utilities. Responsible for all operations and staff. All duties and expectations common of Municipal Manager of full-service community.

Some Projects/Experiences/Accomplishments:

- Updated zoning code and maps to accomplish City's long-attempted project.
- Changed risk-management carrier for significant savings, yet enhanced benefits.
- Collaborated with chamber and community group to begin process to become Main Street city.
- Managed regional repair/rebuild from flood and drought using FEMA, CDBG, and other funding sources.
- Coordinated fiber rollout throughout city.
- Managed during Covid-19 outbreak and related disruptions.

Town Administrator.
Town of Sandisfield, Sandisfield, MA (10/17-8/19)
Managed and led full-service municipality in the Berkshires. Population 1000 year-round, 3000+ seasonal/second-homeowners. Budget 4.8M. Staff 16-30. All customary departments with dept. heads. Responsible for all operations and staff including, all duties/expectations common of Municipal Manager of full-service community.

Some Projects/Experiences/Accomplishments:

- Obtained grants for transfer station equipment, emergency preparedness for climate change, and roadway safety improvements.
- Assisted in team effort to gain Green Community status to bring in funds to improve building energy usage and plan for such future efforts to help Town and environment.
- Oversaw rebuild/replacement of public works facility and equipment after winter fire; managed situation in interim to assure of continued public service.
- Modernized budgeting process working with finance committee, Board, and staff.

Town Manager.
Town of Limestone, Limestone, ME. (1/15-10/17)
Managed and led full-service municipality and community, home to nationally ranked and award-winning Maine School of Science & Mathematics, and the former Loring Air Force Base. Population 2,200. Budget 2.5M. Staff 15-35. All customary departments with department heads, including assessing, motor vehicles, and welfare. Responsible for all operations and staff. All expectations customary for Municipal Manager of full-service community.

Some Projects/Experiences/Accomplishments:

- Recruited, trained, mentored many staff in most departments upon arrival due to retirements.
- Managed project to construct new public works facility from inception to finish.
- Enhanced communication and cooperation with one of Town's largest organizations, the Loring Development Authority (LDA), a decommissioned Air Force base.

Employment Experience, Continued

Explanation of Period of Time. (9/09-1/15)
Took off from "9-5"-type work and long-term commitments for most of this period to be available/close to family. During this time, my involvement included:
--2009 through 2013: FT and PT graduate student; worked freelance/consultant with Municipal Resources Consulting (MRI), Meredith, NH, assisting on projects for municipalities, as needed; took on trial position at Town of Wilmington, VT; and began a second master's pursuit.
--2014: Back to FT in two temporary positions: 1) City of Keene, NH and 2) the State of New Hampshire Dept. Human Services. More on any of this is available upon request.

Town Administrator.
Town of Weare, Weare, N.H. (6/06-6/09)
Led and managed full-service municipality and community 65 miles north of Boston, MA, and within the metro area of the state's two largest cities, including the state capital. Diverse population of 9,500. Staff of 40-75 (responsible for 85+ with committees and volunteers). Budget $17.0M. All customary municipal departments with department heads. Responsible for all operations and staff; all expectations common for Municipal Manager of full-service municipality.

Some Projects/Experiences/Accomplishments:

- Upon arriving, caught up much backlogged paperwork and updated/realigned Administration, Finance, and HR functions due to Town's having gone a year without Administrator and only PT finance/HR person.
- Reestablished presence of Administrator/Manager into culture and chain of command.
- Led successful team effort to bring Town into financial-audit compliance within one year, as Town was three years behind in audits upon arrival.
- Implemented risk management program, improvements to facilities, best-practices to increase Town safety-ranking metrics, lower insurance premiums, and improve safety and staff morale.
- Negotiated new union contact at the onset of difficult period, 2008 beginning of Recession.
- Emergency Manager during 2008 ice storm, coordinating with FEMA, CERT Team and others.
- Updated Town's computer network, introducing firewalls and other data-security measures.

Town Manager.
Town of Madawaska, Madawaska, ME. (6/04-5/06)
Led and managed full-service municipality and community, mostly bilingual, on US-Canadian boarder. Population 4,600, five-mile-radius population of 20,000+ when Edmundston, N.B. (Canada) is included. Budget 10M. Staff of 50-75, not including schools. All customary departments with dept. heads, including assessing, schools, motor vehicles, and welfare. Responsible for all operations and staff; all duties customary for Municipal Manager of full-service community.

Some Projects/Experiences/Accomplishments:

- Helped initiate effort to gain recognition of Town as one of the Four Corners of contiguous U.S. for nationally recognized tour that includes Key West, FL; San Ysidro, CA; and Blaine, WA.
- Working with chamber, other groups spearheaded efforts to get local stakeholders/businesses involved in marketing community and implementing SWOT analysis aimed at such efforts.
- Streamlined building-permit process to improve citizen service and desired/measured growth.
- Maintained open, cooperative relations with New Brunswick, Canada, border city to U.S.
- Partnered with neighboring towns to form regionalization committee to consider sharing of services to save taxpayer dollars.

Employment Experience, Continued

Town Manager.
Town of Milbridge, Milbridge, ME. (2/01-7/04)
Managed and led full-service Town and community on Atlantic coast with population 1,300 year-round, 2,500 seasonal. Staff 10-25. Budget 2.0M. Small but quite diverse community with life-long commercial fishing segment as well as significant seasonal/retirement population. All customary municipal departments, including assessing, motor vehicles, and welfare. Responsible for all operations and staff. All duties typical of Municipal Manager of full-service community.

Some Projects/Experiences/Accomplishments:

- ❖ Brought Town's fund balance reserve into compliance with auditor's recommendations, increasing it by 120% in first two years as manager.
- ❖ Cut General Fund expenditures approximately 12% without sacrificing community services.
- ❖ Achieved $400,000 CDBG Housing grant two years in a row.
- ❖ Led successful effort to gather grants and garner support to rebuild economically vital Town pier, working with elected delegation, granting agencies, and other stakeholders.

Some Additional Experience Information
Before transitioning to public service worked in banking, retail, and university/college administration. More history on LinkedIn: https://www.linkedin.com/in/fredventresco

Education

Master of Public Administration (MPA), University of New Hampshire.

B.A. Public Management and Business Administration, University of Maine, Orono.
Many courses in variety of fields well beyond requirements for awarded degree.

Affiliations/Professional Associations

- Full member International City/County Management Association (ICMA), over 20 years.
- Full member North Carolina City/County Management Association (NCCCMA).
- Former full-member of state managers professional associations in all states in which I managed during my tenures: Maine, New Hampshire, Massachusetts, Missouri, and North Carolina.
- Normally represent municipality/employer on a number of boards/committees/associations.

References and Recommendations

Some professional included.

Fred F. Ventresco

573-810-4165 **f.ventresco@gmail.com**

Some Professional References

Mr. Thomas Albert
93 Main Street
Limestone, ME 04750
(207) 999-6176
Profession: Retired Military, owns own plumbing business now.
Relationship: Was a Board/Council member when I managed in Limestone.

Mr. Eddie Drake
414 Drake Farm Road
Pinetops, NC 27864
Phone: (252) 883-4596
Profession: Retired from ABB
Relationship: Serves on Board of Planning and Adjustments for Town of Pinetops, when I served as Administrator.

Mr. Stacy Harrell
212 E. 2nd Street
Pinetops, NC 63556
Phone: (252) 813-9680
Profession: Law enforcement.
Relationship: Police Chief in Pinetops, where I served as Town Manager.

Mr. Mark Newman
18 Cronk Road
Sandisfield, MA 01255
(413) 645-4436
Profession: Agriculture and related
Relationship: Was a Board/Council member while I was Administrator in Sandisfield.

Mrs. Judy Paradis
40 Frenchville Road
Frenchville, ME 04745
Phone: (207) 728-4854
Profession: Former Maine State Rep. and community activist
Relationship: Worked with on community projects while I was town manager in Madawaska.

DWIGHT A. WILSON

732 S. Cecil Street Philadelphia, PA 19143 • 609 665 8894• wilson_dwight@yahoo.com

PROFESSIONAL PROFILE

Motivated and experienced Government Relations Specialist. A proven leadership background and history of achievement in government relations, public speaking, campaign management and community relations. An accomplished multi-tasker, who has successfully collaborated with elected officials, community stakeholders, internal and external project partners to achieve mutual goals and objectives.

SKILLS

- Legislative Tracking
- Microsoft Products
- Operations Management
- Public Speaking
- Constituent Services
- Customer Service Trainer

RELEVANT WORK EXPERIENCE

Government Relations Specialist
Campaign Manager/Consultant

- Developed re-election campaign plan for Councilwoman Verlina Reynolds-Jackson
- Conducted district targeting, analysis of past election results, prioritizing districts to maximize volunteer resources and conducted opposition research.
- Attended confidential meetings with the Councilwoman, other candidates, elected officials and community leaders.
- Coordinated directly and indirectly with virtual staff and volunteers to ensure successful task completion.
- Held weekly meetings to report on project progress and communicated relevant information to the Councilwoman.
- Developed campaign massaging, talking points and literature to highlight the Councilwoman's achievements.

City of Philadelphia, Philadelphia, PA
Office of the Managing Director
Philly311, Administrative Operations Manager

- Increased community engagement efforts by contributing to an addition of 166 new community users to the Philly311 system a 61% increase.
- Supervised Data Auditing for quality control.
- Coordinator of the Customer Service Leadership Academy, classes offered to approximately 25,000 on Handling Difficult Customers, Time Management and E-mail etiquette for example.

Borough of Lawnside, Lawnside, New Jersey
Borough Administrator

- Responsible for the day-to-day operations of the Borough including; Public Safety, Public Works, Municipal Court, Office of the Clerk, Tax Office, Finance, grants, labor negotiations, administrative services, capital planning and budget.
- Developed, prescribed and enforce policy and procedures for the efficient management of the Borough government.
- Responsible for the preparation of the multi-million-dollar municipal budget.
- Revised off duty police work policy to conform to State of New Jersey regulations.
- Implemented a constituent concern tracking system
- Updated the Borough's website

Office of the Chief Operating Officer (C.O.O.), Camden, New Jersey
Chief of Staff

- Point of contact for the Governor's Office, legislators, state agencies and the Mayor of Camden regarding legislation and service delivery for the City.
- Represented the C.O.O at all City Council and Housing Authority meetings.
- Project manager for the City of Camden's Constituent Concern tracking system designed by Microsoft specifically for the City.
- Editor in Chief of the C.O.O. report "Camden First" to the Governor on the progress of Camden

Office of the Mayor, Trenton, New Jersey

- *Aide to the Mayor*
- Project manager for the City of Camden's Constituent Concern tracking system designed by Microsoft specifically for the City.
- Organized press conferences, wrote press releases, prepared talking points and arranged press interviews.
- Instituted and organized the MEET THE MAYOR NIGHT – Which allowed residents an opportunity to meet with the Mayor in an essentially one on one setting.
- Executive producer of the Mayor's television show "New Visions", researched issues, scheduled guests, wrote scripts, prepared questions, and coordinated timetables with the director.
- Staffed the Mayor's Office of Citizens Concerns and addressed constituent issues by being a facilitator between Departments and members of the public.

New Jersey State Senate, Fifth Legislative District Office

Director of Constituent Affairs

- Presided over and participated in meetings with constituents, elected officials, college presidents, community groups, and non-profit organizations.
- Tracked Legislation
- Prepared correspondences to State Agencies and constituents.

Office of the Mayor, Atlanta, Georgia

College Internship, Mayor's Office of Intergovernmental Affairs

- Developed a legislative score card used to track important votes in the Georgia General Assembly.
- Assisted the Mayor's staff in completing the Federal Empowerment Zone Application
- Staffed press office for the U.S. Department of Commerce, Africa- USA Economic Development Conference

EDUCATION

Morehouse College - Atlanta, Georgia
B. A. Urban Studies
Mercer County Community College
Project Management Institute Certification prep course

TRAINING

Dale Carnegie – Effective Communications and Human Relations
Leadership Trenton – Alumnus
Certified Nurse Assistant – Mo Shea Corporation

COMMUNITY

Member – Kappa Alpha Psi Fraternity Inc.
Member – Union Baptist Church

Marcus K. Wilson

Palm Beach Gardens, Florida
(561) 248-5602 | Mwilson842@aol.com

CITY MANAGER | PUBLIC ADMINISTRATION EXECUTIVE

Strategic Government Operations • Municipal Leadership • Budget Administration • Facilities & Infrastructure Management • Emergency Management • Capital Improvement Programs

Accomplished public sector executive with more than 36 years of leadership experience across municipal government, higher education, healthcare, and public works operations. Proven success leading large-scale operations, managing multimillion-dollar budgets, directing capital improvement initiatives, and overseeing complex facilities and infrastructure systems.

Extensive experience collaborating with elected officials, senior administrators, engineers, architects, contractors, regulatory agencies, and community stakeholders to improve operational efficiency, organizational performance, public service delivery, and fiscal accountability.

Recognized for building high-performing teams, strengthening organizational culture, implementing strategic initiatives, and leading emergency preparedness and disaster recovery operations.

CORE COMPETENCIES

- Municipal Government Administration
- Strategic Planning & Organizational Leadership
- Budget Development & Fiscal Oversight
- Public Works & Infrastructure Management
- Facilities & Operations Management
- Capital Improvement Programs (CIP)
- Emergency Management & Disaster Recovery
- Procurement & Contract Administration
- Policy Development & Regulatory Compliance
- Employee Relations & Staff Development
- Vendor & Consultant Management
- Energy Management & Sustainability Initiatives
- Construction & Project Management

- Risk Management & Safety Compliance
- Community & Stakeholder Engagement

PROFESSIONAL EXPERIENCE

BROWARD COLLEGE — Fort Lauderdale, Florida

Associate Vice President, Facilities College-wide Maintenance | 2021 – Present

Provide executive leadership and operational oversight for college-wide facilities maintenance and operations across multiple campuses. Direct strategic planning, budget administration, regulatory compliance, emergency preparedness, and maintenance operations supporting one of Florida's largest higher education institutions.

Key Responsibilities & Achievements:

- Lead a workforce of 87 personnel, including facilities managers, skilled trades, maintenance technicians, custodial operations, and administrative staff.
- Administer and oversee a $20 million operational budget, including procurement, capital expenditures, vendor contracts, RFQs, RFPs, and piggyback contracts.
- Direct campus-wide facilities maintenance, utilities, energy management, and sustainability initiatives.
- Collaborate with executive leadership to develop strategic operational goals, policies, and long-range facilities plans.
- Implement best practices and standard operating procedures for facilities operations, safety, quality control, asset management, and regulatory compliance.
- Coordinate emergency preparedness and facilities-related emergency response operations across all campuses.
- Oversee outsourced vendors and contractors to ensure compliance with contractual obligations and performance standards.
- Partner with architects, engineers, and project managers on capital improvement and construction projects to ensure operational sustainability and cost efficiency.
- Strengthened customer service delivery and operational accountability through performance management and facilities work-order systems.

BROWARD COLLEGE — Coconut Creek, Florida

Director of Campus Facilities | 2013 – 2021

Directed campus facilities operations, custodial services, maintenance programs, and capital projects while managing operational budgets, vendor relationships, and campus infrastructure improvements.

Key Achievements:

- Managed facilities maintenance operations, custodial services, mail services, and campus receiving functions.
- Coordinated construction, renovation, and maintenance projects involving skilled trades and contractors.
- Assisted with planning and design coordination for campus capital improvement projects.
- Led renovation of Facilities Administrative Offices and support areas through collaboration with internal departments and contractors.
- Oversaw campus repainting and facilities enhancement initiatives to improve campus appearance and operational functionality.

JEROME GOLDEN CENTER FOR BEHAVIORAL HEALTH — West Palm Beach, Florida

Director of Facilities Management | 2011 – 2013

Directed county-wide facilities operations for a government-funded behavioral healthcare organization, including hospital operations, residential facilities, transportation services, procurement, and emergency management.

Key Achievements:

- Managed a $10 million operational budget supporting healthcare and residential facilities across Palm Beach County.
- Oversaw maintenance and operations for hospital facilities, apartments, residential treatment centers, and support facilities.
- Directed fleet operations for 43 vehicles and transportation services.
- Administered procurement operations, construction contracts, lease agreements, and vendor service contracts.
- Developed emergency management plans and coordinated regulatory compliance with AHCA and emergency management agencies.
- Served as project manager for major hospital renovations including HVAC replacement, fire alarm systems, security upgrades, access controls, and interior modernization.
- Developed and implemented a five-year capital improvement plan in partnership with executive leadership.

CITY OF LAKE WORTH — Lake Worth, Florida

Facilities Manager | 2009 – 2010

Managed municipal facilities operations, capital improvement initiatives, and infrastructure planning for city-owned facilities.

Key Achievements:

- Conducted comprehensive assessments of city facilities and developed capital improvement recommendations.
- Managed the $5 million Beach Restoration Project.
- Directed the $8 million restoration of the historic 1922 Casino Building.
- Secured FEMA and Department of Energy grant funding for facility hardening and energy conservation projects.
- Implemented energy efficiency upgrades including citywide LED lighting improvements.
- Led facility hardening initiatives to improve storm resilience and emergency preparedness.

CITY OF PALM BEACH GARDENS — Palm Beach Gardens, Florida

Public Works Superintendent | 2002 – 2009

Directed facilities maintenance, public works operations, capital projects, custodial services, procurement, and infrastructure maintenance for municipal facilities and parks.

Key Achievements:

- Managed a $5 million facilities maintenance budget and multiple capital projects totaling more than $6 million.
- Directed maintenance and operations for city buildings, parks, emergency generators, and infrastructure systems.
- Developed comprehensive preventive maintenance programs for city facilities and emergency systems.
- Managed hurricane recovery operations and facility restoration following multiple storm events.
- Designed and developed a maintenance facility supporting emergency vehicle operations.
- Implemented citywide energy management and access control systems to improve efficiency and security.
- Enhanced public safety through upgraded fire alarm, burglar alarm, and access control systems.

ST. LUCIE COUNTY SCHOOL BOARD — Fort Pierce, Florida

Maintenance Manager | 2001 – 2002

Managed maintenance operations for 27 schools and administrative facilities totaling more than 2 million square feet.

Key Achievements:

- Supervised 50 skilled trades personnel across HVAC, plumbing, electrical, and carpentry divisions.
- Directed preventive maintenance and work-order operations using computerized maintenance management systems.
- Managed ADA compliance improvements and indoor air quality remediation projects.
- Coordinated major HVAC and infrastructure replacement projects.

HILLSBOROUGH COMMUNITY COLLEGE — Tampa, Florida

Facilities Manager | 1999 – 2001

Directed campus facilities operations, security, maintenance services, and capital improvement initiatives.

Key Achievements:

- Developed and organized specialized facilities maintenance teams.
- Managed campus security and facilities rental operations.
- Coordinated community partnerships and capital improvement projects.
- Assisted with development of educational and cultural facilities in partnership with local government and community organizations.

PALM BEACH COMMUNITY COLLEGE — Lake Worth, Florida

Facilities Supervisor / Manager | 1989 – 1999

Managed campus infrastructure, facilities operations, maintenance programs, security, and capital construction projects.

Key Achievements:

- Oversaw a $4 million infrastructure and facilities maintenance budget.
- Directed maintenance operations for grounds, utilities, stormwater systems, and campus facilities.
- Assisted with planning and development of major campus expansion projects including classroom buildings and performing arts facilities.
- Developed preventive maintenance programs and campus security operations.

EDUCATION

Master of Public Administration (MPA)

Florida Atlantic University

Bachelor of Public Management

Florida Atlantic University

Associate Degree – Business

Palm Beach Community College

PROFESSIONAL CERTIFICATIONS & TRAINING

- FEMA Incident Command System (ICS) Certifications
- National Incident Management System (NIMS) Certification
- HVAC Universal Recovery Certification
- Electrical Certification
- HVAC Installation & Repair Certification
- Emergency Management & Public Works Training

ADDITIONAL QUALIFICATIONS

- Extensive experience in municipal government and public administration
- Proven leadership managing large multidisciplinary teams
- Strong background in public budgeting and fiscal management
- Expertise in capital improvement planning and infrastructure development
- Skilled in emergency management, disaster response, and operational continuity
- Experienced in public procurement, vendor negotiations, and contract administration
- Effective communicator with strong stakeholder and community engagement experience