
SPECIAL CALLED COUNCIL MEETING

CITY OF LAKE CITY

April 26, 2024 at 1:00 PM

Venue: City Hall

AGENDA

This meeting will be held in the City Council Chambers on the second floor of City Hall located at 205 North Marion Avenue, Lake City, FL 32055. Members of the public may also view the meeting on our YouTube channel. YouTube channel information is located at the end of this agenda.

Pledge of Allegiance

Invocation - Mayor Stephen M. Witt

Roll Call

Ladies and Gentlemen; The Lake City Council has opened its public meeting. Since 1968, the City Code has prohibited any person from making personal, impertinent, or slanderous remarks or becoming boisterous while addressing the City Council. Yelling or making audible comments from the audience constitutes boisterous conduct. Such conduct will not be tolerated. There is only one approved manner of addressing the City Council. That is, to be recognized and then speak from the podium.

As a reminder, persons are not to openly carry a handgun or carry a concealed weapon or firearm while the governing body is meeting.

Failure to abide by the rules of decorum will result in removal from the meeting.

Approval of Agenda

City Manager Interviews

- [1.](#) Gerald Butler 1:00 PM
- [2.](#) Don Rosenthal 2:00 PM

Public Participation - Persons Wishing to Address Council

Citizens are encouraged to participate in City of Lake City meetings. The City of Lake City encourages civility in public discourse and requests that speakers direct their comments

to the Chair. Those attendees wishing to share a document and or comments in writing for inclusion into the public record must email the item to submissions@lcfla.com no later than 4PM on April 25, 2024. Citizens may also provide input to individual council members via office visits, phone calls, letters and e-mail that will become public record.

Discussion and Possible Action - City Manager finalists

Adjournment

YouTube Information

Members of the public may also view the meeting on our YouTube channel at:
<https://www.youtube.com/c/CityofLakeCity>

Pursuant to 286.0105, Florida Statutes, *the City hereby advises the public if a person decides to appeal any decision made by the City with respect to any matter considered at its meetings or hearings, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.*

SPECIAL REQUIREMENTS: *Pursuant to 286.26, Florida Statutes, persons needing special accommodations to participate in these meetings should contact the **City Manager's Office at (386) 719-5768.***

File Attachments for Item:

1. Gerald Butler 1:00 PM

Gerald Butler

Lake City, FL

Master's in Business Leadership

Meets all qualifications

Experience as Chief of Police

Administrative Experience

Experience working with City Council

Experience with COLC residents

Budget experience

Employee Management

Familiar with current COLC Policies

Gerald Butler

Lake City, FL

Gerald V. Butler Jr.

January 31, 2024

Good Day,


gbjerry@comcast.net

The position of City Manager for the City of Lake City, as outlined in your job posting, matches my career interests and is strongly compatible with my skills and experience.

As the Chief of Police for the City of Lake City Police Department, I have considerable experience in directing the full spectrum of both the operational and administrative aspects of a law enforcement agency. The Lake City Police Department is fully accredited through the Commission for Florida Law Enforcement Accreditation, Inc. with an annual operating budget of over \$6.5 million.

Specifically, I have;

- Overseen the administration and operations of the entire Lake City Police Department, as both the Assistant Chief of Police and later as the Chief of Police. This has included the use of community-based policing to help bridge the gap which exists between law enforcement agencies and the communities we serve. These positions have allowed me to interact with many local, county, state and federal agencies on many occasions and has permitted me to learn their best practices and use this knowledge to help improve the effectiveness of the Lake City Police Department.
- Administratively, my current position requires knowledge and management of the budgeting process along with assessing and recommending new technologies. This position also requires a close working relationship with the City Manager and City Council and to work directly with the other departments within the City.
- I am the project manager for the City of Lake City's consolidated communications center project with the County.

Additional accomplishments are listed in the enclosed resume.

My academic accomplishments include a Master's Degree in Leadership with Honors. I am a graduate of the F.B.I. National Academy and the Police Executive Research Forum's Senior Management Institute for Police.

Sincerely yours,
Gerald V. Butler Jr.

Published on *City of Lake City, FL* (<https://www.lcfla.com>)

[Home](#) > [Application for General Employment](#) > [Webform results](#) > Application for General Employment

Submission information

Form: [Employment Application](#) (1)
 Submitted by Visitor (not verified)
 Wed, 01/31/2024 - 10:46am
 50.203.227.126

Today's Date Wed, 01/31/2024

Are you applying for a position within the Police Department? No

Which position are you applying for? City Manager

Are you over the age of 18? Yes

Are you eligible to work in the United States? Yes

Have you read the full job postings for the position in which you are applying? Yes

Are there any duties you are unable to perform? No

Are there any days or hours you are unable to work? No

Are you able to travel, if required? Yes

Expected Salary (annual): \$ 150,000

Have you ever been employed by the City of Lake City or Lake City Police Department? Yes

If YES, Give dates and positions held: Assistant Chief of Police 2014-2022
 Chief of Police 2022-Present

Do you have any relatives currently employed by the City of Lake City or Lake City Police Department? No

Why are you interested in working for the City of Lake City? As the Chief of Police for Lake City, I have seen the growth in Lake City over the last 10 years and I believe as the City Manager I can be a positive influence on this continued growth. During my career with the City of Lake City, I have proven myself to be a reliable and dedicated individual, my experience makes me uniquely qualified for the position of City Manager for Lake City.

Applicant Information + Driver's History

Applicant Information

Full Name:
 Gerald V. Butler Jr.

Social Security Number

Current Address

[REDACTED]
City, State Zipcode
[REDACTED]

Home phone number
[REDACTED]

Cell phone number

Email address
gbjerry@comcast.net

Driver's History

Can you operate a motor vehicle? Yes

Do you possess a valid Florida driver's license? Yes

Have you ever possessed a driver's license or CDL of any kind from any other state? Yes

If YES, give state: CT

Have you ever had your driver's license SUSPENDED or REVOKED? No

List all traffic citations and crashes in the last five (5) years: NA

Criminal History

Criminal History

Have you ever been convicted of, or pled guilty, no contest, or nolo contendere to a crime?
No

Have you ever been a defendant in a civil action for intentional tort (e.g. assault, battery, intentional infliction of emotional distress), or an unlawful employment practice (e.g. sexual or racial harassment)? No

Have you ever been charged with a crime and either placed on court-ordered probation, had adjudication withheld, entered a pre-trial intervention program, or have any criminal charges pending now? No

If you answered YES to any of the above, please fully explain below:

Education

Education

Depending on the position sought, you may be required to provide a copy of your high school or college transcripts, degrees, and/or professional registration.

Do you currently have a high school diploma? Yes

High School Information

Name of School

Amity Regional

City and State

Woodbridge CT

Date Graduated

06/1981

College or Technical School 1

Name of School

Albertus Magnus College

City and State

Hamden, Ct

Years attended

2

Major

Leadership

Degree obtained

Master of Arts

College or Technical School 2

Name of School

Charter Oak State College

City and State

New Britian, CT

Years attended

2

Major

Individualized Studies

Degree obtained

Bachelor of Science

Certificates or additional training completed:

Associate of Science, Business Administration: General. Housatonic Community College, Bridgeport CT

Federal Bureau of Investigations National Academy, Quantico VA, 230th Session, 2007.

Police Executive Research Forum, Senior Managment Institute for Police, Boston MA, 52nd Session, 2012.

Work History

Work History

Please give the complete name and address of all employers, including military employment. Please describe the major duties performed. A resume may be attached as a supplement; however, you must complete all information requested on the application. Begin with your most recent employer and list all previous employers in chronological order. Include a minimum of 5 years of employment. Please contact HR if you need to add additional employers to your application.

Employer 1 (Current or most recent)

Name of Company

Lake City Police Department

Street Address

225 NW Main Blvd

City, State, Zip

Lake City, FL 32055

Phone Number

3867585438

Dates Employed

2014- Present

Supervisor's Name

Demetrius Johnson

Pay Rate

\$109,000

Brief Description of Duties

Chief of Police

Reason for Leaving

NA

Employer 2

Name of Company

Milford Ct Police Department

Street Address

430 Boston Post Road

City, State, Zip

Milford, CT, 06461

Phone Number

203-878-6551

Dates Employed

1985-2014

Supervisor's Name

Keith Mello

Pay Rate

\$89,000

Brief Description of Duties

Deputy Chief of Police.

Reason for Leaving

Retired

Employer 3

Name of Company

Street Address

City, State, Zip

Phone Number

Dates Employed

Supervisor's Name

Pay Rate

Brief Description of Duties

Reason for Leaving

Neighborhood Survey.

Please list three (3) of your closest neighbors where you now reside, preferably ones on each side of you and behind you. If for some reason this is not practical, such as you live in a rural area or don't have close neighbors, list the nearest ones and list and explanation below.

Neighbor 1

Full Name

Nickname

Address

City, State Zip

Home Phone

Cell Phone

Occupation

Business Address

Business Phone

Neighbor 2

Full Name

Nickname

Address

City, State Zip

Home Phone

Cell Phone

Occupation

Business Address

Business Phone

Neighbor 3

Full Name

Nickname

Address

City, State Zip

Home Phone

Cell Phone

Occupation

Business Address

Business Phone

Additional Comments

Personal References

Reference 1

Full Name

Nickname

Address

City, State Zip

Home Phone

Cell Phone

Business Address

Occupation

Business Phone

Reference 2

Full Name

Nickname

Address

City, State Zip

Home Phone

Cell Phone

Occupation

Business Address

Business Phone

Reference 3

Full Name

Nickname

Address

City, State Zip

Home Phone

Cell Phone

Business Address

Business Phone

Occupation

Veteran Information

Have you ever served in the Armed Forces?

No

FRS Information

Florida Retirement System (FRS) - Certification form

This form is not an offer of employment or an enrollment form. If hired, a Retirement Choice kit may be mailed to your home with enrollment instructions

Have you ever been a member of a State of Florida administered retirement plan?

No

Section I

I have never been a member of a State of Florida administered retirement plan

Signature (By typing your name here you are electronically signing this form.)

Gerald V. Butler Jr.

Documents

Document upload

Please upload any documents here. Documents must be submitted as either .rtf, .doc, .docx, or .pdf
Items noted with a * are required.

Resume

gerald_butler_resume.docx [2]

High School Diploma

Driver's License

Birth Certificate

College Degrees/Transcripts

albertus_masters_diploma.pdf [3]

Other Certificates

gerald_butler_cover_letter.docx [4]

DD214

EEO

EEO Self-Identification Form

Federal Laws and regulations require that the City incorporate a procedure for obtaining information necessary to conduct an applicant flow and selection analysis to determine the number of persons protected under those laws and whether or not the present selection system has an adverse effect on any protected group.

****Completion of this form is strictly voluntary****

Do you wish to self identify?

Yes

Race/National Origin: (Definitions from EEOC Form 221)

White (not Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Sex

Male

Individual with Disabilities?

No

Special Disabled Veteran?

No

Vietnam Era Veteran?

No

Other Eligible Veteran?

No

How did you learn of the job opening?

Current or Former Employee

According to 41 CFR 60-41.42, there are only two circumstances when an employer may ask a disabled applicant to self-identify on a pre-offer basis:

(1) The invitation is made when the contractor actually is undertaking affirmative action for individuals with disabilities at the pre-offer stage; or (2) The invitation is made pursuant to a Federal, state or local law requiring affirmative action for individuals with disabilities.

According to 41 CFR 60-250.42, there are only two circumstances under which an employer may ask applicants who are Special Disabled Veterans to self-identify on a pre-offer basis:

(1) The invitation is made when the contractor actually is undertaking affirmative action for special disabled veterans at the pre-offer stage; or (2) The invitation is made pursuant to a Federal, state or local law requiring affirmative action for special disabled veterans.

Individual with disabilities: Defined as a person who (1) has a physical or mental impairment which substantially limits one or more of his or her major life activity(s), (2) has a record of such impairment(s), or (3) is regarded as having such impairment(s). For purposes of this definition, an individual with disability(s) is substantially limited if he or she is likely to experience difficulty in securing, retaining, or advancing in employment because of disability(s).

Special Disabled Veteran: Defined as a veteran who is entitled to disability compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Veterans Administration for a disability (i) rated at 30% or more, or (ii) rated at 10% or 20% in the case of a veteran who has been determined under Section 1506 to have a serious employment disability, or a person who was discharged from active duty because of a service-connected disability.

Veteran of the Vietnam Era: Defined as a veteran who (a) served on active duty in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or (b) served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released from there with other than a dishonorable discharge, or (c) was discharged or released from active duty for a service-connected disability if any part of his or her active duty was performed between August 5, 1964 and May 7, 1975.

Other Eligible Veteran: Defined as any veteran who served in a "war" declared by Congress, in a campaign or on an expedition for which a campaign badge, or service medal, or an expeditionary medal has been awarded.

Record Check

Record Check Authorization

Please Read Carefully Before Signing.

1. I HEREBY AUTHORIZE that all the facts and information on this employment application are true and complete. I understand that any false, incomplete or misleading information given by me on this application is sufficient cause for rejection of this application. I also understand and agree that any such false, incomplete, or misleading information discovered on this application at any time after I am employed may result in my dismissal.

2. I HEREBY AUTHORIZE the City to investigate all statements contained in this application, to interview the references and previous employers listed in this application, and to obtain a report from a consumer reporting agency to be used for employment purposes in accordance with Fair Credit Reporting Act, to conduct a record check on my background to include but not be limited to the following: criminal and driving check, employment and performance record and educational records. I authorize the references, previous employers, and school or other education institution, credit bureau, lending institution, consumer reporting agency or public agency listed to give the City all the facts, opinions and evaluations concerning my previous employment and any other information they may have, personal or otherwise, and I HEREBY RELEASE and save harmless the addressee, its officers, agents, servants or employees from and against any and all liability, claims, demands, damages, expenses, fees, fines, penalties, suits, proceedings, actions and costs of actions, including attorney's fees of any kind and nature arising or growing out of or in any way connected with the disclosure of requested information.

3. If I am offered employment, I understand that such an offer will be conditioned upon satisfactory results of a background investigation and/or City medical examination or inquiry, including a drug screening test. If then employed, I understand that I will be required to serve a probationary period. I further understand that my employment and compensation can be terminated, with or without cause or notice, at any time, regardless of the successful completion of my probationary period, at the option of either the City or myself. I understand that no supervisor or other representative of the City other than the City Manager has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. I further authorize on going procurement of the above mentioned reports at any time during my employment.

By typing your name here you are electronically signing that you fully understand and voluntarily agree with the above items.

Gerald V. Butler Jr.

Today's Date

Wed, 01/31/2024

Certificate of Applicant

Certificate of Applicant

I hereby certify that all information given on this application is true and correct to the best of my knowledge and I understand that any false information given on this application shall constitute cause to withdraw the application from consideration for any position with the City of Lake City or termination of employment with the City of Lake City. Inquiry as to past employment of any on the job performance may be conducted and all past and current employers will be contacted. I release

the City of Lake City and any past or current employers and other individuals contacted from any liability for release of information regarding my employment.

Applications of municipalities are considered public documents according to Florida Statutes and are open to public inspection upon request. Applications will remain active until position applied for is filled.

By typing your name here you are electronically signing this application:

Gerald V. Butler Jr.

Today's Date

Wed, 01/31/2024

Source URL:<https://www.lcfla.com/node/6533/submission/16890>

Links

[1] <https://www.lcfla.com/hr/webform/employment-application> [2]

https://www.lcfla.com/system/files/webform/gerald_butler_resume.docx [3]

https://www.lcfla.com/system/files/webform/albertus_masters_diploma.pdf [4]

https://www.lcfla.com/system/files/webform/gerald_butler_cover_letter.docx

GERALD V. BUTLER JR.

GBJerry@comcast.net

Professional Experience:

City of Lake City FL Police Department

Chief of Police, March, 2022 – Present

Assistant Chief of Police, March 2014-March 2022

Have performed as both the Assistant Police Chief and the Chief of Police for the City of Lake City Police Department. Responsibilities have included management of day to day activities and administrative management of sixty-seven (67) employees with an annual operating budget of over \$6.2 million.

Have planned, organized and directed all activities of the Lake City Police Department. Prepares goals and approves all policies for the police department. Duties include the identification of law enforcement problems of the City; develop effective solutions and adjusts departmental strategies to meet new situations and to improve existing operations. I am responsible for the control of expenditures of departmental appropriations and prepares the department's annual budget request. I plan and evaluate the training required for a modern police force. I attend, conduct, and address meetings at public gatherings to explain the activities and functions of the police department and to establish favorable public relations. An example of this is our "Breakfast with the Chief" program. I also perform administrative functions including the selection, hiring, promotions, termination and other disciplinary actions in conjunction with the City Manager and the City Human Resource Director. Proven track record of working successfully and being responsive to the citizens of Lake City, City of Lake City Council members, the City Manager and other Department Heads, along with representatives of Columbia County Florida in addition to State and Federal partners.

Milford Ct Police Department

Deputy Chief of Police, July 2011-March 2014

Have performed as both the Chief Administrative and Chief Operations Officer for the Milford Police Department. Responsibilities have included management of day to day activities and administrative management of one hundred forty-two (142) employees (116 sworn personnel) with an annual operating budget of over \$11 million.

Duties include strategic planning, managing Human Resources function, policy formulation, assisting in budget preparation, payroll and auditing of accounts. Management of the Training Unit (In-service training, Citizen Police Academy, POSTC certified satellite recruit training academy), Internal Affairs/Professional Standards Unit, pre-employment backgrounds, Crime Prevention Unit, IT

Gerald V. Butler Jr.

systems, the Press Information Officer, Traffic Squad, Records Division and Freedom of Information Requests. Duties can also include management of the Detective Division (Identification Unit, General Investigations Unit, Tactical Squad, Special Investigations Unit and Computer Crime Unit). Patrol Division (Community Relations, Communications, Patrol shifts), Special Services (Regional Special Response Team, Marine Unit, Scuba Team, Robot Unit). During the Police Chief's absence, when tasked, I am responsible for all Department operations.

Demonstrated modern leadership abilities which assisted in guiding the Milford Police Department into the 21st Century in such critical areas as; technological advances, community relations, customer service, commitment, accountability, and professionalism. I am Project Coordinator of the Department's \$3.5 million Public Safety Radio System replacement/combined Fire/Police PSAP dispatch project and chairman of the Building Needs Assessment Committee.

Successfully led multiple documented critical incidents/situations and time sensitive challenges requiring immediate action and positive results.

Utilized various leadership skill styles in the development and improvement of staff personnel within the Agency, the styles used were based on the needs of the individuals. This was achieved through inspiration, empathy, attunement, informal leadership, coaching, mentoring and encouragement of the employee's value to self and organization in order to prepare these staff personnel for greater leadership roles within the organization in coordination with the Chief of Police. Proven success in the management of Human Resources, which includes; health and safety issues, hiring, backgrounds, testing, evaluations, training, employee labor/union relations and disciplinary issues while reporting to the Chief of Police.

Experience and success working in a unified command structure during critical incidents and training exercises involving multiple emergency service partners. Demonstrated success in the preparation of the Department's budget that consists of personnel services, employee fringe benefits, vehicle and equipment upkeep, operational expenses, training requirements and capital outlays. Also involved in revenue and expenditure projections reports, the capital improvement budget and I assist with the Department's extensive Annual Report.

- **Detective Division Captain: 2007 to 2011**

Responsible for the leadership of the General Investigations Unit, Tactical Squad, Special Investigations Unit, Computer Crime Unit, Identification/Forensic Unit and Court Liaison Officer.

Responsibilities include: Coordination of Detective Division investigations, Budgeting, Civil Investigations, Asset Forfeiture, auditing of Tactical Squad expense account, the overseeing of Confidential Informant files/Registration and the coordination of investigations with Federal, State and Local law enforcement agencies when necessary. Also, a member of the Milford Multidisciplinary Team (MDT), Police Facility Feasibility Study Committee, Department Radio System Committee and Citizen Police Academy Instructor.

- **Administrative Division Captain: 2004-2007**
 Responsible for the Administrative Division: Records Unit, Traffic Unit, Fleet Maintenance, Evidence Room, License Unit, Internal Affairs Unit, Geographic Information Systems (GIS) Unit, oversaw Department CAD/RMS Mainframe and servers, Worker's Compensation Liaison to City.
 Responsibilities include: Computer/Information Security officer, Safety Committee Chair, Computer/Technology Committee Chair, Local Area Network (LAN), AS400 Mainframe, Budget Preparation, Traffic/Planning and Zoning Studies, Recruit Testing, Departmental Promotional Examination process, Freedom of Information officer, Internal Affairs/Civilian Complaint investigations, payroll and auditing of accounts.
- **Administrative Division Lieutenant: 2002-2004**
 Responsible for the day to day operations of the Administrative Division: Records Unit, Traffic Unit, Fleet Maintenance Officer, Evidence Room, License Unit, Geographic Information Systems (GIS) Unit, Collect/NCIC Liaison to State.
 Responsibilities include: Budget and Payroll preparation, Private Duty Invoicing and Collection, Crime Statistics Reporting, Automatic Vehicle Locator (AVL) system, Mobile Data Computers (MDC) and related servers, Maintaining Local Area Network (LAN)/workstations.
- **Patrol Division Lieutenant (Shift Commander): 1998-2002**
 Supervisor/Shift Commanding Officer of a Patrol Shift, along with Shift supervisory staff and Communication Room personnel, Jail/booking personnel and care of prisoners.
- **Patrol Sergeant: 1996-1998**
 Supervision of Patrol Shift.
- **Patrol Officer: 1985-1996**
 Patrol Duties, Relief assignments in Detective Division including General Investigations and Youth Bureau.

Education:

- **Master of Arts in Leadership, with Honors**
 Albertus Magnus College, New Haven, Connecticut, 2011
- **Bachelor of Science, Individualized Studies**
 Charter Oak State College, New Britain, Connecticut, 2008
- **Associate in Science, Business Administration: General**
 Housatonic Community College, Bridgeport, Connecticut, 2007
- **Federal Bureau of Investigation National Academy Graduate**, Department of Justice, Quantico, Virginia. Courses taken: Contemporary Issues in Police and

Gerald V. Butler Jr.

Media Relations, Interpersonal Communications for the Law Enforcement Executive, Fitness in Law Enforcement, Public Speaking, Computer Crimes for Police Supervisors, Labor Law Issues for Law Enforcement Administrators, 230th Session, July 7, 2007 to September 14, 2007.

- **Police Executive Research Forum, Senior Management Institute for Police,** Boston University Campus, Boston, MA. 52nd Session, July 2012

Awards and Honors:

- City of Lake City, Supervisor of the Year Award, 2017
- Letters of Appreciation from Multiple Agencies and Citizens.
- Albertus Magnus College, Leadership Excellence Award, May 2011
- Certificate of Academic Accomplishment in Business Administration: General, Housatonic Community College, May 2007.
- Deans List, Housatonic Community College.

Professional Affiliations:

- FBI National Academy Association
- Police Executive Research Forum

ALBERTUS MAGNUS COLLEGE

UPON THE RECOMMENDATION OF THE FACULTY AND BY THE
AUTHORITY OF THE BOARD OF TRUSTEES
HAS CONFERRED UPON

GERALD V. BUTLER JR.

THE DEGREE OF

MASTER OF ARTS IN LEADERSHIP
WITH HONORS

IN THE TAGLIATELA SCHOOL OF BUSINESS AND LEADERSHIP

WITH ALL ITS RIGHTS AND PRIVILEGES, GIVEN AT NEW HAVEN, CONNECTICUT
THIS FIFTEENTH DAY OF MAY TWO THOUSAND ELEVEN


PROVOST, VICE PRESIDENT FOR ACADEMIC AFFAIRS




PRESIDENT

File Attachments for Item:

2. Don Rosenthal 2:00 PM

Don Rosenthal

New Port Ritchey, FL

Master's in Business Administration - did not include proof

Bachelor's in Psychology and Military Science – did not include proof

Meets minimum Senior Level Management Experience

Experience as County Manager and Assistant County Manager in Pasco County, FL

- Budget Experience
- County Government Experience
- Strategic Planning and Operations
- Employee Management

Don Rosenthal
New Port Ritchey, FL

Published on *City of Lake City, FL* (<https://www.lcfla.com>)

[Home](#) > [Application for General Employment](#) > [Webform results](#) > Application for General Employment

Submission information

Form: [Employment Application](#) [1]
Submitted by Visitor (not verified)
Wed, 12/27/2023 - 10:13am
72.185.180.151

Today's Date Wed, 12/27/2023

Are you applying for a position within the Police Department? No

Which position are you applying for? City Manager

Are you over the age of 18? Yes

Are you eligible to work in the United States? Yes

Have you read the full job postings for the position in which you are applying? Yes

Are there any duties you are unable to perform? No

Are there any days or hours you are unable to work? No

Are you able to travel, if required? Yes

Expected Salary (annual): \$ 160,000

Have you ever been employed by the City of Lake City or Lake City Police Department? No

Do you have any relatives currently employed by the City of Lake City or Lake City Police Department? No

Why are you interested in working for the City of Lake City? I have worked in City Management for over 25 years. I have watched the city council meetings and saw the efforts exerted by the Mayor and Council to resolve the issues in Lake City and I feel that my experience could readily assist in helping resolve all the issues that are being discussed.
Don Rosenthal

Applicant Information + Driver's History

Applicant Information

Full Name:

Don Rosenthal

Social Security Number

Current Address

6335 Cardinal Crest Drive

City, State Zipcode

New Port Richey

Home phone number
6307426817

Cell phone number
6307426817

Email address
donnierosenthal63@gmail.com

Driver's History

Can you operate a motor vehicle? Yes

Do you possess a valid Florida driver's license? Yes

Have you ever possessed a driver's license or CDL of any kind from any other state? Yes

If YES, give state: nevada

Have you ever had your driver's license SUSPENDED or REVOKED? No

List all traffic citations and crashes in the last five (5) years: none

Criminal History

Criminal History

Have you ever been convicted of, or pled guilty, no contest, or nolo contendere to a crime?
No

Have you ever been a defendant in a civil action for intentional tort (e.g. assault, battery, intentional infliction of emotional distress), or an unlawful employment practice (e.g. sexual or racial harassment)? No

Have you ever been charged with a crime and either placed on court-ordered probation, had adjudication withheld, entered a pre-trial intervention program, or have any criminal charges pending now? No

If you answered YES to any of the above, please fully explain below:
na

Education

Education

Depending on the position sought, you may be required to provide a copy of your high school or college transcripts, degrees, and/or professional registration.

Do you currently have a high school diploma? Yes

High School Information

Name of School

Broad St. High School

City and State

Shelby, Mississippi

Date Graduated

06/1975

College or Technical School 1

Name of School

Loyola University

City and State

chicago, Illinois

Years attended

1976-1980

Major

psychology/military science

Degree obtained

B.S. Degree

College or Technical School 2

Name of School

Regis University

City and State

Denver, Colorado

Years attended

2004-2006

Major

Finance & Accounting

Degree obtained

MBA Degree

Certificates or additional training completed:

Residential Combination inspector, residential plumbing inspector, residential electrical inspector, residential building inspector, (25 year ICMA award), certified Building Official certification, residential mechanical inspector, award for a job well done from the city of Bellwood, Illinois, certificate from American Planning Association, Proclamation from Mayor of Reno, Nevada for Don Rosenthal Day in Reno, Nevada, Leadership award from the Tampa Bay Builders Association for leadership and innovation in 2019, Certified Public Manager from State of Florida, Certified City Manager from ICMA,

Work History

Work History

Please give the complete name and address of all employers, including military employment. Please describe the major duties performed. A resume may be attached as a supplement; however, you must complete all information requested on the application. Begin with your most recent employer and list all previous employers in chronological order. Include a minimum of 5 years of employment. Please contact HR if you need to add additional employers to your application.

Employer 1 (Current or most recent)

Name of Company

Pasco County Board of Commissioners

Street Address

8731 Citizens Drive

City, State, Zip

New Port Richey

Phone Number

813-714-0435

Dates Employed

3/2014 - 1/2020

Supervisor's Name

Dan Biles

Pay Rate

\$163,000.00 annually

Brief Description of Duties

Assistant County Administrator, in charge of Development, planning, building, public works, capital projects, code enforcement, street lighting, stormwater, and engineering. Introduced the Accela program to Pasco County to handle the vastly increased workload for development review and permit processing.

Reason for Leaving

moved to Project Management

Employer 2

Name of Company

Pasco County Board of County Commisioners

Street Address

8731 Citizens Drive

City, State, Zip

New Port Richey

Phone Number

6307426817

Dates Employed

3/2014-1/2020

Supervisor's Name

Dan Biles

Pay Rate

\$90,000 annually

Brief Description of Duties

Reassigned as Commercial/Development Project Liaison- ensured the planning and development process was efficient and well managed

Reason for Leaving

retired

Employer 3

Name of Company

City of Atlanta, Georgia

Street Address

55 Trinity Avenue

City, State, Zip

Atlanta, Ga. 30303

Phone Number

334-214-5787

Dates Employed

2007-2014

Supervisor's Name

James Shelby

Pay Rate

\$116,000.00 annually

Brief Description of Duties

Director of the Office of Buildings; managed the permitting process and adjusted the Accela system to better serve development in the community, trained permit technicians in customer service and permit processing

Reason for Leaving

opportunity to become Assistant County Administrator

Neighborhood Survey

Please list three (3) of your closest neighbors where you now reside, preferably ones on each side of you and behind you. If for some reason this is not practical, such as you live in a rural area or don't have close neighbors, list the nearest ones and list an explanation below.

Neighbor 1

Full Name**Nickname**

Address

City, State Zip

Home Phone

Cell Phone

Occupation

Business Address

Business Phone

Neighbor 2

Full Name

Nickname

Address

City, State Zip

Home Phone

Cell Phone

Occupation

Business Address

Business Phone

Neighbor 3

Full Name

Nickname

Address

City, State Zip

Home Phone

Cell Phone

Occupation

Business Address

Business Phone

Additional Comments

Personal References

Reference 1

Full Name

Nickname

Address

City, State Zip

Home Phone

Cell Phone

Business Address

Occupation

Business Phone

Reference 2

Full Name

Nickname

Address

City, State Zip

Home Phone

Cell Phone

Occupation

Business Address

Business Phone

Reference 3

Full Name

Nickname

Address

City, State Zip

Home Phone

Cell Phone

Business Address

Business Phone**Occupation****Veteran Information****Have you ever served in the Armed Forces?**

Yes

Are you claiming Veterans' preference?

No

FRS Information**Florida Retirement System (FRS) - Certification form**

This form is not an offer of employment or an enrollment form. If hired, a Retirement Choice kit may be mailed to your home with enrollment instructions

Have you ever been a member of a State of Florida administered retirement plan?

Yes

If you are not retired and earned FRS service after certain periods in 2002 (depending on your employer), you must rejoin the FRS retirement plan you were enrolled in when you terminated FRS-covered employment. You may have a one-time 2nd Election to switch FRS retirement plans. Also, alternative retirement programs are available to certain employees. Contact your employer for deadline and other information.

I was or currently am a member of the following State of Florida administered plan:

Section II**FRS Retirement Plan (incl. DROP)****Agency Name**

Pasco County

Current or Former FRS Employer

PASCO COUNTY BOARD OF COUNTY COMMISSIONERS

Signature (By typing your name here you are electronically signing this form.)

Don L Rosenthal

Are you retired as defined in the statement above?

Yes

understand that as a Pension Plan Retiree: (a) If I am employed by an FRS-covered employer in any type of position (see footnote 2) during the first 6 calendar months after I retired or after my DROP termination date, my retirement and DROP status are voided, all retirement and DROP benefits I received must be repaid, (see footnote 3) and I must reapply for retirement in order to receive future benefits. (b) If I am reemployed by an FRS-covered employer at any time during the 7th through the 12th months after I retired or after my DROP termination date, my monthly retirement benefit must be suspended (see footnote 4) and any unauthorized benefits received must be repaid. (see footnote 3) My employer may also be liable for repaying any unauthorized benefits I received.

I understand that as an Investment Plan, SUSORP, SCCSORP, or SMSOAP retiree: (a) If I am employed by an FRS-covered employer in any type of position (see footnote 2) during the first 6 calendar months after I retired, I must repay (see footnote 3) any benefits received or terminate employment for an additional period to satisfy the 6 calendar month termination requirement. (b) If I am reemployed by an FRS-covered employer at any time during the 7th through the 12th months after my retirement, I will not be eligible for additional distributions until I terminate employment or complete 12 calendar months of retirement (see footnote 4)

Footnote 2: Positions include OPS, temporary, seasonal, substitute teachers, adjunct professors, part-time, full-time, regularly established, etc.

Footnote 3: Florida law requires a return of all unauthorized Pension Plan benefit payments or Investment Plan distributions received by a member who has violated the FRS termination or reemployment provisions. Similar provisions apply to unauthorized SUSORP, SCCSORP, or other state-administered plan distributions - contact that plan's administrator for details.

Footnote 4: There is one exception to the restrictions on reemployment limitations after retirement. If you are a retired law enforcement officer, you may only be reemployed as a school resource officer by an FRS-covered employer during the 7th through 12th months after your retirement date or after your DROP termination date and receive both your salary and retirement benefits

Section IV

I am retired from a State of Florida administered retirement plan

My FRS Pension Plan retirement effective date, DROP termination date, or date I received my first distribution from the FRS Investment Plan, SUSORP, SCCSORP, SMSOAP, or other plan was:

Mon, 01/20/2020

Signature (By typing your name here you are electronically signing this form.)

DON L ROSENTHAL

Documents

Document upload

Please upload any documents here. Documents must be submitted as either .rtf, .doc, .docx, or .pdf. Items noted with a * are required.

Resume

updated resume with photo 2.docx [2]

High School Diploma

Driver's License

Birth Certificate

College Degrees/Transcripts

Other Certificates

DD214

EEO

EEO Self-Identification Form

Federal Laws and regulations require that the City incorporate a procedure for obtaining information necessary to conduct an applicant flow and selection analysis to determine the number of persons protected under those laws and whether or not the present selection system has an adverse effect on any protected group.

****Completion of this form is strictly voluntary****

Do you wish to self identify?

No

Record Check

Record Check Authorization

Please Read Carefully Before Signing.

1. I HEREBY AUTHORIZE that all the facts and information on this employment application are true and complete. I understand that any false, incomplete or misleading information given by me on this application is sufficient cause for rejection of this application. I also understand and agree that any such false, incomplete, or misleading information discovered on this application at any time after I am employed may result in my dismissal.
2. I HEREBY AUTHORIZE the City to investigate all statements contained in this application, to interview the references and previous employers listed in this application, and to obtain a report from a consumer reporting agency to be used for employment purposes in accordance with Fair Credit Reporting Act, to conduct a record check on my background to include but not be limited to the following: criminal and driving check, employment and performance record and educational records. I authorize the references, previous employers, and school or other education institution, credit bureau, lending institution, consumer reporting agency or public agency listed to give the City all the facts, opinions and evaluations concerning my previous employment and any other information they may have, personal or otherwise, and I HEREBY RELEASE and save harmless the addressee, its officers, agents, servants or employees from and against any and all liability, claims, demands, damages, expenses, fees, fines, penalties, suits, proceedings, actions and costs of actions, including attorney's fees of any kind and nature arising or growing out of or in any way connected with the disclosure of requested information.
3. If I am offered employment, I understand that such an offer will be conditioned upon satisfactory results of a background investigation and/or City medical examination or inquiry, including a drug screening test. If then employed, I understand that I will be required to serve a probationary period. I further understand that my employment and compensation can be terminated, with or without cause or notice, at any time, regardless of the successful completion of my probationary period, at the option of either the City or myself. I understand that no supervisor or other representative of the City other than the City Manager has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. I further authorize on going procurement of the above mentioned reports at any time during my employment.

By typing your name here you are electronically signing that you fully understand and voluntarily agree with the above items.

Don L Rosenthal

Today's Date
Fri, 01/27/2023

Certificate of Applicant

Certificate of Applicant

I hereby certify that all information given on this application is true and correct to the best of my knowledge and I understand that any false information given on this application shall constitute cause to withdraw the application from consideration for any position with the City of Lake City or termination of employment with the City of Lake City. Inquiry as to past employment of any on the job performance may be conducted and all past and current employers will be contacted. I release the City of Lake City and any past or current employers and other individuals contacted from any liability for release of information regarding my employment.

Applications of municipalities are considered public documents according to Florida Statutes and are open to public inspection upon request. Applications will remain active until position applied for is filled.

By typing your name here you are electronically signing this application:
Don L Rosenthal

Today's Date
Wed, 12/27/2023

Source URL:<https://www.lcfla.com/node/6533/submission/16818>

Links

[1] <https://www.lcfla.com/hr/webform/employment-application> [2]
https://www.lcfla.com/system/files/webform/updated_resume_with_photo_2.docx



Don L. Rosenthal

6335 Cardinal Crest Drive, New Port Richey, Florida 34655 donnierosenthal63@gmail.com Cell:
(630)742-6817

Dynamic leader with over 25 years of expertise in City and County Management contributing strategic, operational, and financial stewardship that supports the success of growing communities.

- Trusted leader who empowers people and innovates through vision, technology initiatives, strong community relationships, proactive government agency partnerships, and a dedication to serve.
- Forward-looking strategist who partners with community and department leaders to develop and implement projects that improve infrastructure, attract niche industries, support job growth, and improve quality of life.
- Expertise in applying technological solutions to enhance productivity, expand and improve services, and create new streams of revenue that add millions in surplus to City and County budgets.
- History of successful stewardship of communities ranging from rural areas with 50K residents to over 550K residents living in fast-growing metropolitan areas including the City of Atlanta.

Key Areas of Expertise

Governmental Operations, Strategic Planning & Operations, Financial Operations & Multi-Million Dollar Budgets, Customer Relations & Support, Accela System Design & Implementation, Program & Project Management, Multi-Department Leadership, Communications, Strategic Partnerships, Employee Training & Development

CAREER EXPERIENCE

COMMERCIAL/REDEVELOPMENT PROJECT LIAISON / Pasco County, Florida 2020 to 2021`

Appointed to a newly created leadership position spearheading all new commercial and redevelopment projects in Pasco County, Florida. Partner with County Engineer, Design Professional, Developer, and Contractor to ensure cohesion and timely department action on all active development projects.

- Partner with the Office of Economic Development to collaborate in County Planning Meetings and ensure that all commercial and redevelopment projects are in alignment with the County's vision for growth.
- Serve as the Point-of-Contact for the public and ensure that contractors and developers have the knowledge and resources to navigate the permitting process with minimal confusion and delays.

ASSISTANT COUNTY ADMINISTRATOR / Pasco County, Florida 2014 to 2019

Managed over 285 County employees and administered over \$347M in county funds for a region of over 550,000 residents. Directed the Office of Economic Growth, Building, Permitting, Plan Review, Unlicensed Contractors, Minimum Standards, Planning and Development, Long Range Planning, Metropolitan Planning

Organization, Code Enforcement, Traffic Control/Monitoring/Signal Repair, County Engineer, Capital Improvement Plan, Stormwater, Road and Bridge, Real Estate, Survey, and Project Management.

- Identified over \$15M in USDA grants and county funds to provide clean drinking water and complete off-site road improvements for the Lacoochee area of Pasco County. Transformed a blighted area into a new industrial zone that created 100 new full-time jobs with an additional 500 projected within 3 years of launch.
- Re-zoned 97 acres of the Old Pasco Road Spray Field. Secured a \$3M+ Florida DEO job creation grant, and sourced an experienced regional industrial park developer who will purchase the land at market value and build an 885,000 square foot industrial park generating approximately 1,500 full-time jobs.
- Obtained \$22M in federal funding to extend the airport runway by six hundred feet to allow corporate jets to utilize the airport facility at the Zephyrhills Airport and capitalize on access to an existing rail spur.
- Implemented the VuSpex System allowing Building Inspectors to conduct inspections via the contractor's smartphone, which delivers significant savings in travel time, gas, vehicle maintenance. The software was critical to maintaining business continuity during the Covid-19 social distancing period.
- Deployed the Accela software program to improve management of building projects and launch a customer portal. Improved reporting delivered over \$2M in recovered payments on delinquent accounts. Greater efficiency resulted in the county's building department accumulating over \$28M in surplus funds.
- Launched the *Open Counter* program, which uses Artificial Intelligence to keep itself up-to-date on construction, zoning or planning information, and accurately answers customer inquiries. Migrating customer inquiries from staff to the automated process saves \$95K per year with high customer satisfaction.
- Recipient of the Nov 2019 Innovation and Leadership Award from the Tampa Bay Builders Association.

DIRECTOR OF OFFICE OF BUILDINGS / Atlanta, Georgia

2010 to 2014

Managed a team of 115 including Inspectors, Plan Reviewers, and Certified Permit Technicians serving 425,000 city residents. Directed operations, process improvement, and budget administration for Permitting, Site Development, Zoning, Planning, Plan Review and Inspection functions for Public Works, Office of Buildings, Site Development, and Erosion Control.

- Established communication and productive relationships within the community including Attorneys, Developers, and Contractors who then supported much needed changes for the growth of the City.
- Gained approval from the City Council Board of the City of Atlanta to transition the Office of Buildings to an Enterprise Fund that was self-financed through fees to services to the public. Generated an average of \$12M in annual revenue creating a surplus to the department's \$6M in annual operational expenses.
- Led a \$1.1M project to implement Accela software. Trained specially assigned teams and strategically increased permit fees (that had not been increased in 20 years), which increased revenue from \$4.5M per year to up to \$15M per year depending on the level of construction activity each year.
- Led a 1-year project to transition from City Clerks to Certified Permit Technicians. Of 62 Clerks, 41 completed the Certification and earned a 50% salary increase while reducing overall labor costs for the City.
- Implemented a "triage process" that analyzed why submissions of development projects were failing by almost 70%. Used findings to conducted outreach to contractors and developers, which reduced the fail rate to less than 10% and also improved response turnaround time from 30+ days to 10 days

BUILDING AND SAFETY MANAGER / Reno, Nevada

2007 to

2010

Managed the Building Department including Plan Review, Building Inspection, Permitting and Code Enforcement serving a population of 250,000 residents. Provided leadership and mentorship for a team of 140 employees and held financial stewardship over a \$6M budget and an Enterprise Fund of \$13M.

- Used existing training programs to fine-tune customer service performance resulting in turnaround times from 30 days to 10 days in Planning and Inspections.
- Optimized use of Accela software to support increases in revenue and ensure residents received top quality service that made them comfortable with fee schedules.
- Implemented zones of responsibility that allowed for better staffing in the Inspection Department. Reduced our roll-over rate (postponed inspections) to zero over a 90-day time period using the new zone approach.
- Invested in cross-training for trade inspectors to increase the inspector ability to inspect multiple trade work on projects, which increased departmental capacity and reduced labor costs.

**DIRECTOR OF COMMUNITY DEVELOPMENT / Downers Grove, Illinois
2007**

2005 to

Director of Code Services, Downers Grove, Illinois
2005

2000 to

Managed Community Development and exercised managerial responsibility for Building, Code Enforcement, Planning, Economic Development and Zoning departments serving a community of 50,000 residents. Led planning, development, and operations related to Community Development activities. Spearheaded greater understanding of urban renewal and housing/retail mixes to stimulate growth and development.

- Led large-scale projects generating tax revenue that met and exceeded projections at the two-year mark.
- Consolidated departmental efforts and completed new projects made possible by incremental tax revenue.
- Created and deployed an in-house software program to optimize the building and planning process.
- Initially hired to lead the Code Services Department and subsequently promoted to an expanded role as the Director of Community Development.

Previous Experience:

Code Enforcement Officer-City of Oak Park, Illinois

Building Inspector-City of Oak Park, Illinois

Electrical Inspector-City of Oak Park, Illinois

Building Commissioner-City of Bellwood, Illinois

Director of Code Enforcement-City of Downers Grove, Illinois

Community Development Director- City of Downers Grove, Illinois

EDUCATION

MBA in Finance and Accounting - Regis University

B.S. in Psychology and Military Science - Loyola University

PROFESSIONAL AFFILIATIONS

Certified Manager - ICMA-CM (International City/County Manager Association)

Certified Public Manager - State of Florida; 1st Lieutenant-Ansbach, Germany - United States Army