
CITY COUNCIL REGULAR SESSION

CITY OF LAKE CITY

March 04, 2024 at 6:00 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 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.

Proclamations - None

Minutes

- [1.](#) January 22, 2024 Council Workshop
- [2.](#) February 5, 2024 Regular Session

Approval of Agenda

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 noon on the day of the meeting. Citizens may also provide input to individual council members via office visits, phone calls, letters and e-mail that will become public record.

Approval of Consent Agenda

- [3.](#) Approval to award Bid No. ITB-006-2024 Annual Contract for Fencing to North Florida Fence, the lowest bidder.

Presentations - None

Old Business

Ordinances - None

Resolutions - None

Other Items

- [4.](#) Discussion and Possible Action: City Manager Applicants (Human Resources Director BillieJo Bible)

Note: During the 2/20/2024 meeting, council concurred to bring their top three (3) candidate names to the 3/1/2024 meeting.

New Business

Ordinances - None

Resolutions

- [5.](#) City Council Resolution No. 2024-021 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of Task Assignment Four with Passero Associates, LLC, for professional services for the reconstruction of existing pavement and storm sewer on the Northern half of Industrial Loop Road at the Lake City Gateway Airport; providing for a total cost not-to-exceed \$98,333.00; and providing for an effective date.

Other Items - None

Departmental Administration

- [6.](#) Discussion and Possible Action - Approval to use a maximum amount of \$1.8 million of the remaining ARPA funds to replace the 18-year-old Ladder 1 truck. Currently the build time after purchase of a new replacement ladder truck is two (2) years. (Chief Josh Wehinger)

Comments by Council Members

Adjournment

UPCOMING DATES OF INTEREST

March 11, 2024 at 6:00 PM - Council Workshop - Affordable Housing/Properties

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. January 22, 2024 Council Workshop

The City Council in and for the citizens of the City of Lake City, Florida, met in Workshop, on January 22, 2024 beginning at 6:00 P.M., in the City Council Chambers, located at City Hall 205 North Marion Avenue, Lake City, Florida. Members of the public also viewed the meeting on our YouTube Channel.

ROLL CALL

Mayor/Council Member City Council	Stephen M. Witt Jake Hill, Jr. Chevella Young – absent
City Attorney Interim City Manager Sergeant-at-Arms City Clerk	Ricky Jernigan Clay Martin Dee Johnson Chief Gerald Butler Audrey Sikes

After Mayor Witt read the rules of decorum aloud, Mr. Jernigan inquired about consequences should someone violate the rules. Mayor Witt reported the citizen would be removed from the meeting.

ITEMS FOR DISCUSSION

1. Mariah Fund

Mr. Johnson reported reaching out to CareerSource Florida Crown for preliminary discussions on youth programs that were currently available. He asked members for guidance on a possible partnership and provided council with a handout identifying programs offered.

Mayor Witt stated accountability with funds was the main objective. He suggested with Council direction, Mr. Johnson coming up with a more specific program to present to members.

Mr. Hill inquired as to how the funds would be spent if the City were to enter into an agreement with CareerSource.

Mayor Witt suggested periodic reviews on how funds were being spent.

Mr. Jernigan stated he wanted the family of Mariah involved in the planning process, and suggested administration get input from other entities such as the Police Department, High School, Richardson Community Center, and the College.

PUBLIC PARTICIPATION – PUBLIC COMMENTS

- Aleda Gaskinks
- Befaihtful Coker
- Sylvester Warren

- Jason Futch with Suwannee Valley Unsolved
- Pamela Green
- Michael Ferrell
- Carol Tunsil – provided handout to members
- Dr. Phillip Mobley
- Travis George
- Al Nelson

COMMENTS BY COUNCIL MEMBERS

Mayor Witt thanked everyone for their valuable input.

Mr. Hill thanked everyone for attending and sharing their thoughts.

Mr. Jernigan thanked Mariah's family for attending and for citizen input.

ADJOURNMENT

Mr. Hill made a motion to adjourn at 6:52 PM. Mr. Jernigan seconded the motion and the motion carried unanimously on a voice vote.

Stephen M. Witt, Mayor/Council Member

Audrey Sikes, City Clerk

File Attachments for Item:

2. February 5, 2024 Regular Session

The City Council in and for the citizens of the City of Lake City, Florida, met in Regular Session, on February 5, 2024 beginning at 6:00 PM, in the City Council Chambers, located at City Hall 205 North Marion Avenue, Lake City, Florida. Members of the public also viewed the meeting on our YouTube Channel.

PLEDGE OF ALLEGIANCE

INVOCATION – Mayor/Council Member Stephen Witt

ROLL CALL

Mayor/Council Member
City Council

Stephen M. Witt
Jake Hill, Jr.

Chevella Young

Ricky Jernigan

City Attorney
Interim City Manager

Todd Kennon

Dee Johnson

Sergeant-at-Arms

Chief Gerard Butler

City Clerk

Audrey Sikes

After Mayor Witt read the rules of decorum aloud, Mr. Jernigan inquired about consequences should someone violate the rules. Mayor Witt reported it would be addressed at that time and reminded there is a decorum workshop coming up soon.

Mayor Witt read the following statement regarding the new Council Chambers layout:

Tonight, you may notice that the room has been arranged differently. This new layout is for the convenience of those who may be addressing the City Council, to accommodate those who may not be able to stand at the podium to address the Council and may find it easier to sit when speaking to the Council, and to maintain appropriate personal space between those speaking to the Council and those seated at the dais.

For the convenience of those who are addressing the Council, the tables placed to the left and right of the speaker's lectern provide a surface to place notes and other exhibits like posters, charts, and graphs that may be needed when you are describing a matter to the Council. We hope this avoids the awkwardness of trying to balance posters and charts on the lectern and helps make your comments to the Council more effective.

For those who may find it challenging to stand at the lectern to address the Council, the tables provide an accommodating place to sit or to pull up a wheelchair or scooter, while also having the convenience of a flat surface on which a person may place their notes, similar to the surface provided at the lectern when standing. Again, we hope this allows for more effective interactions between the public and the Council when the public is addressing the Council.

Finally, the tables help maintain an appropriate distance between those addressing the Council and those at the dais. If a speaker is too close to the Council, not everyone on the dais can see the speaker or any exhibits they may have to show. The tables are intended to create a comfortable space between those addressing the Council and those at the dais to enhance communications during public comment.

Everyone is asked to observe the limitations created by the placement of the tables to the left and right of the speaker's lectern. Those not observing these limitations and stepping in the prohibited area will be given a verbal reminder to adhere to the instructions provided on the table signage. Thereafter, a person who continues to enter into the prohibited area beyond the limitations created by the tables may be escorted from the room by law enforcement for repeated entry into a prohibited area.

MINUTES

1. January 16, 2024 Regular Session

Mr. Hill made a motion to approve the January 16, 2024 Regular Session minutes as presented. Mr. Jernigan seconded the motion and the motion carried unanimously on a voice vote.

APPROVAL OF AGENDA

Mr. Hill made a motion to approve the agenda as presented. Ms. Young seconded the motion and the motion carried unanimously on a voice vote.

PUBLIC PARTICIPATION – PERSONS WISHING TO ADDRESS COUNCIL

- Glenel Bowden
- Sylvester Warren

APPROVAL OF CONSENT AGENDA – None

PRESENTATIONS – None

OLD BUSINESS

Ordinances

At this time Mayor Witt closed the regular session and opened a public hearing for the purpose of hearing comments on City Council Ordinance No. 2024-2275. City Council Ordinance No. 2024-2275 was read by title. Mayor Witt asked if anyone wanted to be heard regarding City Council Ordinance No. 2024-2275. No one asked to be heard on City Council Ordinance No. 2024-2275, therefore Mayor Witt closed the public hearing.

2. City Council Ordinance No. 2024-2275 (final reading) - An ordinance of the City of Lake City, Florida, amending the City Code to add new Section Number 86-2 to Part III, Chapter 86, Article I; providing for the regulation of Public Parks, park hours, and penalties for violations; providing for severability; providing for the repeal of conflicts; providing for codification; and providing an effective date. **Mr. Hill made a motion to approve City Council Ordinance No. 2024-2275 on final reading, amending the City Code to add new Section Number 86-2 to Part III, Chapter 86, Article I; providing for the regulation of Public Parks, park hours, and penalties for violations. Mr. Jernigan seconded the motion.**

PUBLIC COMMENT: Sylvester Warren

A roll call vote was taken and the motion carried.

Mr. Hill	Aye
Mr. Jernigan	Aye
Ms. Young	Aye
Mayor Witt	Aye

Resolutions – None

Other Items

3. Discussion and Possible Action - Applicants for filling the vacancy of Council Member for City Council District 13. (Mayor Stephen Witt)

James Carter was the only applicant to submit paperwork.

PUBLIC COMMENT: Vanessa George

Ms. Young reported interested parties had reached out to her about applying for the District 13 Council seat, and suggested extending the application deadline an additional 30 days.

City Attorney Todd Kennon reminded members they have 60 days from the time of resignation to fill the seat per the City Charter.

Mayor Witt spoke in support of Mr. Carter.

Mr. Hill spoke in support of extending the deadline, but staying within the Charter.

Members concurred to extend the deadline for two weeks, and to discuss filling the vacant seat at a Special Called Meeting to be held on February 26, 2024 at 6:00 PM before the scheduled Workshop for that day.

4. City Council Resolution No. 2024-018 - A resolution of the City Council of the City of Lake City, Florida, appointing _____ as Councilmember of District Thirteen in accordance with the City Charter; and providing an effective date.

This item was not voted on due to members extending the application deadline.

NEW BUSINESS

Ordinances

5. City Council Ordinance No. 2024-2276 - (first reading) An ordinance of the City of Lake City, Florida, pursuant to Petition No. ANX 24-01, relating to voluntary annexation; making findings; annexing certain real property located in Columbia County, Florida, which is reasonably compact, and contiguous to the boundaries of the City of Lake City, Florida, into the boundaries of the City of Lake City, Florida; providing severability; repealing all ordinances in conflict; and providing an effective date. (Cecilia Davis)

City Attorney Todd Kennon recommended to handle Items #5 and #9 as a Quasi-Judicial Proceeding.

At this time Mayor Witt closed the regular session to conduct a public hearing and receive comments for City Council Ordinance No. 2024-2276.

Mayor Witt asked if members had any ex-parte communication regarding this ordinance. All members declined having any ex-parte communication.

Mayor Witt asked if anyone wanted to be sworn in and heard, regarding City Council Ordinance No. 2024-2276. No one asked to be heard on City Council Ordinance No. 2024-2276, therefore Mayor Witt closed the public hearing.

Mr. Johnson reported Ms. Davis is voluntarily asking to be annexed into the City in order to have City utilities for her upcoming restaurant.

Mr. Hill made a motion to approve City Council Ordinance No. 2024-2276 on first reading, pursuant to Petition No. ANX 24-01, relating to voluntary annexation; making findings; annexing certain real property located in Columbia County, Florida, which is reasonably compact, and contiguous to the boundaries of the City of Lake City, Florida, into the boundaries of the City of Lake City, Florida. Mayor Witt seconded the motion.

During roll call, Mr. Hill withdrew his motion so discussion could take place.

Growth Management Director Dave Young gave further explanation on the annexation.

Mr. Johnson reported this annexation was supported by staff.

Mr. Hill made a motion to approve City Council Ordinance No. 2024-2276 on first reading, pursuant to Petition No. ANX 24-01, relating to voluntary annexation; making findings; annexing certain real property located in Columbia County, Florida, which is reasonably compact, and contiguous to the boundaries of the City of Lake City, Florida, into the boundaries of the City of Lake City, Florida. Mayor Witt seconded the motion. A roll call vote was taken and the motion carried.

Mr. Hill	Aye
Mayor Witt	Aye
Ms. Young	Aye
Mr. Jernigan	Aye

6. City Council Ordinance No. 2024-2278 - (first reading) An ordinance of the City Council of the City of Lake City, Florida, amending the City Code to add a new Section Number 86-110.22 to Article III, Chapter 86, which provides for the permanent vacating of a right of way; finding that the right of way was abandoned by the City; finding that the closing of the right of way will not adversely affect the public health, safety, or welfare; finding that it is in the best interest of the City and for the general welfare of its citizens to close the right of way; providing for the repeal of conflicting ordinances; providing for severability; providing for inclusion into the City Code; and providing an effective date. (McCall) **Mr. Hill made a motion to approve City Council Ordinance No. 2024-2278 on first reading, amending the City Code to add a new Section Number 86-110.22 to Article III, Chapter 86, which provides for the permanent vacating of a right of way; finding that the right of way was abandoned by the City; finding that the closing of the right of way will not adversely affect the public health, safety, or welfare; finding that it is in the best interest of the City and for the general welfare of its citizens to close the right of way, and providing for the repeal of conflicting ordinances. Ms. Young seconded the motion. A roll call vote was taken and the motion carried.**

Mr. Hill	Aye
Ms. Young	Aye
Mr. Jernigan	Aye
Mayor Witt	Aye

7. City Council Ordinance No. 2024-2279 - (first reading) An ordinance of the City Council of the City of Lake City, Florida, amending Article I Section 70-2 of the City Code related to residency requirements; providing for severability; providing

for codification; and providing an effective date. **Mr. Hill made a motion to approve City Council Ordinance No. 2024-2279 on first reading, amending Article I Section 70-2 of the City Code related to residency requirements. Ms. Young seconded the motion.**

Members concurred to leave the ordinance as is, and to vote at the next meeting regarding specific positions listed in the ordinance.

A roll call vote was taken and the motion carried.

Mr. Hill	Aye
Ms. Young	Aye
Mr. Jernigan	Aye
Mayor Witt	Aye

Resolutions

8. City Council Resolution No. 2024-008 - A resolution of the City Council of the City of Lake City, Florida, adopting revisions to the City's Procurement Policy and Procedure to contribute to the strategic goals of achieving efficiency, transparency, cost savings, and fairness in the City's Procurement Procedures. **Mr. Hill made a motion to approve City Council Resolution No. 2024-008, adopting revisions to the City's Procurement Policy and Procedure to contribute to the strategic goals of achieving efficiency, transparency, cost savings, and fairness in the City's Procurement Procedures. Ms. Young seconded the motion. A roll call vote was taken and the motion carried.**

Mr. Hill	Aye
Ms. Young	Aye
Mr. Jernigan	Aye
Mayor Witt	Aye

9. City Council Resolution No. 2024-009 - A resolution of the City Council of the City of Lake City, Florida, approving a replat filed by Gateway Development, LLC, for a major subdivision of real property within the City; providing for conflicts; providing for severability; providing an effective date.

At this time Mayor Witt closed the regular session to conduct a public hearing and receive comments for City Council Resolution No. 2024-009.

Mayor Witt asked if members had any ex-parte communication regarding this Resolution. All members declined having any ex-parte communication.

Mayor Witt asked if anyone wanted to be sworn in and heard, regarding City Council Resolution No. 2024-009. No one asked to be heard on City Council Resolution No. 2024-009, therefore Mayor Witt closed the public hearing.

Mr. Hill made a motion to approve City Council Resolution No. 2024-009, approving a replat filed by Gateway Development, LLC, for a major subdivision of real property within the City. Mayor Witt seconded the motion. A roll call vote was taken and the motion carried.

Mr. Hill	Aye
Mayor Witt	Aye
Ms. Young	Aye
Mr. Jernigan	Aye

10. City Council Resolution No. 2024-014 - A resolution of the City Council of the City of Lake City, Florida, appointing Ricky Jernigan to serve on the Columbia County Tourist Development Council.

PUBLIC COMMENT: Sylvester Warren

Mr. Hill made a motion to approve City Council Resolution No. 2024-014, appointing Ricky Jernigan to serve on the Columbia County Tourist Development Council. Ms. Young seconded the motion. A roll call vote was taken and the motion carried.

Mr. Hill	Aye
Ms. Young	Aye
Mr. Jernigan	Aye
Mayor Witt	Aye

11. City Council Resolution No. 2024-016 - A resolution of the City Council of the City of Lake City, Florida, appointing Sergeant Kevin Johns as an elected member of the Board of Trustees of the Lake City Municipal Police Officers Retirement Trust Fund.

PUBLIC COMMENT: Sylvester Warren

Mr. Jernigan made a motion to approve City Council Resolution No. 2024-016, appointing Sergeant Kevin Johns as an elected member of the Board of Trustees of the Lake City Municipal Police Officers Retirement Trust Fund. Mr. Hill seconded the motion. A roll call vote was taken and the motion carried.

Mr. Jernigan	Aye
Mr. Hill	Aye
Ms. Young	Aye
Mayor Witt	Aye

Other Items

12. Discussion and Possible Action: Funding for Council members to hold Town Hall Meetings (Interim City Manager Dee Johnson)

Mr. Johnson reported there was \$6,000.00 in the City’s budget (Undesignated Programs/Public Assistance) to work with for Town Hall meetings. He suggested \$1,000 per meeting and \$1,000 for advertising purposes.

PUBLIC COMMENT: Sylvester Warren

Ms. Young spoke in support of a community meeting, and providing food at the event for the citizens.

Mr. Hill reported Town Hall meetings held in the past did not have much of a turnout, but was neither for or against providing refreshments.

Water Plant Director Mike Osborne suggested holding an Informational Meeting in the Districts, as this would be a way to get new Environmental Protection Agency regulations out to the public.

Mr. Hill made a motion to set aside \$1,000 in funding from Undesignated Programs/Public Assistance for advertisement purposes for community engagement meetings. Mayor Witt seconded the motion. A roll call vote was taken and the motion carried.

Mr. Hill	Aye
Mayor Witt	Aye
Ms. Young	Nay
Mr. Jernigan	Aye

13. Project Updates (Interim City Manager Dee Johnson)

Mr. Johnson reported on the following projects:

Annie Mattox Park: Cameras - Currently requesting quotes for electrical and pole installment.

Gwen Lake: We have submitted the funding applications, and expect they will soon issue a RAI to gather more specific details about the project.

Lake Montgomery Pier: Waiting for completion of construction to install camera and fencing.

Relocation of Welcome to Downtown Sign: The sign has been installed. Currently waiting for FPL approval to complete the lighting.

Downtown Parking: The pole has been installed for lighting. Currently waiting for the bulbs to be delivered and for FPL to install the meter.

Sally Jerry Park: The camera installation is complete. Eminent domain is still pending.

SR 47 RV Park Septic to Sewer: Currently waiting on the final construction documents from the engineer.

47/175 Extension: Engineers are completing surveying and more testing.

Bell Road: Plans are around 80% complete. Waiting for additional surveys for McFarland / St. Margaret's

Wilson Park Amphitheater: According to the "Specific Condition 1" of the FDEP permit, we have submitted the necessary documentation for approval to start construction. However, we are waiting for approval at this time.

Patterson Avenue Resurfacing: Asphalt is currently in the curing stages. Permanent striping will follow.

Grandview Resurfacing: Bids came in over budget. Additional funding of approximately \$126,605.00 (subject to change) is needed at this time. Engineers are reviewing the bid to ensure there are no unit of measurement discrepancies. In addition, we are currently working with the FOOT grant manager to seek additional funds to help cover some of the overage cost.

100A/Bascom Norris Septic to Sewer: We received the cost estimate from engineers; meeting scheduled to identify funding sources.

PUBLIC COMMENT: Sylvester Warren

14. Discussion and Possible Action: Reschedule Council Workshop to discuss Council Meeting Decorum (Council Member Ricky Jernigan)

Mr. Jernigan stated the January 29, 2024 Meeting Decorum Workshop had to be cancelled due to members attending the Florida Legislative Action Days in Tallahassee. He recommended moving the February 26, 2024 Affordable

Housing Workshop to the following Monday, and holding the Decorum Workshop on the 26th.

PUBLIC COMMENT: Sylvester Warren; Glenel Bowden

Mr. Jernigan made a motion to schedule the Decorum and Application and Policy for Grant Funding on February 26, 2024, and the Workshop for Affordable Housing on March 11, 2024. Ms. Young seconded the motion. A roll call vote was taken and the motion carried.

Mr. Jernigan	Aye
Ms. Young	Aye
Mr. Hill	Aye
Mayor Witt	Aye

DEPARTMENTAL ADMINISTRATION

- 15. Discussion and Possible Action: Approval to pay retainer fee in the amount of \$250,875.05 to CGC, Inc. for Taxiway C Realignment & Transient Apron Rehab Project (Airport Director Ed Bunnell)

Mr. Johnson reported the Taxiway C Realignment & Transient Apron Rehab Project had been completed.

Mr. Hill made a motion to release the retainer in the amount \$250,875.05 to CGC, Inc. for the Taxiway C Realignment & Transient Apron Rehab Project. Mr. Jernigan seconded the motion. A roll call vote was taken and the motion carried.

Mr. Hill	Aye
Mr. Jernigan	Aye
Ms. Young	Aye
Mayor Witt	Aye

- 16. Discussion and Possible Action: Transition to County - Communication Officers (Chief Butler)

Mr. Jernigan made a motion authorizing the transfer of funds, at the time of transition, in the LCPD FY24 budget for Public Safety Communication Officers (PSCO) transferring to County’s employment in the Columbia County Combined Communication Center. The motion also authorizes payment of 100% of the funds for sixty (60) days of COBRA to each PSCO employee transferring to the County’s employment. Ms. Young seconded the motion. A roll call vote was taken and the motion carried.

Mr. Jernigan	Aye
Ms. Young	Aye
Mr. Hill	Aye
Mayor Witt	Aye

COMMENTS BY COUNCIL MEMBERS

Mr. Hill spoke in opposition of the new set up of the Council Chambers and reported not having any prior knowledge of the changes.

Mr. Jernigan announced there would be free services to Veterans on February 16, 2024 from 9:00 AM until 1:00 PM at the Florida National Guard Armory.

Ms. Young reported she enjoyed the kickoff for Black History Month at Florida Gateway College.

ADJOURNMENT

Mr. Hill made a motion to adjourn at 7:36 PM and the motion carried unanimously on a voice vote.

Stephen M. Witt, Mayor/Council Member

Audrey Sikes, City Clerk

File Attachments for Item:

3. Approval to award Bid No. ITB-006-2024 Annual Contract for Fencing to North Florida Fence, the lowest bidder.

MEETING DATE

CITY OF LAKE CITY

Report to Council

COUNCIL AGENDA	
SECTION	
ITEM NO.	

SUBJECT: Annual Fencing Contract

DEPT / OFFICE: Procurement / Public Works

Originator: Angel Bryant		
City Manager Dee Johnson	Department Director Steve Brown	Date 02/29/2024
Recommended Action: Request approval to accept lowest bidder from ITB-006-2024 with North Florida Fence for annual contract for fencing (Consent Agenda)		
Summary Explanation & Background: ITB-006-2024 Annual Fencing Contract was posted on 1/17/2024 -2/15/2024. Three proposals were submitted, whereas North Florida Fence was the lowest bidder.		
Alternatives: Not accept bid.		
Source of Funds: N/A		
Financial Impact:		
Exhibits Attached: ITB-006-2024 Solicitation, Bid Tabulation, North Florida Fence Proposal		



EVALUATION TABULATION

ITB No. 006-2024

Annual Fencing Contract

RESPONSE DEADLINE: February 15, 2024 at 2:00 pm

Report Generated: Friday, March 1, 2024

SELECTED VENDOR TOTALS

Vendor	Total
North Florida Fence Co. Inc.	\$19,857.20
Creative Concepts	\$20,784.90
Anuez Enterprise LLC	\$21,529.55

PRICING TABLE

Pricing Table					Anuez Enterprise LLC		Creative Concepts		North Florida Fence Co. Inc.	
Selected	Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
X	1	4' high chain link including line post (10' O/C), terminal post and hardware	1	LF	\$15.50	\$15.50	\$18.00	\$18.00	\$22.00	\$22.00
X	2	6' high chain link including line post (10' O/C), terminal post and hardware	1	LF	\$18.80	\$18.80	\$26.00	\$26.00	\$28.00	\$28.00

EVALUATION TABULATION
 ITB No. 006-2024
 Annual Fencing Contract

Selected	Line Item	Pricing Table			Anuez Enterprise LLC		Creative Concepts		North Florida Fence Co. Inc.	
		Description	Quantity	Unit of Measure	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
X	3	8' high chain link including line post (10' O/C), terminal post and hardware	1	LF	\$22.75	\$22.75	\$32.00	\$32.00	\$40.00	\$40.00
X	4	12' high chain link including line post (10' O/C), terminal post and hardware	1	LF	\$33.88	\$33.88	\$42.00	\$42.00	\$59.00	\$59.00
X	5	4'high x 4'wide galvanized gate including hardware	1	EA	\$415.22	\$415.22	\$250.00	\$250.00	\$350.00	\$350.00
X	6	4' high x 6' wide galvanized gate including hardware	1	EA	\$510.41	\$510.41	\$285.00	\$285.00	\$400.00	\$400.00
X	7	4' high x 12'wide galvanized gate including hardware	1	EA	\$728.49	\$728.49	\$475.00	\$475.00	\$700.00	\$700.00
X	8	4'high x 12'wide double drive gate including hardware	1	EA	\$783.60	\$783.60	\$650.00	\$650.00	\$700.00	\$700.00

EVALUATION TABULATION
 ITB No. 006-2024
 Annual Fencing Contract

Selected	Line Item	Pricing Table			Anuez Enterprise LLC		Creative Concepts		North Florida Fence Co. Inc.	
		Description	Quantity	Unit of Measure	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
X	9	4'high x 20' wide double drive gate including hardware	1	EA	\$1,236.40	\$1,236.40	\$850.00	\$850.00	\$950.00	\$950.00
X	10	6'high x 6'wide galvanized gate including hardware	1	EA	\$660.00	\$660.00	\$525.00	\$525.00	\$550.00	\$550.00
X	11	6'high x 12'wide galvanized gate including hardware	1	EA	\$1,030.62	\$1,030.62	\$850.00	\$850.00	\$850.00	\$850.00
X	12	6'high x 12' wide double drive including hardware	1	EA	\$1,078.82	\$1,078.82	\$950.00	\$950.00	\$850.00	\$850.00
X	13	6' high x 20'wide double drive gate including hardware	1	EA	\$1,453.10	\$1,453.10	\$1,400.00	\$1,400.00	\$1,100.00	\$1,100.00
X	14	6'high x 20'wide Cantilever gate including hardware	1	EA	\$3,075.40	\$3,075.40	\$2,900.00	\$2,900.00	\$3,000.00	\$3,000.00
X	15	6'high x 24'wide Cantilever gate including hardware	1	EA	\$3,456.20	\$3,456.20	\$3,200.00	\$3,200.00	\$3,600.00	\$3,600.00

EVALUATION TABULATION
 ITB No. 006-2024
 Annual Fencing Contract

Selected	Line Item	Pricing Table			Anuez Enterprise LLC		Creative Concepts		North Florida Fence Co. Inc.	
		Description	Quantity	Unit of Measure	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
X	16	6'high x 30'wide Cantilever gate including hardware	1	EA	\$4,110.66	\$4,110.66	\$3,800.00	\$3,800.00	\$4,000.00	\$4,000.00
X	17	4'high field wire fence including wood line post (10 O/C)	1	LF	\$6.35	\$6.35	\$5.50	\$5.50	\$7.00	\$7.00
X	18	4'high field wire fence including steel line post (10 O/C)	1	LF	\$6.10	\$6.10	\$5.00	\$5.00	\$7.00	\$7.00
X	19	6" Wood terminal post	1	EA	\$53.97	\$53.97	\$55.00	\$55.00	\$38.00	\$38.00
X	20	8" wood terminal post	1	EA	\$62.19	\$62.19	\$75.00	\$75.00	\$48.00	\$48.00
X	21	H-Bracing	1	EA	\$137.68	\$137.68	\$125.00	\$125.00	\$120.00	\$120.00
X	22	Barb wire	1	LF	\$3.56	\$3.56	\$1.15	\$1.15	\$0.60	\$0.60
X	23	Tension wire	1	LF	\$3.70	\$3.70	\$1.00	\$1.00	\$0.75	\$0.75
X	23	3 Rail board fence pressure treated 1" x 6" x 16' rough cut board fence	1	LF	\$10.80	\$10.80	\$12.00	\$12.00	\$12.50	\$12.50
X	25	Wood post pressure treated 4"x4"x7' (8' O/C)	1	EA	\$34.39	\$34.39	\$25.00	\$25.00	\$28.00	\$28.00

EVALUATION TABULATION
 ITB No. 006-2024
 Annual Fencing Contract

Pricing Table					Anuez Enterprise LLC		Creative Concepts		North Florida Fence Co. Inc.	
Selected	Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
X	26	48" Class 3 galvanized field fence installed to inside of 3 rail wood fence	1	EA	\$13.89	\$13.89	\$2.25	\$2.25	\$2.50	\$2.50
X	27	Additional cost for vinyl coated chain link including hardware - 4ft high	1	EA	\$10.18	\$10.18	\$150.00	\$150.00	\$8.00	\$8.00
X	28	Additional cost for vinyl coated chain link including hardware - 6ft high	1	EA	\$12.50	\$12.50	\$250.00	\$250.00	\$9.00	\$9.00
X	29	Terminal Assemblies only - 4'high	1	EA	\$86.65	\$86.65	\$300.00	\$300.00	\$115.00	\$115.00
X	30	Terminal Assemblies only - 6'high	1	EA	\$109.10	\$109.10	\$400.00	\$400.00	\$145.00	\$145.00
X	31	Terminal Assemblies only - 8'high	1	EA	\$132.27	\$132.27	\$475.00	\$475.00	\$165.00	\$165.00
X	32	6x20 Roll gates	1	EA	\$2,211.12	\$2,211.12	\$2,500.00	\$2,500.00	\$1,950.00	\$1,950.00
X	33	6' Privacy Slats	1	EA	\$5.25	\$5.25	\$150.00	\$150.00	\$1.85	\$1.85
Total						\$21,529.55		\$20,784.90		\$19,857.20



RESPONSE DOCUMENT REPORT

ITB No. 006-2024

Annual Fencing Contract

RESPONSE DEADLINE: February 15, 2024 at 2:00 pm

Report Generated: Friday, March 1, 2024

North Florida Fence Co. Inc. Response

CONTACT INFORMATION

Company:

North Florida Fence Co. Inc.

Email:

james@nffence.comcastbiz.net

Contact:

James Durrance

Address:

3488 NE Washington Street
Lake City, FL 32055

Phone:

N/A

Website:

N/A

Submission Date:

Feb 14, 2024 2:55 PM

ADDENDA CONFIRMATION

No addenda issued

QUESTIONNAIRE

1. References*

As per the [Terms and Conditions](#), please provide the company name, address, contact person, telephone number and length of time services, using the following format, of at least three (3) client/customer references.

***Note: only list those client/customers in which a similar type of equipment/product of scope of work/service was provided.**

Company Name: _____

Address: _____

Business Phone #: _____

Contact Person: _____

Email: _____

Length of time services provided: _____

Columbia county schools
218 NW CR 25a Lake City, FL 32055
(386) 755-8065
Fred Gaylard
gaylardfAcolumbiak12.com

20 Year's

Columbia County Park's and Recreation
341 SE Charmont Ln Lake City, FL 32025
(386) 719-7545
Clint Pittman
clint_pittman@columbiacountyfla.com

15 Year's

O'Neal Companie's
212 SE Hickory DR Lake City, FL 32025
(386) 752-7578
John O'neal
john@onealcompanies.com

20 Year's

2. Title and Organization*

Please provide your title and organization's name.

Manager - North Florida Fence Company Inc

3. Local Office*

Please provide the city and state for your local office. If you do not have a local office, please type "N/A".

Lake City, Florida

4. Principal Office*

Please provide the city and state for your Principal Office.

Lake City, Florida

5. Conflict of Interest Statement*

- A. The above named entity is submitting a Bid for the City of Lake City 006-2024 described as Annual Fencing Contract.
- B. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
- C. The Affiant states that only one submittal for the above proposal is being submitted and that the above named entity has no financial interest in other entities submitting proposals for the same project.
- D. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
- E. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
- F. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
- G. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Lake City.
- H. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of lake City.
- I. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify the City of Lake City.

Confirmed

6. Disputes Disclosure Form*

Please select all that pertain to your organization. To answer yes, click on the options that pertain to your organization.

None

7. Disputes Disclosure Form - Explanation*

If you answered yes for any in the previous question, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved. If you selected none, please type "N/A".

N/A

8. Disputes Disclosure Form - Acknowledgement*

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this proposal for the City of Lake City.

Confirmed

9. Drug Free Workplace Certificate*

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that, as an authorized signatory on behalf of our organization, publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.

- Informs employees about the dangers of drug abuse in the work place, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.

- Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea of guilty or nolo contendere to, any violation of Chapter 1893, of any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written (*) statement to acknowledge their receipt.
- Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
- Makes a good faith effort to continue to maintain a drug free work place through the implementation of the drug free workplace program.

"As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein".

Confirmed

10. Non-Collusion Affidavit*

- A. By submitting a response to this solicitation, the Bidder Acknowledges that he/she is authorized to submit the attached response on behalf of their organization for:
006-2024, Annual Fencing Contract;
- B. He/She is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;
- C. Such Proposal is genuine and is not a collusive or sham proposal;
- D. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached proposal or any other Bidder, or to fix any overhead, profit or cost element of the proposal price or the proposal

price of any other Bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Lake City, Florida or any person interested in the proposed Contract; and;

- E. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Confirmed

11. E-Verify Affirmation Statement*

006-2024-Annual Fencing Contract

Contractor/Proposer/Bidder acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of,

(a) all persons employed by Contractor/Proposer/Bidder to perform employment duties within Florida during the term of the Contract, and,

(b) all persons (including subcontractors/vendors) assigned by Contractor/Proposer/Bidder to perform work pursuant to the Contract.

The Contractor/Proposer/Bidder acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the Contract is a condition of the Contract.

Confirmed

12. Bidder's Checklist*

By submitting a response to this solicitation, the bidder acknowledges that they have read, understand and agree to all requirements and that they have completed in their entirety all required documents and/or attachments as a part of their bid submission.

Confirmed

13. Clarifications and Exceptions*

Please explain in detail any deviation from the specifications. Each deviation must be itemized by number and must specifically refer to the applicable specification. Otherwise it will be considered that items offered are in strict compliance with these specifications and the successful Bidder will be held responsible for meeting the specification. If there will not be any deviation, please type "N/A".

N/A

14. Sworn Statement Under Section 287.133(3)(n), Florida Statutes on Public Entity Crimes

FEDERAL IDENTIFICATION NO. (FEID)*

Please provide your FEIN number here.

59-3150497

ACKNOWLEDGMENTS*

- A. This sworn statement is submitted with 006-2024.
- B. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to, and directly related to, the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentations.
- C. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
- D. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes means:
 - 1. A predecessor or successor of a person convicted of a public entity crime; or
 - 2. an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders,

employees, members and agents who are active in the management of an affiliate. The Ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

- E. I understand that a "person" as defined in Paragraph 287.133(1)(c), Florida Statutes, means any natural person or entity organized under the laws of any state of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in management of an entity.

Confirmed

PLEASE INDICATE WHICH STATEMENT APPLIES.*

Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement.

Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, nor any affiliate of the entity have been charged with or convicted of a public entity crime subsequent to July 1, 1989.

REQUIRED DOCUMENTS

Please upload your Final Order if you selected Option 3 or Option 4 above.

No response submitted

DESCRIBE ACTION TAKEN

Please describe any action taken by, or pending with, the Department of General Services, if you selected Option 5 above.

No response submitted

PRICE TABLES

PRICING TABLE

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	4' high chain link including line post (10' O/C), terminal post and hardware	1	LF	\$22.00	\$22.00
2	6' high chain link including line post (10' O/C), terminal post and hardware	1	LF	\$28.00	\$28.00
3	8' high chain link including line post (10' O/C), terminal post and hardware	1	LF	\$40.00	\$40.00
4	12' high chain link including line post (10' O/C), terminal post and hardware	1	LF	\$59.00	\$59.00
5	4'high x 4'wide galvanized gate including hardware	1	EA	\$350.00	\$350.00
6	4' high x 6' wide galvanized gate including hardware	1	EA	\$400.00	\$400.00
7	4' high x 12'wide galvanized gate including hardware	1	EA	\$700.00	\$700.00
8	4'high x 12'wide double drive gate including hardware	1	EA	\$700.00	\$700.00
9	4'high x 20' wide double drive gate including hardware	1	EA	\$950.00	\$950.00
10	6'high x 6'wide galvanized gate including hardware	1	EA	\$550.00	\$550.00
11	6'high x 12'wide galvanized gate including hardware	1	EA	\$850.00	\$850.00
12	6'high x 12' wide double drive including hardware	1	EA	\$850.00	\$850.00
13	6' high x 20'wide double drive gate including hardware	1	EA	\$1,100.00	\$1,100.00
14	6'high x 20'wide Cantilever gate including hardware	1	EA	\$3,000.00	\$3,000.00
15	6'high x 24'wide Cantilever gate including hardware	1	EA	\$3,600.00	\$3,600.00

RESPONSE DOCUMENT REPORT
 ITB No. 006-2024
 Annual Fencing Contract

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
16	6'high x 30'wide Cantilever gate including hardware	1	EA	\$4,000.00	\$4,000.00
17	4'high field wire fence including wood line post (10 O/C)	1	LF	\$7.00	\$7.00
18	4'high field wire fence including steel line post (10 O/C)	1	LF	\$7.00	\$7.00
19	6" Wood terminal post	1	EA	\$38.00	\$38.00
20	8" wood terminal post	1	EA	\$48.00	\$48.00
21	H-Bracing	1	EA	\$120.00	\$120.00
22	Barb wire	1	LF	\$0.60	\$0.60
23	Tension wire	1	LF	\$0.75	\$0.75
23	3 Rail board fence pressure treated 1" x 6" x 16' rough cut board fence	1	LF	\$12.50	\$12.50
25	Wood post pressure treated 4"x4"x7' (8' O/C)	1	EA	\$28.00	\$28.00
26	48" Class 3 galvanized field fence installed to inside of 3 rail wood fence	1	EA	\$2.50	\$2.50
27	Additional cost for vinyl coated chain link including hardware - 4ft high	1	EA	\$8.00	\$8.00
28	Additional cost for vinyl coated chain link including hardware - 6ft high	1	EA	\$9.00	\$9.00
29	Terminal Assemblies only - 4'high	1	EA	\$115.00	\$115.00
30	Terminal Assemblies only - 6'high	1	EA	\$145.00	\$145.00
31	Terminal Assemblies only - 8'high	1	EA	\$165.00	\$165.00

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
32	6x20 Roll gates	1	EA	\$1,950.00	\$1,950.00
33	6' Privacy Slats	1	EA	\$1.85	\$1.85
TOTAL					\$19,857.20

File Attachments for Item:

4. Discussion and Possible Action: City Manager Applicants (Human Resources Director BillieJo Bible)

Note: During the 2/20/2024 meeting, council concurred to bring their top three (3) candidate names to the 3/1/2024 meeting.

City Manager Applications – FINAL List

Brillhart, Michael
Butler, Gerald
Guerra, Juan
Paoloff, David
Popski, Stephen
Rosenthal, Don

Barber, Douglas
Billeyh, Augustin
Day, Timothy
Donovan, Ashley
Dufour, Brianna
Fields, Ami
Gaines, Jason
Keen, Raymond
Lane, Vondarius
Marshall, Leroy
Mays, Collin – *withdrawn*
Shaw, Justin – *withdrawn*
Shere, Philip
White, Xaviera
Williams, Ronald
Wright, Jason

Sec. 401. - Appointment, qualification and compensation of city manager.

The city council shall appoint a city manager for an indefinite term. The compensation of the city manager shall be fixed by the council. The city manager shall hold a bachelor's degree from an accredited four (4) year college or university and have either ten (10) years of progressively responsible experience in municipal or corporate management in a senior management position or any equivalent combination of training and experience.

(Ord. No. 2010-2003, § 2, 6-21-10; Res. No. 2010-116, § 2, 11-3-10)

City of Lake City, FL

Classification Description

Classification Title: CITY MANAGER
Department: OFFICE OF THE CITY MANAGER

Pay Grade: Open
FLSA Status: Exempt

General Description

Directs, manages and coordinates the administration of the City of Lake City in accordance with the policies determined by the City Charter and the City Council.

Highly responsible administrative and technical management work directing city affairs and implementing policies set forth by the Mayor and City Council. Work is performed independently within general policies established by the Mayor and City Council.

Nature of Work

Essential Functions:

- Plans, organizes, directs and coordinates the activities of City Departments.
- Assists Council members in developing major policies for the general direction of City affairs, for planning long range programs and for making difficult administrative decisions
- Delegates authority for the performance of lesser administrative and technical activities and work, and emphasizes general administration and coordination.
- Administers and implements directives and policy decisions and supervises all departments and employees.
- Coordinates policy and budgetary matters.
- Confers with and advises department heads on problems related to the operation and direction of various City programs, develops and installs work procedures, forms and methods.
- Directs and reviews preparation of the annual City budget, directs City personnel practices, including administration of the position classification and pay plan.
- Receives requests and complaints from the public concerning administrative action of the various departments, follows up on the correct action and sees that replies to inquiries are given.
- Performs organizational and procedural analyses of the City departments.
- Gathers information, prepares reports and makes recommendations.
- Attends meetings of professional organizations and speaks before local civic groups on various aspects of City government.

- Confers with representatives of federal, state, and city agencies on matters pertaining to a number of City programs.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

KNOWLEDGE, SKILLS, AND ABILITIES

Equipment:

Critical Skills/ Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Extensive knowledge of modern principles and practices of public administration;
- Extensive knowledge of municipal structural and functional organization and interrelationships of City Departments;
- Thorough knowledge of charter provisions, ordinances, and state laws governing the administration of City government;
- Thorough knowledge of the functions, organization, staffing, and operating procedures of various City departments;
- Technical knowledge of fields relating to the various departments under his/her immediate supervision;
- Ability to plan, assign, delegate, and direct the work of administrative and supervisory personnel;
- Ability to conduct special studies, to analyze and interpret findings, to solve administrative problems, and prepare reports;
- Ability to communicate clearly and concisely, orally and in writing; and
- Ability to develop and maintain effective working relationships with public officials, department directors, representatives of other organizations, and the general public.

Minimum Qualifications: Graduation from an accredited four/year college or university with a Bachelor's degree and have either ten (10) years progressively responsible experience in municipal or corporate management work in a senior management position; or any equivalent combination of training and experience. Must possess or be able to obtain a valid Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing

Environmental Conditions:

- Works inside in an office setting

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

Print Name

Signature

Date

Michael Brillhart

Waynesville, OH

Master's in Public Administration – no proof attached

Bachelor's in Urban Administration

Meet minimum Senior Level Administrative Experience

Experience as City Administrator

Experience as County Manager

CEO in Planning and Economic Development

Budget Experience

Capital Improvement

City Government Experience

Michael Brillhart
Waynesville, OH

Michael Brillhart

243 N. Third Street – Waynesville, OH 45068 ■ 772.643.4874 ■ michael.brillhart6@gmail.com

January 20, 2024

Billie Jo Bible, HR Director
The City of Lake City
205 N. Marion Avenue
Lake City, FL 32055

Dear Ms. Bible:

Please accept this letter of interest and resume for the City Manager recruitment being conducted for the City of Lake City, Florida. My background in local government management will provide essential leadership of organizational resources in support of the Mayor, City Council, residents, and staff.

My skills include: broad-based communications; policy implementation; administering operations; intergovernmental relations; collaboration with collective bargaining units; problem-solving; strategic planning; managing special projects; and employee development.

Understanding the City Council's desire to ensure that effective and collaborative relationships are built across divisions along with providing outstanding public service, it would be a personal and professional honor to serve as the City Manager for Lake City. Accordingly, I have enclosed my resume for your review.

Thank you for your consideration of my interest and qualifications.

Sincerely,

Michael L. Brillhart
Michael L. Brillhart

Enclosure: Resume

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)
Sat, 01/20/2024 - 12:36pm
98.29.41.50

Today's Date Sat, 01/20/2024

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): \$ 143,000

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? With my background in city/county management and familiarity with the Lake City area, I would enjoy serving this community as their City Manager and Chief Administrative Officer.

Applicant Information + Driver's History

Applicant Information

Full Name:

Michael Brillhart

Social Security Number

Current Address

243 N. Third Street

City, State Zipcode

Waynesville, OH 45068

Home phone number

772.643.4874

Cell phone number**Email address**

michael.brillhart6@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:** Ohio**Have you ever had your driver's license SUSPENDED or REVOKED?** No**List all traffic citations and crashes in the last five (5) years:****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****City and State**

Date Graduated

College or Technical School 1

Name of School**City and State****Years attended****Major****Degree obtained**

College or Technical School 2

Name of School

University of South Florida

City and State

Tampa, FL

Years attended

3

Major

public administration

Degree obtained

MPA

Certificates or additional training completed:

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

City of Wapakoneta

Street Address**City, State, Zip**

Wapakoneta, OH 45895

Phone Number

419.738.3011

Dates Employed

2021 - current

Supervisor's Name

Mayor Lee

Pay Rate

Brief Description of Duties

Manage daily operations and services for the municipality.

Reason for Leaving

current

Employer 2

Name of Company

North Baltimore

Street Address

City, State, Zip

North Baltimore, OH

Phone Number

Dates Employed

2018 - 2021

Supervisor's Name

Mayor Goldner

Pay Rate

Brief Description of Duties

Managed daily operations and services for this municipality

Reason for Leaving

relocate to larger community

Employer 3

Name of Company

Camden County

Street Address

City, State, Zip

Camden, NC

Phone Number

Dates Employed

2016 - 2018

Supervisor's Name

Board of Commissioners

Pay Rate

Brief Description of Duties

Managed daily operations and services for the County

Reason for Leaving

complete change in elected Board

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?

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

St. Lucie County

Current or Former FRS Employer
St. Lucie County

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

Are you retired as defined in the statement above?
No

Section III

I am NOT retired from any State of Florida administered retirement plan. I understand that if it is later determined that I was a retiree and was reemployed during the first 6 calendar months after I retired or after my DROP termination date, or at any time during the 7th through the 12th months after I retired or after my DROP termination date, I must repay all unauthorized benefits received (see Section IV for details), or, if in the Investment Plan, terminate my employment. My employer may also be liable for repaying any unauthorized benefits I received.

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

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

[lake_city_fl.pdf](#) [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?

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?

Job Posting

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.

Michael L. Brillhart

Today's Date

Sat, 01/20/2024

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:

Michael L. Brillhart

Today's Date

Sat, 01/20/2024

Source URL: <https://www.lcfla.com/node/6533/submission/16862>

Links

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

Michael Brillhart

· 772.643.4874 · michael.brillhart6@gmail.com

PROFILE

Experienced local government management professional with success in operations and personnel management, policy development and service delivery. Fosters extensive networks utilizing team-building relationships that achieve organizational goals.

SKILLS

- Organizational leadership
- Public & media relations proficiency
- Excellent communication skills
- Responsive personnel management
- Critical thinking
- Efficient workflow and time management

PROFESSIONAL EXPERIENCE

City Administrator/Safety Service Director 2021 - Present

CITY OF WAPAKONETA, Wapakoneta, OH

Direct public safety and services operations for the municipality with responsibilities in overseeing police/fire/EMS, personnel, grants, customer service, media relations, intergovernmental coordination, a \$90 million annual appropriations budget, water/sewer/electric utility operations.

Key Achievements

- Coordinate funding, work scope, and administration with the Ohio EPA for new water and wastewater treatment facilities in excess of \$100 million
- Prepare ordinances, resolutions, job descriptions, and interlocal agreements
- Manage the 5-Year Capital Improvement Program and accompanying infrastructure projects
- Administer job creation business incentives for council and the Wapakoneta EDC

Administrator 2018 - 2021

VILLAGE OF NORTH BALTIMORE, North Baltimore, OH

Administer operations and services for the Village Council. Responsibilities in staff supervision, public works, utilities, public safety, planning and zoning, grant writing, intergovernmental relations, agenda preparation, capital planning, and customer service.

Key Achievements

- Implemented the North Main Street reconstruction project in excess of \$1.5 million
- Acquired over \$3 million in state capital grant assistance for critical infrastructure projects
- Coordinated the adoption and management of the Community Redevelopment Agency
- Directed regional Township bulk water, JEDD, and CEDA agreements

County Manager & Budget Officer 2016 - 2017

CAMDEN COUNTY, Camden, NC

Managed operations, services, staff activities, and affairs for the Board of County Commissioners with responsibilities in budget development, human resources, grant writing, intergovernmental relations, legislative affairs, agenda preparation, and public works/utilities.

Key Achievements

- Provided FEMA coordination and assistance to property owners affected by Hurricane Matthew
- Served as Budget Manager and prepared a cost saving budget in excess of \$25 million while continuing to provide effective service delivery to residents and utility service customers
- Directed the planning design for a \$3.5 million reverse osmosis wastewater treatment plant with funding from the U.S. EDA; and the \$20 million County Administration building

Michael Brillhart

· 772.643.4874 · michael.brillhart6@gmail.com

County Administrator 2013 – 2016

BARNSTABLE COUNTY, Barnstable/Cape Cod, MA

Directed operations, services, and affairs for the Board of County Commissioners and the countywide population of 215,000 with duties including budget & finance, served as HR Director, intergovernmental relations, legislative affairs, agenda preparation, and regional planning.

Key Achievements

- Directed 14 departments, 450 personnel, and general appropriations of \$80 million
- Coordinated intergovernmental relations, legislative affairs, regional IT service enhancements, emergency management planning, and annual budgeting
- Directed human resources including recruitment, hiring, termination, compensation, and collective bargaining while implementing a personnel Succession Plan
- Coordinated co op-education and scientific research with the University of Massachusetts

Business Manager 2004 – 2013

ST. LUCIE COUNTY, Fort Pierce, FL

Directed business growth, economic development functions, and legislative affairs for the Board of County Commissioners serving a population of 300,000. Responsibilities in job creation, legislative requests, grants management, intergovernmental relations, staff supervision, and strategic planning.

Key Achievements

- Managed staff in the acquisition of over \$100 million in grants through legislative requests and federal/state assistance programs
- Acquired \$9 million in FHWA monies to assist in the new Crosstown Parkway project
- Coordinated the award-winning *Towns, Villages and the Countryside (TVC)* Plan
- Assisted the University of Florida, Florida State, and Indian River Community College on regional baccalaureate program enhancements

Chief Administrative Officer 1995 – 2004

PROFESSIONAL PLANNING ASSOCIATES, Orlando, FL

Administered community planning, economic development, strategic and master plan development, land entitlement due diligence, and consulting services to counties, municipalities, and business clients.

Key Achievements

- Managed the creation of strategic downtown development plans for West Barton, IL, Forest Park, OH, Eatonville, FL, Pekin County, IL, and Paris, IL.
- Prepared a minor corridor transportation needs plan for Hillsborough County, FL
- Coordinated site development plans, development agreements, and utility interconnects
- Wrote and accepted federal and state grants in-excess of \$50 million

Development Concurrency Manager 1990 – 1995

PINELLAS COUNTY, Clearwater, FL

Directed site plan reviews and concurrency determinations for over 200 development proposals.

Key Achievements

- Served as the legislative liaison to 24 municipalities specific to implementation of the annual
- “Penny for Pinellas” countywide capital projects list in-excess of \$100 million
- Prepared transportation, environmental, housing, and utilities grants with an exceptional reception rate. Received over \$50,000 in grant dollars for the county
- Wrote the countywide “Concurrency Development Plan” and managed the impact fee program

Michael Brillhart

· 772.643.4874 · michael.brillhart6@gmail.com

EDUCATION

Master of Public Administration

University of South Florida - Tampa, FL

Bachelor of Science - Urban Administration

University of Cincinnati - Cincinnati, OH

AFFILIATION

- Ohio Municipal League
- Ohio Association of Public Safety and Service Directors
- Ohio DOT Certified Local Project Administrator
- International City/County Management Association
- National Association of Counties

REFERENCES

Justyna Marczak, HR Manager Barnstable County, MA 508.375.6646

Gina Harvey, Traffic Engineering Manager Pinellas County, FL 727.464.5651

Stephanie Jackson, Finance Director Camden County, NC 252.338.6363

Cassi Schallenberg, Administrative Assistant City of Wapakoneta 419.738.3011 ext. 132

Steve Henderson, Former Mayor City of Wapakoneta 419.230.1638

Calvin Schneider, Chief of Police City of Wapakoneta 419.738.2222

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.

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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

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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

Juan Guerra

Cape Coral, FL

Master's in Business – did not provide proof

Bachelor's in Business – did not provide proof

City Manager

City Government Experience

Budget Experience

Employee Management

Planning and Development

Juan Guerra
Cape Coral, FL

JUAN G. GUERRA, ICMA-CM, CPA

sgtguerra@yahoo.com
(956)655-2804

January 30, 2024

To Whom It May Concern:

As a personable, energetic, passionate, caring, and progressive public servant professional, I believe that I am a perfect fit for your community and organization. Please accept this letter as my interest for the position of City Manager for the City of Lake City, FL.

My municipal work history of over 20 years (over 15-years in management) is full of successful instances of proactive and innovative productivity resulting in a better quality of life and public safety for the residents, especially successful in fast growing communities that strive for excellence. My high ethical standards provide me with factual instances of my effective fights against corruption in south Texas. My Marine Corps training, strong leadership, and continuous-process-improvement mindset have molded me into a change agent, always strengthening and improving the organizations I work for. I would also bring a strong track record of diversifying, mentoring, and developing employees to achieve their personal and the organization's strategic goals, molding people who are now City Manager, Assistant City Manager's, department directors, and managers.

Utilizing the Baldrige Excellence Framework, Lean Six Sigma, and Kaizen management philosophies, I offer expertise in strategic planning, efficiency improvements, intergovernmental and international relations, residential-commercial and industrial development, infrastructure/project management, regional collaboration, natural disaster management, and collective bargaining/union negotiations. Being highly educated, professionally certified, and diversely experienced executive in small, medium, and large organizations, I have developed skills and capabilities that reach nearly every aspect of municipal government. I have held leadership roles in various local government professions with many successful examples in strategic/municipal planning operations, economic development, public safety, finance, public works, water and sewer system, housing, and airport issues, among others.

I am a firm believer that success in any organization can only be accomplished through teamwork, communication, accountability, the implementation of the vision of elected officials, and the caring/empathy for all residents, visitors, and customers. This belief has allowed me to develop teams that have received numerous organizational achievements (never individual awards!), some are: ICMA's Certification of Excellence in Performance Management (ICMA's highest award), Texas Award for Performance Excellence (highest state Baldrige award), GFOA's Triple Crown Award (GFOA's highest award), and America's #1 International Trade Port-of-Entry (for produce).

I am sincerely searching for an organization where I can provide a long-term commitment, raise my children in, and be part of a community, *this unfortunately has eluded me recently*. Please note: I am **only** interested in a place where my family and I can be long-term and establish roots in the community. I have researched and appreciate the Lake City area, its culture, and the quality of life it provides; I truly believe it would be an ideal location to live! I humbly ask that you consider me for this important position. I can be reached through email at sgtguerra@yahoo.com or via my cell phone at (956)655-2804.

Respectfully submitted,
Juan G. Guerra, CPM, CPA

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)
Tue, 01/30/2024 - 6:59pm
76.101.91.137

Today's Date Tue, 01/30/2024

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): \$ 150000

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 love being a public servant, having the chance to lead a team to help the residents of Lake City would be an honor. The location is perfect, the climate is great, and the community would be a great place to raise my children.

Applicant Information + Driver's History

Applicant Information

Full Name:

Juan Gabriel Guerra

Social Security Number

Current Address

2537 Deerfield Lake Ct

City, State Zipcode

Cape Coral, FL 33909

Home phone number
9566552804

Cell phone number
9566552804

Email address
sgtguerra@yahoo.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? No

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:

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
Nikki Rowe HS

City and State
McAllen TX

Date Graduated
05/1996

College or Technical School 1

Name of School
UNIVERSITY OF TX - RIO GRANDE VALLEY

City and State
EDINBURG

Years attended
1.5

Major
Business Admin

Degree obtained
Masters

College or Technical School 2

Name of School

City and State

Years attended

Major

Degree obtained

Certificates or additional training completed:

- ICMA University – Certificate in Data-Driven Decision Making; 9/2023
- ICMA-Credentialed Manager (ICMA-CM); 7/2022
- Stanford: Comparative Equality and Anti-Discrimination Law; 3/2022
- ICMA: High Performance Leadership - Master Certificate; 11/2021
- Baldrige Foundation Institute for Performance Excellence: Lean Six-Sigma – Green Belt; 10/2021
- Columbia Business School: Driving Performance and Change; 8/2021
- Harvard University: Driving Government Performance; 9/2018
- Certified Public Manager (CPM); 12/2006
- Certified Public Accountant (CPA) in the state of Texas; 10/2004, #85217

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**

City of Cape Coral

Street Address

1015 Cultural Park

City, State, Zip

Cape Coral, FL 33990

Phone Number

2395740401

Dates Employed

Nov 2022 - Present

Supervisor's Name

Crystal Feast

Pay Rate

123000

Brief Description of Duties

CONTROLLER – CITY OF CAPE CORAL, FL; NOV 2022 – APRIL 2023, & OCT 2023 - PRESENT

RELEVANT RESPONSIBILITIES

Responsibilities include management over Payroll, Accounts-Payable, Debt, Treasury, and Accounting in a city of est. 220k residents, 1,800 employees, & \$1.28 billion budget, for the City of Cape Coral, Oasis Charter School, and Community Redevelopment Agency; Directly Responsible: \$2.6 mil budget, 27 FTE

Reason for Leaving

Growth

Employer 2**Name of Company**

Gunnison County

Street Address

200 E Virginia Ave

City, State, Zip

Gunnison, CO 81230

Phone Number

9706410248

Dates Employed

Dec 2020 thru Aug 2022

Supervisor's Name

Matthew Birnie

Pay Rate

185000

Brief Description of Duties

CHIEF FINANCIAL OFFICER (Equivalent of ASSISTANT COUNTY MANAGER confirmed by ICMA)
– GUNNISON COUNTY, CO; MARCH 2021 – MAY 2022 (CONTRACTED CFO: JUNE-AUG 2022)

RELEVANT RESPONSIBILITIES

Responsibilities include management over all human resource, financial operations, and organizational performance excellence in a county of est. 18k residents, 235 employees, & a budget of \$169 million

Reason for Leaving

Successful end of contract

Employer 3

Name of Company

City of Edinburg

Street Address

1201 WEST UNIVERSITY DR

City, State, Zip

EDINBURG

Phone Number

9569291155

Dates Employed

Oct 2018 thru Nov 2019

Supervisor's Name

Richard Molina

Pay Rate

250000

Brief Description of Duties

CITY MANAGER - CITY OF EDINBURG, TX; OCTOBER 2018 – NOVEMBER 2019

RELEVANT RESPONSIBILITIES

Manage the City's operations, budget, & personnel while responsibly implementing the policies of the elected officials in a city of est. 100k residents, 1,200 employees (depending on summer hiring), and an annual City-wide budget of \$180 million (depending on CIP, \$73 mil Gen Fund)

Reason for Leaving

Change in political majority after Nov election

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?

Yes

Are you claiming Veterans' preference?

Yes

Under Florida law, certain individuals may be eligible for "Veteran's Preference" for employment purposes. Please read and complete the Veterans Preference Certification sheet then answer the following questions.

Veterans' Preference Certification. Section 295.07(1), Florida Statutes, provides for Veterans' Preference in employment appointment and retention, if qualified under one of the following categories and not exempt under Section 295.07(4), Florida Statutes/ Section 295.05, Florida Statutes, also provides Veterans's Preference for reinstatement, reemployment, and promotion. If you seek Veteran's Preference, please check the appropriate box, and provide this form and documentation of your status along with your employment application, no later than the position advertising closing date.

I certify that I am qualified to claim Veterans' Preference under the category checked below:

Veterans' Preference Certification Options

A wartime veteran as defined in s. 1.01(14), who has served at least 1 day during a wartime period. I acknowledge that active duty for training may not be allowed for eligibility under this paragraph.

If you qualify for the Veterans' Preference, the City of Lake City will give you special consideration during the employment selection process. The City of Lake City shall give preference to and shall hire a person entitled to Veteran's Preference ahead of other equally qualified applicants.

Should the position for which you are applying be filled by someone who does not qualify for Veterans' Preference and should you feel that proper consideration of the Veterans' Preference law has not been provided to you by the City of Lake City or the City of Lake City has not complied with the Veterans' Preference rules, please notify the City of Lake City, Human Resources Department, (386) 719-5804.

You also have the right to initiate an investigation by the Florida Division of Veteran's Affairs. You may do so by notifying the State of Florida, Department of Administration, Division of Veteran's Affairs, PO Box 1437, St Petersburg FL 33731, within 21 calendar days from the date you received the notice that you were not selected for the position.

This statement is true to the best of my knowledge and belief (By typing your name here, you are electronically signing this form).

Juan Guerra

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.)

Juan Guerra

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

jgguerra_resume_-_2023.pdf [2]

High School Diploma

Driver's License

Birth Certificate

College Degrees/Transcripts

jguerra_professional_backup_-_edu_cert_mba_-_part_3_of_3.pdf [3]

Other Certificates

jguerra_professional_backup_-_aprof_certificates_-_part_1_of_3.pdf [4]

DD214

guerra_dd_214_from_2000_and_2002.pdf [5]

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)

Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Sex

Male

Individual with Disabilities?

No

Special Disabled Veteran?

No

Vietnam Era Veteran?

No

Other Eligible Veteran?

Yes

How did you learn of the job opening?

Other

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.

Juan Guerra

Today's Date

Tue, 01/30/2024

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:

Juan Guerra

Today's Date

Tue, 01/30/2024

Source URL:<https://www.lcfla.com/node/6533/submission/16888>

Links

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

https://www.lcfla.com/system/files/webform/jguerra_resume_-_2023.pdf [3]

https://www.lcfla.com/system/files/webform/jguerra_professional_backup_-_edu_cert_mba_-_part_3_of_3.pdf [4]

https://www.lcfla.com/system/files/webform/jguerra_professional_backup_-_aprof_certificates_-_part_1_of_3.pdf [5]

https://www.lcfla.com/system/files/webform/guerra_dd_214_from_2000_and_2002.pdf

JUAN G. GUERRA, ICMA-CM, CPM, CPA

PROFESSIONAL RESUME - (956) 655-2804 - sgtguerra@yahoo.com

PROFESSION AT A GLANCE

Organization	Titles	Timeframe	Reason for Change
U.S. Marine Corps	Private, Private First Class, Lance Corporal, Corporal, Sergeant	May 1996 - May 2000, Feb 2002 - July 2002	4.4 years End of Active Duty
City of La Feria, TX	Accountant, Finance Director	July 2000 - Dec2005	5.5 years Professional Growth
City of Sherman, TX	Director of Finance	Jan 2005 - Dec 2006	2 years Professional Growth
City of Fort Worth, TX	Accounting Manager	Dec 2006 - July 2007	8 months Family Emergency
City of Pharr, TX	Finance Director, Chief Financial Officer, International Commercial Bridge Director, City Manager	July 2007 - Oct 2018	11.5 years Retired
City of Edinburg, TX	City Manager	Oct 2018 - Nov 2019*	1.1 years Change in Political Majority after election **
Gunnison County, CO	Finance Director, Chief Financial Officer (Asst. County Mgr.), CFO Consultant	Dec 2020* - Aug 2022	1.75 years End of Contract; I chose not to renew and move to Florida
City of Cape Coral, FL	Controller, Interim Development Services Director, Controller	Nov 2022 – Present	1.25 year Present

*Purposely took a professional pause and took a step back in my career due to need to focus on my family, I received full custody of my children in 2020

**Not performance related. Both City of Edinburg & previous Mayor provided me with a letter of recommendation due to the good work I did as City Manager

RELEVANT EDUCATION, SPECIALIZED TRAINING

- ◆ Cape Coral Chamber Leadership Class of 2023; 11/2023
- ◆ City of Cape Coral Leadership Program: Leadership, Education, and Development Series (LEADS); 11/2023
- ◆ ICMA University – Certificate in Data-Driven Decision Making; 9/2023
- ◆ ICMA-Credentialed Manager (ICMA-CM); 7/2022
- ◆ Stanford: Comparative Equality and Anti-Discrimination Law; 3/2022
- ◆ ICMA: High Performance Leadership - Master Certificate; 11/2021
- ◆ Baldrige Foundation Institute for Performance Excellence: Lean Six-Sigma – Green Belt; 10/2021
- ◆ Columbia Business School: Driving Performance and Change; 8/2021
- ◆ Harvard University: Driving Government Performance; 9/2018
- ◆ Certified Public Manager (CPM); 12/2006
- ◆ Certified Public Accountant (CPA) in the state of Texas; 10/2004, #85217
- ◆ Master of Business Administration (MBA), University of Texas (RGV); 2001
- ◆ Bachelor of Business Administration, Campbell University; 2000, with honors: Magna Cum Laude
- ◆ Operational/Logistics Management Supervisor Course; 1999
- ◆ Military Leadership Training (Sergeant Leadership & Corporal Leadership); 1998 & 1997
- ◆ Professional Membership and in Good Standing of: ICMA #690663, APA #412454, & GFOA #300139045
- Licensed Customhouse Broker (CHB) (license in international trade); 3/2015; # 30697 – Not Renewed in 2023
- Chartered Global Management Accountant (CGMA); 12/2013, # 110042638 – Not Renewed in 2022
- Certified Government Finance Officer (Texas - CGFO); 4/2005, #198 – Not Renewed in 2022 due to no longer being in TX

MAJOR SKILLS AND STRENGTHS

- Strong Leadership • High Performing • Public Servant
- Change Agent • Energetic • Visionary • Very Proactive & Progressive • Team-Player
- Great Verbal and Written Communication Skills • Results Oriented • Self Motivated • Work Well Under Pressure and Stress
- Personable & Professional • Politically Astute • Well Organized • Bilingual - Fluent in English & Spanish
- Excel in Challenging Environments • Successful Negotiator with Unions
- Developer of People & Teams • Mentor

MAJOR PERFORMANCE ACHIEVEMENTS

Increasing organizational expectations of excellence by developing and leading teams in achieving them has been a proven/factual trait of my professional leadership/mentoring:

- I. As City Manager for Pharr, TX, my team and I greatly succeeded with only one new Assistant City Manager, they now have two to perform the same duties. Unstable organization: I was one of 6 Pharr City Managers in 5 years!
 - Implemented Baldrige Excellence Framework, first in the region to bring this national high-performing management style, changed the organizational culture & diversity, greatly improved economic development, infrastructure, fiscal health, and quality of life for the community
 - Leadership matters: Funded biggest tax reduction in City's history, the year after I left, they raised taxes to highest rate ever and did so again 5 years later

- II. As City Manager for Edinburg, TX, the fastest growing city in south Texas at the time, my team and I succeeded with only one Assistant City Manager, I eliminated the other Assistant City Manager position, they now have three to perform the same duties. Unstable organization: I was one of 6 City Managers in 5 years!
 - Improved fiscal strength, permitting, public safety, infrastructure, incentives program, organizational culture
 - Fix mismanaged and one-sided major economic development/TIRZ contracts
 - Leadership matters: lost their fiscal audit awards the year after I left and returned to producing late audits

- III. Fiscal Management Professionalism: As Finance Director/CFO, my team and I saved the City of Pharr, TX from millions in negative cash, future bankruptcy, and achieved all 3 GFOA fiscal awards (Triple Crown).
 - Leadership matters: I retired in 2018 and in just 2 years City of Pharr lost two of those awards and in 4 years they went back to millions of dollars in negative cash balances. Similarly, all 3 GFOA fiscal awards were also achieved in Gunnison County, CO, once I left they lost two of the fiscal awards the next year.

- IV. Proven Leadership for High-Performing Operational Excellence (Unique Non-City Manager or CFO Roles):
 - While the CFO at the City of Pharr, I was also given the nationally important infrastructure, economic, and international trade responsibility of International Bridge Director. My team and I: 1) professionalized operations, 2) developed industry training outreach programs, 3) competed and won against neighboring bridges for business, 4) improved City's international presence, & 5) developed strategic master plan for infrastructure and operations.

- V. In Cape Coral, I was placed as the Interim Development Services Director (one of 4 directors in past 2 years!). This department manages the city's number one economic activity: economic/residential development. This was during record breaking development activity & was **one of the fastest growing cities in the country**. As the City Manager told me: it is not going to be easy, major disfunction, strong personalities, it is a big task. Despite having a very challenging team with strong union ties and refusing efforts to change, in only 5 months, while providing leadership, vision, and energy, my team and I started: 1) changing the culture of infighting, fighting with the industry, and selfish positioning, 2) greatly improving customer service while taking care of the employees at all levels (not just management), 3) fixing the lack of understanding and interest for efficient operations, 4) fixing the organizational structure in the Administrative, Plan Review, Inspections, and Permitting divisions, 5) became very responsive to the customer/industry, and 6) developed the biggest collaborative public outreach efforts in the department's history to facilitate internal & external stakeholder coordination. This started the foundation that strongly improved efficiency in operations, held all employees accountable for their productivity and efficiency, and changed the department's culture (*please read letters of recommendation for reference to this amazing work*).
 - Leadership matters: Once I left, three key managers left the department, major transparency tool was greatly reduced in quality and purpose, and public outreach events (in-person and virtual) stopped, leading to a return of industry frustrations.

- VI. Leadership matters: Top ORGANIZATIONAL Awards My Team & I Have Achieved (never individual awards!):
 - 1) ICMA Certificate for Excellence in Performance Management (*highest ICMA organizational performance award*)
 - 2) Texas Governor's Award for Performance Excellence (*highest State Baldrige award for performance excellence*)
 - 3) GFOA Triple Crown (*1st times for Pharr, TX; Gunnison County, CO; and Cape Coral, FL*)
 - 4) America's #1 commercial bridge in international trade for produce
 - 5) All-America City Award, finalist (*political turmoil didn't allow us to win, self-defeating, I had to work around it for this*)
 - 6) Improved and achieved best fiscal rating in an organization's history
 - 7) Improved Public Safety by over 20%, crime rating improvement from an "F" to a "C+" in under 2 years

SELFLESS / HONORABLE MENTION

Volunteered to protect our country in the U.S. Marine Corps after the terrorist attack on September 11, 2001; honorably served in 2002 as a Military Policeman; Operation Enduring Freedom: Feb 2002 – Aug 2002



DETAILED RELEVANT PROFESSIONAL EXPERIENCE

CONTROLLER – CITY OF CAPE CORAL, FL; NOV 2022 – APRIL 2023, & OCT 2023 - PRESENT

RELEVANT RESPONSIBILITIES

- ◆ Responsibilities include management over Payroll, Accounts-Payable, Debt, Treasury, and Accounting in a city of est. 220k residents, 1,800 employees, & \$1.28 billion budget, for the City of Cape Coral, Oasis Charter School, and Community Redevelopment Agency; Directly Responsible: \$2.6 mil budget, 27 FTE

PROACTIVE ACHIEVEMENTS

- ◆ Brought leadership and accountability to a team of 27 employees while mentoring a team focused on their professional growth and operational improvements
- ◆ Developed and received the City's 1st ever Award for Outstanding Achievement in Popular Annual Financial Reporting, a new transparency and communication tool for the public
- ◆ Received the City's 1st ever Triple Crown Award from GFOA due to upgrade in reporting
- ◆ Worked as a team to improve efficiency in the audit process while also implementing new regulations
- ◆ Championed efforts to grow the employees, and improve team efficiencies and operational synergy by developing a team-building program, internal training, inter-divisional training, and mentoring program
- ◆ Member of the following Cape Coral Committee's: Unanimously appointed by Council as a board member to the Affordable Housing Advisory Committee (April – September 2023); Employee Association Committee (April – September 2023); Selection Advisory Committee for some of the City's major purchases (January 2023 – Present)
- ◆ Professional member in the ICMA Veterans Advisory Committee
- ◆ Volunteer at The United Way of Lee, Hendry, and Glades Counties

DEVELOPMENT SERVICES DIRECTOR (INTERIM) – CITY OF CAPE CORAL, FL; APRIL 2023 – SEPTEMBER 2023

RELEVANT RESPONSIBILITIES

- ◆ Responsibilities include management over Planning, Permitting, Code Compliance, Building, Land Development, and CDBG divisions in a city of est. 220k residents, 1,800 employees, & \$1.28 billion budget, 80,000 permits, 320,000 inspections; Directly Responsible: \$25.6 mil budget, 183 FTE

PROACTIVE ACHIEVEMENTS

- ◆ Brought badly needed energy, new direction, collaboration, leadership, and vision to the department
- ◆ Repaired broken/strained stakeholder relationships by focusing the department on customer service, flexibility in problem solving while ensuring the safety of housing development for the residents
- ◆ Raised expectations by creating the vision to become nationally accredited in building operations, and developed and initiated plans to achieve the goal by implementing the Baldrige Excellence Framework
- ◆ Developed & started implementing public outreach events in all segments of the community along with monthly virtual training sessions, increasing customer service, training, synergy, public visibility, and the institution of a Public Servant mindset using the most collaborative efforts in the department's history
- ◆ Began reorganizing the department's organizational structure and the operational workflow, using LSS & Kaizen, to maximize productivity due to record number of permits activity, ultimately increasing quality & efficiency to the City's number one economic engine: residential/commercial development.

- MAJOR MEASURABLE STATISTICAL RESULTS: Decreased business-day review for Planning Division for Single Family Homes by 82% (44% decrease for all DSD reviews) & 56%

decrease for Commercial Construction (55% decrease for all DSD reviews); 72% decrease in outstanding weekly Single-Doc processing, 63% decrease in outstanding weekly permit processing; 85% reduction in customer wait times; and met Florida's required timeline to conduct application completeness for 1st time in 18 months. Focused team on efficiency & organizational development

- ◆ Greatly increased transparency to the public & industry by developing a comprehensive monthly activity report, trend analysis, economic indicators, performance measures, and organizational status
- ◆ Made efforts to change the department's culture through the implementation of PRECEPTS Leadership Traits and Principles, comprehensive Master Project List, performance measures & benchmarks, Best Practices, encouraging efforts of "Listening to the Employee" as well as "Listening to the Customer"
- ◆ Focused efforts to collaborate on departmental decision-making by championing employee growth, improved morale, and a healthy work environment through the creation of employee appreciation programs, anonymous survey, annual training program, Employee Committee, and a Mentoring Program
- ◆ Collaborated with employees and the building industry to begin development and transparency of administrative interpretations, consistency in building plan reviews, & appeals of Land Development Codes
- ◆ Began efforts to test Artificial Intelligence in building plans examination by partnering with LeeBIA, new patent-pending technology from AutoReview.ai and encouraging the employees to be open to new technologies to assist in our operations, working to reduce employee fears in the process
- ◆ Member/participant in Economic Roundtable Discussions, Economic Development Strategic Plan Committee, IT Steering Committee, Hurricane Ian Recovery Task Force, Resilient Lee Task Force, Beautification Task Force, Employee Retention/Recruitment Task Force, AI Implementation Committee, Lee Builders Industry Association, and Cape Coral Construction Industry Association

CHIEF FINANCIAL OFFICER (*Equivalent of ASSISTANT COUNTY MANAGER confirmed by ICMA*) – GUNNISON COUNTY, CO; MARCH 2021 – MAY 2022 (CONTRACTED CFO: JUNE-AUG 2022)

RELEVANT RESPONSIBILITIES

- ◆ Responsibilities include management over all human resource, financial operations, and organizational performance excellence in a county of est. 18k residents, 235 employees, & a budget of \$169 million

PROACTIVE ACHIEVEMENTS

- ◆ Brought direction, energy, leadership, and vision to a team of employees and to the County Manager, evidenced by being quickly recognized via promotion to a newly created executive position after 3 months
- ◆ Successfully coordinated and received ICMA's most prestigious award for Gunnison County: 2021 Certificate for Excellence in Performance Management; only 1 of roughly 30 organizations nationwide
- ◆ Greatly increased communication & transparency to the public, relevancy, and strong executive and political communication through the development of comprehensive quarterly operational reports, as well as condensed easy to understand annual budget & financial reports
- ◆ Implemented Lean Six-Sigma & greatly improved organizational efficiency, an amazing 49% in the budget process and 40% in the audit process
- ◆ Received the GFOA's Triple Crown Award for the first time: awarded the GFOA award for Distinguished Budget Presentation, the County's 1st ever Annual Comprehensive Financial Report, and 1st ever Popular Annual Financial Report and was awarded GFOA's Award for Outstanding Achievement in Popular Annual Financial Reporting and the Certificate of Achievement for Financial Reporting
- ◆ Improved fiscal standing and brought financial reporting in-house, provided for the County's biggest Cost of Living Adjustment to all employees, and modified the capital planning efforts culminating in fully funding the strategic Capital Improvement Plan for the 1st time, ensuring quality of life projects were fully funded (ex: affordable housing, tourism projects, airport terminal, new library, and hiking trails)
- ◆ Aligned organizational strategic plans and goals to operations and improved accountability by linking them to the employee's performances

CITY MANAGER - CITY OF EDINBURG, TX; OCTOBER 2018 – NOVEMBER 2019

RELEVANT RESPONSIBILITIES

- ◆ Manage the City's operations, budget, & personnel while responsibly implementing the policies of the elected officials in a city of est. 100k residents, 1,200 employees (depending on summer hiring), and an annual City-wide budget of \$180 million (depending on CIP, \$73 mil Gen Fund)

PROACTIVE ACHIEVEMENTS

- ◆ Changed the culture in the City by creating and implementing the increased expectations and accountability of employees through the Edinburg PRISM Strategic Plan - Leadership Principles & Traits
- ◆ Modernizing fiscal management, updating fiscal policies, and identifying and improved inefficient fiscal practices and staff, which allowed for over \$5 million in additional annual disposable funds and upgrading salaries, fleet replacement, street repaving, capital project funding, permitting, and technology upgrades
- ◆ Re-energized and changed the Police Department leadership, policies, and tools, which led to a major crime rate reduction of 20% in the first 10 months of the changes (overall 31% decrease in crime rate and a crime rating of "F" to "C+", *niche.com*), also eliminated double & triple service area for Fire operations
- ◆ Developed performance-based incentive agreements leading to the growth of two major hospitals and mixed-use housing development leading to over \$200 million investment and economic growth
- ◆ Led the decision to renegotiate and fix the landfill permit issues, providing for 60 years of future services equaling millions in revenues and at a savings of \$2.5 million plus ownership of land
- ◆ Worked to organize the \$44 million sports Arena TIRZ agreement capping the City's unlimited liability while also identifying and fixing the unmet obligations of another major development TIRZ
- ◆ Began efforts to implement the Baldrige Excellence Framework emphasizing leadership through organizational development, performance-based management, and long-term strategic planning
- ◆ Implemented Edinburg Academy and a Teambuilding Program, to cross-train and develop leadership within the City's employee base
- ◆ Managed the fastest growing city in the region in relation to development, population, and sales tax by ensuring Capital Project's development and movement while updating the City's planning documents
- ◆ Increased community outreach efforts and neighborhood clean-up operations
- ◆ Created a package and led a team which was selected as a Finalist for the 2019 All-America City award

CITY MANAGER - CITY OF PHARR, TX; JUNE 2015 – OCTOBER 2018

RELEVANT RESPONSIBILITIES

- ◆ Manage the City's operations, budget, & personnel while responsibly implementing the policies of the elected officials in a city of est. 81k residents, 635-880 employees (depending on summer hiring), and an annual City-wide budget of \$190 million (depending on CIP, \$50 mil Gen Fund)
- ◆ Executive Director for the Pharr Housing Finance Corporation (low-mod housing)

PROACTIVE ACHIEVEMENTS

- ◆ Changed the culture in the City by creating and implementing the increased expectations and accountability of employees through the Pharr PRIDE Strategic Plan (Leadership Principles and Traits)
- ◆ Great management of the organization & local economy.
 - **MAJOR MEASURABLE STATISTICAL RESULTS:** the best bond rating in Pharr's history, AA- by S&P in 2018, \$6 billion in additional trade value in Pharr, 5% increase in commercial bridge crossings, decrease in unemployment rate, new taxable sales up \$95 million or 17%, Gen Fund Cash reserves up 75%, Gen Fund unrestricted fund balance up 2,787%
- ◆ Turned around bad economic development projects into successful results for international trade, industrial development, and including a regional attraction utilizing performance-based incentives
- ◆ Identified market weakness and created an incentive program to successfully diversify housing options, resulting in an estimated 500 new residential homes, and projected over \$100 million in new investment

- ◆Partnership with local school districts to double the size of park acreage and amenities in the city, maintain Aquatic Park, and cattle & farming program to improve quality of life options
- ◆Developed partnerships with higher education institutions to bring opportunities for higher education for the first time in Pharr's history: University of Texas – Rio Grande Valley (School of Medicine), South Texas College (public safety education/training facility and program), and RGV College (nursing)
- ◆Reduced property taxes by the biggest margin in the last 25 years
- ◆Returned excess utility funds back to the ratepayers for the first time in the region
- ◆Began efforts to implement the Baldrige Excellence Framework emphasizing leadership through organizational development, performance-based management, and long-term strategic planning (resulting in Pharr receiving the Texas Governor's Award for Performance Excellence in 2022!)
- ◆Implemented City Manager Academy, Pharr University, City Manager Problem Solving Task Force, City Manager Workplace Experience Program, Teambuilding Program, and Employee & Family Appreciation programs to cross-train and develop leadership within the City's employee base
- ◆Championed transparency in government operations through State awards, anonymous suggestion boxes & fraud reporting boxes in every department, Internal Auditor, City-Hall on Call operations, employee surveys, citizen surveys, and social media programs aimed at Q&A with the City Manager
- ◆Improved employee pay to a professional rate within the region while implementing a living minimum wage for employees and developing a plan to implement an organization-wide compensation plan
- ◆Successfully negotiated 3 years collective bargaining contracts with both the Police and Fire Unions, bringing their pay to a regional level while implementing fitness for duty standards, 1st time in region
- ◆Developed and implemented a 5 and 10-year Capital Improvement Project Plan and updated every master plan for strategic planning purposes, significantly improving the City's infrastructure
- ◆Created the City's first Human Resource Department ensuring proper professional organizational development, fair treatment of employees, and the development of a comprehensive wellness program
- ◆Created the City's first Purchasing Department ensuring purchasing operations are orderly, fair, legal, and transparent to the community
- ◆Evaluated, identified, and fixed the lack of executive management oversight between departments and the City Manager's office increasing operational synergy
- ◆Developed neighborhood clean-up programs as well as expanding active clean-up and recycling efforts
- ◆Expanded quality of life activities through efficient community events throughout all regions of Pharr
- ◆Assisted the change in leadership in the Pharr Housing Authority through management assistance and guidance via interlocal agreement
- ◆Established a P3 (Private-Public-Partnership) in the development of a 288-unit housing, \$32 million, 15 acres project for low to moderate income families
- ◆Member of the Board of Directors for the Quality Texas Foundation
- ◆Chairman for Hidalgo County Metropolitan Planning Organization's Technical Advisory Committee
- ◆Vice-Chairman for the regional Texas City Manager's Association
- ◆Advisory Board Member for South Texas College – Public Administration Advisory Board
- ◆Member of the Pharr-San Juan-Alamo ISD Education Foundation

CHIEF FINANCIAL OFFICER & PHARR INTERNATIONAL BRIDGE DIRECTOR (TWO MAJOR POSITIONS AT SAME TIME) - CITY OF PHARR, TX; OCT 2012 – JUNE 2015

RELEVANT RESPONSIBILITIES

- ◆Supervised the operations and strategic growth of the Pharr International Bridge and Finance operations
- ◆Provided economic analysis and develop and implement public policy concerning international trade, economic development, financial, and organizational development, having a direct influence affecting every City operation in their development and performance
- ◆Develop, administer, and implement organization-wide financial, public, and intergovernmental policies and ensured adherence to them

- ◆ Directly helped elected officials and organizational leaders achieve shared objectives concerning fiscal and international operations and strategy through participation and representation on various regional, state, and international boards & committees
- ◆ Major authority and responsibility in the preparation, administration, and assessment of all fiscal programs and developing teams to ensure efficient and effectiveness of all programs with fiscal impacts
- ◆ Present fiscal analysis to the City Commission, Pharr International Bridge Board, Pharr Economic Development Corporation (PEDC), Pharr Public Facilities Corporation #1, and the Pharr Tax Increment Reinvestment Zone (Pharr TIRZ)
- ◆ Member of the collective bargaining team and assisted with negotiations with Police & Fire unions

PROACTIVE ACHIEVEMENTS

- ◆ Identified an opportunity and strategy to potentially double the City's bridge revenues that had been overlooked for over 19 years
- ◆ Successfully lead the short and long-term planning and development of infrastructure development and funding which had been attempted in the last 10 years with minimal success
- ◆ Developed and implemented public policy in implementing commercial trade partnerships with federal and state agencies for efficient crossing improvement
- ◆ Lead the strategic planning and multi-governmental agency coordination of a logistical port of entry
- ◆ Act as liaison for the City and lobby to local, state, and federal agencies of the USA and Mexico
- ◆ Improved the City's international trade presence through representation at the local, state, federal, professional international trade/logistical organizations via regional and state trade missions to Mexico and USA
- ◆ Developed a plan along with the receipt of EDA grant funding to greatly increase Pharr's international trade presence via a Trade Center Building that would include USA & Mexico representatives along with trade associations and South TX College
- ◆ Was committee member for the i69 Texas Alliance, North American Strategy for Competitiveness (NASCO), Pharr Revolving Loan, Pharr Veteran's Day Parade, Pharr Christmas Tree Lighting Parade, Pharr HUB Phestival
- ◆ I professionalized the duties of Bridge Director to the point where once I left the Bridge, new duties were realized: professionally experienced and salaried Bridge Director, Assistant Bridge Director, Assistant Director of Operations, Government Affairs Liaison, and Industrial Development Manager (Pharr Bridge ultimately becoming the #1 produce bridge in the country)

FINANCE DIRECTOR - CITY OF PHARR, TX; JULY 2007 – OCTOBER 2012

RELEVANT RESPONSIBILITIES

- ◆ Responsibilities included management over all financial operations and utility billing functions

PROACTIVE ACHIEVEMENTS

- ◆ Came into a very unreliable finance department, reorganized the finance staff and operations from the ground up to create stable reliable operations
- ◆ Greatly improved the City's fiscal position by developing and implementing fiscal policies and fixing the General Fund fund balance from a negative \$6 million to positive \$8 million in 2 years
- ◆ Professionally communicated with confrontational politically unstable Commission
- ◆ Completed the annual audit and financial report on time for the first time in 19 years
- ◆ Created the City's 1st budget manual and training session
- ◆ Created teamwork atmosphere in the Finance Department and began the internal training of accountants
- ◆ Upgraded the expectations of the Utility Billing division and fired/hired capable staff to meet them
- ◆ Prepared the City's 1st ever CAFR and submitted it to GFOA for the Certificate of Achievement
- ◆ Completely modified the budget document to a more updated and professional standard and was awarded the City's 1st ever GFOA award for the Distinguished Budget Presentation
- ◆ Developed an investment report that meets professional investment requirements and was awarded the Governmental Treasury Organization of Texas' Certificate of Distinction

- ◆ Won the Gold Leadership Circle to the City of Pharr for its online fiscal transparency, the first city in the regional to win this State award
- ◆ Successfully managed the City's finances through the regional economic downturn while developing a plan and fully met the goals of funding the contingency balances for the major funds
- ◆ Played major role in development of component units, TIRZ, as well as their developmental funding
- ◆ Played major role with the start-up of the Pharr Events Center operations
- ◆ Provided fiscal guidance and oversight to City, Economic Dev Corp, and component units on major economic and industrial development packages

From the Desk of Phillip Ford

September 28, 2023

To whom it may concern,

I'm writing to recommend Juan Guerra. Juan and I met professionally while he was Interim Director of Development Services for the City of Cape Coral. Juan took over a department that was disorganized, had low staff morale, huge turnover issues, and a complete disregard for customer service. This department was also dealing with a new software system that didn't work, and the lack of transparency about the myriad of problems had become unbearable to this department's constituents.

Juan brought a fresh leadership approach that has led to new ideas, stronger communication, and renewed employee morale within the city department. His willingness to listen to the end users and his transparency about problems and potential fixes was refreshing. The Development Services Department has greatly improved under Juan's leadership. He was willing to step into the position and implement change. He has left a lasting legacy on this department that will bear fruit for the future director.

Any company, firm or government entity would be greatly benefited by having Juan as a team member.

Regards,

A handwritten signature in black ink, appearing to read "Phillip Ford". The signature is written in a cursive, flowing style.

Phillip Ford, Executive Vice President

Lee Building Industry Association



October 3, 2023

TO WHOM IT MAY CONCERN,

It is with great pleasure that I am writing this letter recommending Juan Guerra. I've had the pleasure of working with him on construction industry related issues. I first met Juan while he was Interim Director of Development Services for the City of Cape Coral. We've benefited from his leadership, immediate problem-solving skills, organized approach to his department, and willingness to go to any lengths to make the association and our members happy.

Juan was instrumental in reorganizing and refocusing a department that has been neglected for almost a decade. The department plays a huge role in affecting our members and how they do business. Juan was directly responsible for increased productivity within the department and our membership made notice of that with their ability to complete construction projects timelier. His commitment to following through with resolving issues improved the relationship within the department and industry partners. Juan's ability to implement change, in his short tenure, is a true characteristic of a leader and visionary.

I strongly recommend Juan, he will be an invaluable addition to any company, firm, or government entity. He will make an excellent addition to your team.

Sincerely,

Lynn Boldissar
Executive Director

Cape Coral Construction Industry Association
(P) 239-772-0027



9/30/2023

To Whom it May Concern,

Please accept this letter of recommendation for Juan Guerra.

I've had the opportunity and pleasure to work closely with Juan in my capacity of Building Official. His attention to customer service is exceptional and his ability to communicate uniformly and effectively is impressive. He takes opportunities to listen to fellow colleagues and tries to create a collaborative working environment. He doesn't hesitate to reach out to his team to better understand a topic. He's always thinking of ideas and opportunities to improve the efficiency of processes and is fluent with his delivery.

Juan is a very knowledgeable, professional, reliable, and positive team member and would be a great asset to any organization.

Sincerely,

A handwritten signature in blue ink, appearing to read "Shane Kittendorf". The signature is stylized and cursive.

Shane Kittendorf
Building Official, Division of Building Safety
863-441-0448

To Whom it May Concern:

I am writing on behalf of Mr. Juan Guerra, and it is my pleasure to do so. Mr. Guerra has served as the Interim Development Services Director during my tenure as the Permitting Services Manager within the City of Cape Coral.

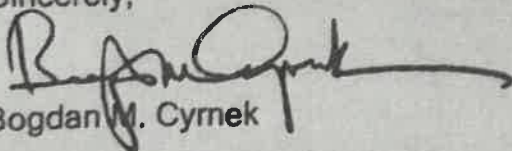
As I directly reported to Mr. Guerra and having had daily contact with, I feel I can offer some meaningful insights concerning his abilities as a director, his qualities as a person and a likelihood of his success in future leadership position.

Mr. Guerra is one of the most intelligent and disciplined employees I have had the pleasure to work with during my career. He is dynamic, high-energy leader and applies himself seriously to the task at hand.

Mr. Guerra never hesitated to provide feedback, make suggestions, and take action as the situation warrants. You will find Mr. Guerra to be an energetic and enthusiastic employee, committed to completion of all assigned tasks and in addition to exceeding expectation with his initiative and tenacity. I have found Mr. Guerra to be very motivated and disciplined employee that has high ethical standards for himself and his staff.

Mr. Guerra is a hard-working, and self-confident individual and I have no doubt that he will continue to show the same level of success in his future leadership roles as he has here in the Development Services Department, and it is for these reasons I offer my strongest recommendation.

Sincerely,



Bogdan M. Cyrnek

Permitting Services Manager

City of Cape Coral

3400 Acapulco Circle
Cape Coral, FL 33909
September 24, 2023

RE: Juan Guerra

TO WHOM IT MAY CONCERN:

I met Mr. Guerra in late 2022 when he was appointed Controller of the City of Cape Coral. Mr. Guerra was named Interim Director of the city's Development Services Department in late April 2023. He is quick learner as my colleagues and I were able to bring him up to speed in a short period of time on development, housing, code enforcement, and planning issues. This is impressive for someone with a finance and business background.

Juan's passion is to serve customers. He worked very hard to install change in the department's customer service areas and asked his employees to take a step back and listen to the customer. His goal was to implement best practices in all facets of the department.

Juan is attentive, ethical, and willing to take risks to improve decision making and provide better service. His combination of seriousness with humor, when appropriate, provides a unique combination of assets.

He can make meaningful contributions to your organization.

Sincerely,



Vincent A. Caetero, AICP

This letter of recommendation is from the long-time Development Services Director. He served as Deputy Director when I was Interim Director and provided guidance on internal politics and technical issues, he retired November 2023.

7/8/2023

Juan,

I know you caught a lot of complaints yesterday but I feel like I see your vision for the department and I agree with the goal. I honestly think that we have a long way to go as a department, but the first step is to make a plan. Thanks for putting the effort forward to be kind and listen. I think you are taking important first steps.

Jennifer Muske
Residential Inspector
Department of Development Services
Building Division
1015 Cultural Park Blvd
P.O. Box 150027
Cape Coral, FL 33990

9/21/2023

Juan,

I'm sorry to hear that you will be leaving us so soon. I just wanted you to know that I have enjoyed having you as our new director. I appreciated your management style and what you were trying to do for the Department. I'm sure wherever you end up after this they will be lucky to have you.

Regards,



Justin Heller

Sr Planner DCD Planning
Development Services
4587 (574-0587)
jheller@capecoral.gov

9/20/2023

I enjoyed working with you and wish you well Sir. I'm sure I will see you around. Thanks -PCW



Patrick Carlton White

Senior Planner
Development Services
4605 (574-0605)
pwhite@capecoral.gov

9/20/2023

Good morning,

I am sorry that we are losing you, but I know that there are going to be more opportunities to continue sharing your passion and growing. Even in my short time here, I enjoyed having you and your guidance. Thanks for that and best of wishes whenever life takes you.

Josue Torres

9/20/2023

That is unfortunate news ♦ Good luck with all your future endeavors!



Taylor McClean

Customer Service Supervisor- DCD Bldg
Development Services
4561 (574-0561)
tmcclean@capecoral.gov

9/20/2023

Thanks for your dedication, Juan! It has been a pleasure working with you.
Matthew



Matthew Orth

Provisional Plans Examiner
Development Services
239-242-3492 (3492)
morth@capecoral.gov

9/19/2023

Juan,

It has been a pleasure to work with you. Good luck in your new endeavors!!



Cari Kaletta

Service Supervisor- Permitting
Development Services
3198 (573-3198)
ckaletta@capecoral.gov

9/25/2023

Good afternoon Juan,

This is simply a courtesy email I follow up to my visit with you last week. Again, I will miss your interaction within our division and the Mentoring program you were looking to start. Obviously, moving to Finance negates the opportunity to nurture, advise and direct those of us seeking to better our careers and lives. While I was anticipating our scheduled meeting at 4 today, I promise I will continue to seek opportunities and avenues to the betterment of the department and myself. Again, wishing my sincerest thanks and best wishes for your future.

Professionally,
Patrick Mercado



Patrick Mercado

Code Compliance Officer
Development Services
239 699-8947
pmercado@capecoral.gov



May 30, 2023

To Whom It May Concern:

Re: Juan G. Guerra

Juan G. Guerra, CPA, served as the City Manager for the City of Edinburg from October 15, 2018 to November 13, 2019. While City Manager, Mr. Guerra implemented a variety of new policies and procedures. He expressed to City employees and officials that he sought to make City administration and services more efficient and professional. Those new policies included:

- The creation of a common set of leadership traits and principles known as PRISM
- Revised City finance and cash management practices
- Restructuring City departments, including the Solid Waste Department (the City's leading revenue center) and the Police Department
- Revising employee performance review processes
- Implementing City Employee team-building activities during work hours

Mr. Guerra also coordinated the City of Edinburg's application and presentation for the 2019 All America City Award designation in Denver, Colorado. Although the City did not receive a designation, its presentation for the Selection Committee was widely viewed as the best among the competitors.

Prior to his departure, Mr. Guerra began working towards the City's application for the Malcolm Baldrige National Quality Award. Mr. Guerra's separation was not related to work performance.

Should you have additional questions, please contact our office at 956-388-1873.

Sincerely,

Belinda Torres
Director of Human Resources



AGENDA MEMORANDUM

BOARD: City Commission

AGENDA ITEM #: 5.E.

DATE SUBMITTED: March 3, 2017

MEETING DATE: March 6, 2017

FROM: Imelda Barrera, Assistant City Clerk

DEPARTMENT: Administration

DIRECTOR:

Agenda Item: Consideration and action, if any, on Resolution authorizing the nomination of Juan G. Guerra to the International City Manager's Association (ICMA) Award for Strategic Leadership and Governance.

Classification: Regular

(* If closed session, City Attorney must review and approve.)

Exclude Material from Public Packet? No

Reason:

Issue:

Financial Consideration:

Staff Recommendation:

This nomination was not submitted to Texas ICMA for consideration

Alternatives:

ROUTING:

Imelda Barrera

Created/Initiated - 03/03/2017

Nomination of Pharr City Manager Juan G. Guerra for Administrator of the Year

It is my honor to nominate Pharr City Manager Juan G. Guerra for consideration as Administrator of the Year. In the last 18 months, Juan's professional achievements as City Manager have surpassed Pharr leaderships' expectations by reshaping the Pharr organization and improving the community. During a time of needed change, Juan stepped up and delivered in many facets, the most notable one was the change in Pharr's culture.

Pharr is a city with a potential to achieve great things. To achieve this potential, a culture that nurtures the city's resources was needed in order to maximize their abilities. The culture in Pharr was previously filled with years of undisciplined spending, unprofessional ethics, silos created at every department, questionable integrity when communicating with residents, and a failure to adhere to sound management principles expected by those in leadership positions. This culture was molded by many years of Laissez-Fair leadership and management. The residents finally demanded change and after a very tense election in May 2015, they elected a new Mayor and Commissioners. To implement change, the Mayor and City Commission unanimously chose Juan to lead the effort and appointed him as City Manager.

Juan was born and raised in Chicago, Illinois. Recognizing their children may need a change of environment in order for them to succeed, Juan's parents sacrificed and relocated the family to the Rio Grande Valley. After graduating from high school, Juan's desire for a challenge in life led him to join the U.S. Marine Corps. Being honorably discharged, Juan's focus and discipline transitioned to the classroom where he earned a Bachelor and Master degree in Business Administration, and a Certified Public Accountant license, among others. Juan then entered the field of municipal finance with stops in La Feria, Sherman, and Fort Worth before being named Finance Director for the City of Pharr. After leading Pharr away from major fiscal problems, Juan was then rewarded with a promotion to Chief Financial Officer. All of this prepared Juan for the major challenge of changing the culture in Pharr. Having been in Pharr since 2007, he was aware of the improvements needed, and through his military training, he had gained the leadership abilities to get the job done. By developing and implementing the following three major tasks, the culture in Pharr would be positively affected and changed.

The first task was to develop a program indicating the level of professional expectations that the employees would be able to comply with and one that residents could hold city staff accountable to. This led to the centerpiece of the change in culture, the Pharr PRIDE Leadership Traits. The **PRIDE** Leadership Traits are: **P**rofessionalism in your work productivity and appearance; **R**espect for yourself, co-workers, employees and citizens; **I**ntegrity in your work and in your life; **D**iscipline in what you do; and **E**thical adherence to moral, professional, and legal standards. This program was fully implemented: a circular PRIDE logo was created and included in all marketing advertisements, logo was placed on all Pharr vehicles, worn as a lapel pin on suits of employees and elected officials, all employees were provided training on this program, a webpage was created to promote this change in culture to the public, over 20,000 magazines recognizing PRIDE were physically mailed to the residents, and plans are underway to display the logo on all four water towers in Pharr. Although this was an excellent start to the changing of Pharr's culture, additional tasks would still be needed.

Juan's second task was to redevelop the organization into a professionally efficient workforce. He acknowledged that in order to mold the new culture into a professional one, an employee program focused on their professional growth, leadership training, teambuilding, diversity, and employee recognition would be needed. To implement this program, Juan developed a human resource professional into a key member of his management team, culminating into Pharr's first Human

Resource Department. Opportunities for professional growth, leadership training, and teambuilding were provided via four main activities: 1) a year-long City Manager's Academy, providing training to Pharr Directors and managers on city operations; 2) Problem Solving Task Forces, consisting of 7 member teams of non-director employees whose role is to tackle new problems; 3) Pharr University, providing all employees with classroom training on changes to Pharr policies and City Manager expectations; and 4) monthly teambuilding events where each of our 15 directors were responsible for an event. Additionally, the development of a diverse workforce took place by opening opportunities for everyone resulting in the hiring of four very qualified female department directors, a first for Pharr. Lastly, employee recognition takes place through three main actions: 1) the development of a Pharr Salary Schedule, to ensure the high expectations from the employees are appropriately rewarded by fair and professional pay; 2) implementation of the Pharr Minimum Living Wage, which mandates that no full time employee earn less than \$11 per hour; 3) creation of three Employee Appreciation Days for employees and their family, one before and one after the school year at the Pharr Aquatic Park, and the third day as a Christmas dinner at the Pharr Events Center, to thank them for their hard work throughout the year. This task contained a program with specific activities aimed at the redevelopment of the organization for a properly trained and efficient workforce with a boost in employee morale.

The third and final task was to develop an employee buy-in program on all the changes taking place. This was done by implementing efforts to ensure the employees had a voice in their governance. To get this done, Juan had Suggestion Boxes installed at all City of Pharr buildings, now anyone wishing to provide recommendations to improve operations could do so. He also created the Pharr Fraud Reporting Program to identify wrong, unethical, and/or criminal operations taking place within Pharr. Lastly, two annual surveys were conducted requiring employee participation. The first survey was on the effectiveness of the changes in culture, resulting in 90% agreeing that the Pharr PRIDE Leadership Traits serve an important role. The second survey was to assess the leadership of the Mayor, City Commission, and City Manager. The results of the survey were analyzed by the University of Texas – RGV whom touted our actions as unique to this area and progressive, resulting in Pharr leadership receiving a successful 65% approval rating. Getting buy-in from the employees has been key to advancing continuous process improvements in Pharr.

The change in culture has resulted in a measurably more efficient workforce and fiscally healthier government for Pharr and its taxpayers. In comparison to before Juan's changes:

- General Fund annual budget management has shifted from negative \$1.6 million to positive \$3.8 million, this is an improvement of \$5.4 million, or over 300%;
- General Fund cash management responsibly improved from only \$734,000 in the bank to \$4.1 million, this is an increase of \$3.3 million, or 456%;
- General Fund net revenues grew over \$7.3 million, or over 200%; and
- General Fund support of the Pharr Events Center and Pharr Golf Course decreased respectively from \$843,500 to only \$64,400 (a decrease of \$779,104 or 92%) and decreased from \$682,900 to \$356,700 (a decrease of \$326,200 or 48%)

Juan's leadership and experiences have fully prepared him for the challenges of working for 76,000 residents, managing a budget of \$150 million, and leading more than 700 employees. The creation and implementation of these three tasks were key to the major challenge of changing the culture in Pharr and serves as a template for any administration. Pharr's culture has dramatically changed and is continually developing into the professional and efficient workforce that the residents of Pharr expect and deserve.

October 2021: Ex-wife **Lucy Castanon Lopez** stated "Juan is definitely a man with character and very organized. As he introduced me to his work I was amazed how he carried himself, very professional, great thought process, respectful, responsible, and accountable for his actions. One of the smartest people I met. On a personal side, with our kids, I couldn't have asked for a better father, a family man. He teaches the children values, responsibilities, ethics, morals, and God. He is entirely an honorable man, I have great respect for him."

October 2021: Retired Pharr City Manager, **Mrs. Anali Alanis**, is a perfect example of Guerra's leadership and mentorship. She stated "working with Mr. Guerra was a rewarding experience for me, not easy but most definitely rewarding. In his own very unique way, Mr. Guerra pushed me out of my comfort zone and forced me to be better. His management style is one with much structure and accountability, working under his direction allowed me to grow both personally and professionally."

October 2021: **Cesar Torres**, a 30-year veteran of the Texas Department of Public Safety and the man he hired to be the Police Chief for Edinburg (now City of Mission, TX Police Chief) stated: "I was fortunate to have worked with Juan Guerra. His leadership skills and his high expectations for perfection were superb. His decision-making abilities exceeded my expectations, and he always set great examples for his subordinates to follow. He's a great mentor, motivator, and cares deeply for every employee under his command. This man is an elite professional who is patient, reliable, creative, and honest."

October 2021: Gunnison County Manager, **Matthew Birnie**, stated "Juan has been an excellent addition to the team, he brings outstanding financial expertise to our team and has gotten right to work building our capacity and leading. Juan Guerra brings a focus on excellence and delivering results to our customers. We all embrace his friendly demeanor and can-do attitude and I am thrilled to have him contributing to Gunnison County's success!"

NOVEMBER 2021: HR Specialist, Gunnison County, **Hailey Bingman** is another example of Guerra's leadership and mentorship. She emailed Juan Guerra and stated "Thank you Juan, I really appreciate it. I have never had this much support to grow in my career and I feel like I have already grown under your leadership. Thank you for pushing me and allowing me to grow"

September 2021: **Belinda Torres**, City of Edinburg, TX, HR Director texted Juan "Thank you! I'll admit you gave me some motivation too. I appreciate the growing pains you pushed me through. We talk about you too. The great ideas and vision you had for our City! Smarty pants."

February 2021: **Erica Balli**, City of Harlingen, TX, HR Director texted Juan "Just wanted to let you know that I finally became SHRM Certified. During my course I thought about you and your vision and mission when you went to Edinburg. Things finally made sense and came together when I studied and attended class."

April 2023: Accounting Manager, City of Cape Coral, **Natalie Enrico** is another example of Guerra's leadership and mentorship. She emailed Juan Guerra and stated "It has been great working with you! Thank you for pushing me to get out of my comfort zone and having my back. I really appreciate it!"

June 13, 2023: Budget Director, Hidalgo County, Texas, **Dago Soto**, stated while informing me of his new job "In my interview, my biggest background "highlight" was when County Judge Cortez acknowledged that you reached out to me to join your team in Edinburg, he said "Wow, Juan is tough". So, you are still helping me without even knowing!"

Professional References

Anali Analis
City Manager - Retired
(I Was Her Previous Supervisor)
City of Pharr, TX
Personal Phone: (956) 223-5505
analicantu@gmail.com

Richard Molina
Mayor
(My Previous Supervisor)
City of Edinburg, TX
Personal Phone: (956) 929-1155
richmolina111@gmail.com

Caesar Torres
Ex -Chief of Police
(I Was His Previous Supervisor)
City of Edinburg, TX
Phone: (956) 655-5981
cool.golfer@live.com

Belinda Torres
HR Director
(I Was Her Previous Supervisor)
City of Edinburg, TX
Personal Phone: (956) 648-4171
belindaedinburg@aol.com

Lynn Boldissar
Executive Director
Cape Coral Construction Industry Association (CCCIA)
lynn@cccia.org
Personal Cell Phone: (239)770-8658

David Paloff

Spring Hill, FL

Master's in Administrative Science

Bachelor's in Public Administration – did not include proof

Meets minimum Senior Level Management Experience

Experience as CEO of Humane Society for Pinellas County

Experience as Director of Operations for Human Society for Pinellas County

Experience as Project Manager for Hillsborough County Fire Rescue

- Budget Experience
- Strategic planning and operations
- Employee Management

David Paloff
Spring Hill, FL

David M Paloff

18345 Edgewood Drive

Spring Hill, Florida 34610

December 28, 2023

Dear Hiring Manager,

I am writing to express my interest in becoming the City Manager for the City of Lake City, Florida where I can successfully implement my experience, extensive training, and education with the same dedication and commitment as I have shown throughout my career. My resume is attached for your review. As you will note, I have over twenty five years' experience in the public safety, public administration, and non-profit management field with a proven record of accomplishments and professional growth. In this capacity, I have worked for various communities and organizations (some simultaneously) which enhances my overall background to be a positive contributing member of your team.

I am a highly motivated, community oriented individual with excellent communication and decision-making abilities. I manage planning, coordination, operations, administration, grant management, budgeting, strategic planning, and process improvement independently and as a team member, and welcome new challenges and responsibilities. My strong focus has always been on the quality of my performance with expediency, and accuracy. My experience includes that as a Supervisor, acting crew chief, Chief Emergency Medical Services Coordinator, Firefighter/EMT/Hazmat Technician, Emergency Management Coordinator, Assistant Director, Senior Program Coordinator, Project Manager, Director of Operations, and Chief Executive Officer with different organizations and government agencies where I gained experience in operations management, strategic planning and implementation, facilities management, personnel training, management and development, preparedness and planning, budgeting and budget oversight.

Joining the City of Lake City team greatly interests me. My diversified background provides me with the qualifications to meet the requirements of demanding situations. Given the opportunity for a personal interview, I will discuss further my capabilities and how I can be an asset to the organization, its team members, and the members and visitors of the community. I can be reached by telephone, or email. Thank you for your consideration.

Very truly yours,

David M. Paloff

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)
Thu, 12/28/2023 - 8:48pm
173.170.198.63

Today's Date Thu, 12/28/2023

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): \$ 140,000

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? The City of Lake City has a rich history, one where the history of the state cannot be told without Lake City having its place in it. Most importantly, Lake City will continue to play a major role not only locally, but statewide as the gateway to Florida. For many years I have have spent time camping in and around the Lake City area. It is an area that I keep coming back to, drawn to for all of its history, and for its sense of community. This is what drives me to want to become a permanent part of the community and its history.

Applicant Information + Driver's History

Applicant Information

Full Name:
David Paloff

Social Security Number

Current Address

18345 Edgewood Drive

City, State Zipcode

Spring Hill

Home phone number

727-534-0416

Cell phone number

Email address

paloffdavid80@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? No

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

List all traffic citations and crashes in the last five (5) years: I received a moving violation in September of 2023.

Rear ended in December of 2021

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:

N/A

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

Pinelands Regional Adult HS

City and State

Tuckerton, NJ

Date Graduated

07/1999

College or Technical School 1

Name of School

Fairleigh Dickinson University

City and State

Teaneck, NJ

Years attended

2

Major

Public Administration

Degree obtained

Bachelor

College or Technical School 2

Name of School

Fairleigh Dickinson University

City and State

Teaneck, NJ

Years attended

2

Major

Administrative Science

Degree obtained

Master

Certificates or additional training completed:

Executive Leadership in Animal Services from Southern Utah University

New Jersey State Firefighter I&II

New Jersey Emergency Medical Technician

Hazmat Technician

Incident Command Instructor

State of Florida Animal Control Officer

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

Humane Society of Pinellas

Street Address

3040 SR 590

City, State, Zip

Clearwater, FL 33759

Phone Number

727-797-7722

Dates Employed

January 2023-Present

Supervisor's Name

Helen Henwood, Board Chair

Pay Rate

\$100,000/annually plus performance bonus

Brief Description of Duties

Oversee the administration and overall strategic direction of the organization in alignment with the direction set forth by the Board of Directors. Supervise a staff of 34 and more than 150 active volunteers with 4 direct reports. Lead fundraiser for the organization in conjunction with the Director of Development. Ensures that the mission and vision of the organization are at the forefront of all activities and decision making processes.

- Budget development and implementation ensuring financial stability.
- Strategic plan development for the organization in conjunction with the board of directors
- In conjunction with the Board of Directors development of organizational policy, development of procedure, and ensure that all organizational programs are implemented in alignment with the organizations mission and based on community needs.
- Lead for capital campaign with a five million dollar goal securing a single seven figure gift and multiple six figure gifts.
- Ensure compliance with all laws and regulations governing animal welfare and nonprofit organizations.
- Develop and foster relationships with donors and supporters of the organization along with other key stakeholders.
- Oversight and management of all contractual fulfillment obligations.
- Oversight of the multi-million dollar new construction and capital improvement project.
- Cultivate and maintain a positive and inclusive culture amongst all team members.

Reason for Leaving

Growth in the public sector

Employer 2

Name of Company

Humane Society of Pinellas

Street Address

3040 SR 590

City, State, Zip

Clearwater, FL 33759

Phone Number

727-797-7722

Dates Employed

June 2020-January 2023

Supervisor's Name

Helen Henwood, Board Chair

Pay Rate

\$80,000/annually plus performance bonus

Brief Description of Duties

Oversee all the operations and administration of Humane Society of Pinellas programs. Supervise a staff of 25 with a total of 6 direct reports. Assist in the development of donors and donor programs and participate in donor events. Assist in the operations of the veterinary clinic.

- Responsible for the hiring, supervising, coaching, disciplining and training of animal welfare workers, providing regular, on-going feedback and timely evaluations. Executes promotion and termination processes.
- Monitors safety compliance for the organization, staff and volunteers in conjunction with the Human Resources representative.
- Assist in maintaining shelter records and statistics that include but are not limited to: animal population, adoption, euthanasia, and spay/neuter.
- Oversee the ordering and inventory of shelter supplies and equipment and ensures that appropriate quantities of all supplies are available at all times. Regularly research new products, equipment and pricing.
- Enforcing all policies and protocols to protect the health and well-being of the animals in HSP's care.
- Lead staff discussions regarding placement decisions, behavior plans, and other animal-related concerns.
- Develop long-range programs and regularly review policies and procedures.
- Prepare the annual budget and closely monitors income and expense throughout the year and manages all capital improvement projects.

Reason for Leaving

Promoted

Employer 3

Name of Company

Hillsborough County Fire Rescue-Office of Emergency Management

Street Address

9450 E. Columbus Dr

City, State, Zip

Tampa, FL 33619

Phone Number

813-272-6600

Dates Employed

September 2018-May 2020

Supervisor's Name

Michael Ryan

Pay Rate

\$69,000/annually

Brief Description of Duties

- Program development and management of the training and exercise program for over 4,000 county employees as it related to emergency preparedness and management.
- Operations Section Chief or Deputy EOC Command during EOC activations.
- Member of the Region 4/6 Type III AHIMT
- Collaborate with community partners and agencies.
- Member of RDSTF

Reason for Leaving

Growth opportunity

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?

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

Hillsborough County

Current or Former FRS Employer

Hillsborough County

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

David Paloff

Are you retired as defined in the statement above?

No

Section III

I am NOT retired from any State of Florida administered retirement plan. I understand that if it is later determined that I was a retiree and was reemployed during the first 6 calendar months after I retired or after my DROP termination date, or at any time during the 7th through the 12th months after I retired or after my DROP termination date, I must repay all unauthorized benefits received (see Section IV for details), or, if in the Investment Plan, terminate my employment. My employer may also be liable for repaying any unauthorized benefits I received.

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

David Paloff

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

[paloff_resume.docx](#) [2]

High School Diploma**Driver's License****Birth Certificate**

College Degrees/Transcripts
unofficial_transcript.pdf [3]**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?

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?

LCFLA.COM

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

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.

David Paloff

Today's Date

Thu, 12/28/2023

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 Statues 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:

David Paloff

Today's Date

Thu, 12/28/2023

Source URL:<https://www.lcfla.com/node/6533/submission/16823>

Links

[1] <https://www.lcfla.com/hr/webform/employment-application> [2]
https://www.lcfla.com/system/files/webform/paloff_resume.docx [3]
https://www.lcfla.com/system/files/webform/unofficial_transcript.pdf

DAVID M. PALOFF

CHIEF EXECUTIVE OFFICER

18345 Edgewood Drive, Spring Hill, FL 34610 | 727 534 0416 | paloffdavid80@gmail.com |
linkedin.com/in/davidpaloff

PROFILE

I have over 25 years of successful and diversified experience in the public safety, public services administration, and nonprofit field involving daily operations management, budget preparation and management, catastrophic planning, strategic planning, training, development, program management, and ordinance enforcement. My capabilities include – administration, oversight of day-to-day operations, incident management, personnel development, strategic evaluation, decision making, problem solving, accuracy & expediency, excellent customer service and leadership.

EXPERIENCE

CHIEF EXECUTIVE OFFICER

Humane Society of Pinellas | Clearwater, FL | 2023-Present

Oversee the administration and overall strategic direction of the organization in alignment with the direction set forth by the Board of Directors. Supervise a staff of 34 and more than 150 active volunteers with 4 direct reports. Lead fundraiser for the organization in conjunction with the Director of Development. Ensures that the mission and vision of the organization are at the forefront of all activities and decision making processes.

- Budget development and implementation ensuring financial stability.
- Strategic plan development for the organization in conjunction with the board of directors
- In conjunction with the Board of Directors development of organizational policy, development of procedure, and ensure that all organizational programs are implemented in alignment with the organizations mission and based on community needs.
- Lead for capital campaign with a five million dollar goal securing a single seven figure gift and multiple six figure gifts.
- Ensure compliance with all laws and regulations governing animal welfare and nonprofit organizations.
- Develop and foster relationships with donors and supporters of the organization along with other key stakeholders.
- Oversight and management of all contractual fulfillment obligations.
- Oversight of the multi-million dollar new construction and capital improvement project.
- Cultivate and maintain a positive and inclusive culture amongst all team members.

DIRECTOR OF OPERATIONS

Humane Society of Pinellas | Clearwater, FL | 2020-2023

Oversee all the operations and administration of Humane Society of Pinellas programs. Supervise a staff of 25 with a total of 6 direct reports. Assist in the development of donors and donor programs and participate in donor events. Assist in the operations of the veterinary clinic.

- Responsible for the hiring, supervising, coaching, disciplining and training of animal welfare workers, providing regular, on-going feedback and timely evaluations. Executes promotion and termination processes.
- Monitors safety compliance for the organization, staff and volunteers in conjunction with the Human Resources representative.
- Assist in maintaining shelter records and statistics that include but are not limited to: animal population, adoption, euthanasia, and spay/neuter.
- Oversee the ordering and inventory of shelter supplies and equipment and ensures that appropriate quantities of all supplies are available at all times. Regularly research new products, equipment and pricing.
- Enforcing all policies and protocols to protect the health and well-being of the animals in HSP's care.
- Lead staff discussions regarding placement decisions, behavior plans, and other animal-related concerns.
- Develop long-range programs and regularly review policies and procedures.
- Prepare the annual budget and closely monitors income and expense throughout the year and manages all capital improvement projects.

PROJECT MANAGER

Hillsborough County Fire Rescue, Office of Emergency Mgmt. | Tampa, FL | 2018-2020

- Program development and management of the training and exercise program for over 4,000 county employees as it related to emergency preparedness and management.
- Operations Section Chief or Deputy EOC Command during EOC activations.
- Member of the Region 4/6 Type III AHIMT
- Collaborate with community partners and agencies.
- Member of RDSTF

SENIOR PROGRAM COORDINATOR

Hillsborough County Fire Rescue, Office of Emergency Mgmt. | Tampa, FL | 2018

Support all programs within the Office of Emergency Management utilizing an All-Hazards and Whole Community approach.

Primary oversight of the healthcare program, THIRA and alternate EOC facility readiness.

- Healthcare CEMP review for over 360 facilities throughout Hillsborough County.
- Assist in facilitation and liaison to the ESF-8 (Healthcare) coalition within Hillsborough County.
- THIRA updates for Hillsborough County
- Alternate EOC facility readiness
- Function as the Operations Section Chief during activations of the Emergency Operations Center.
- Member of the Preparedness Committee for the Florida Health Care Association
- Assist, plan and participate in the yearly planning for the Hillsborough County Mass Casualty Exercise

ASSISTANT DIRECTOR

Pasco County Animal Services | Land O Lakes, FL | 2015-2018

Assist in the oversight of the countywide programs of animal control and enforcement of county ordinances and state laws regarding animals, humane education, operations and management of the county animal shelter. Direct a diverse staff of 39 employees and over 400 volunteers including medical, enforcement, administrative, customer service and animal care personnel.

- Direct planning, management and development of an over four million dollar annual budget, coordination, administration, marketing, operations, supervision and fiscal accountability for the Animal Services department.
- Participate in strategic planning, business review, leadership and process improvement
- Perform employee evaluations, direction, leadership and mentoring.
- Budget development and management, capitol planning.
- Policy and protocol development and management.
- Active participant of Animal Services Advisory Board and other support organizations.
- Presentation development and delivery.

EMERGENCY MANAGEMENT COORDINATOR

Pasco County Office of Emergency Mgmt. | New Port Richey, FL | 2014-2015

Support all hazards preparedness and response activities within Pasco County to include the health care community and other public safety disciplines in a community of approximately 485,000 residents.

- Facilitate Emergency Support Function 8 (ESF-8), Health and Medical monthly preparedness meetings.
- Assist in training and exercise for the Office of Emergency Management as well as additional departments within Pasco County related to public safety.
- Function in a leadership role with the county hazardous materials team based on need.
- Disaster Plan review for health and medical facilities within the county.
- During a declared disaster or EOC activation function within the command staff structure functioning as a Planning Section Chief or EOC Coordinator (EOC Command) within the Emergency Operations Center based on need.
- Inspect and conduct analysis related to SARA Title III Extremely Hazardous Substance facilities and manage contract with the State of Florida meeting all reporting requirements.
- Development and execution of the Multi Year Training and Exercise Plan (MYTEP) and countywide training and Exercise Program.

CHIEF COUNTY EMERGENCY MEDICAL SERVICES COORDINATOR / HAZMAT TECHNICIAN

Atlantic County Department of Public Safety-Office of Emergency Mgmt. | Egg Harbor Twp., NJ | 2007-2013

Support all hazards planning and response services in Atlantic County, with a population of 285 thousand and a summer population over 1 million. Atlantic County's unique demographics allow for a wide breadth of experiences outlined below.

- Manage Operations Desk (Operations Section Chief) in Emergency Operations Center (EOC) during activations, supporting all Emergency Support Function's (ESFs) with primary oversight and management of ESF-8B, Emergency Medical Services.
- Hurricane Irene 2011– Chief EMS Coordinator, coordinated evacuations of bed-bound residents, managed strike teams for EMS response to affected areas; Coordinate physician and additional staff support in medical needs sheltering, including asset and pharmaceutical resource acquisition.
- Derecho/June 30th Storm 2012 – Chief EMS Coordinator, supported affected communities by aiding in reestablishing emergency communications, providing mutual aid EMS resources to communities with excessive calls for EMS pending; assisted in setting up Point of Distribution (POD) sites for water and ice in well/septic-reliant communities; supported community shelters with resource acquisition.
- Superstorm Sandy 2012 – Chief EMS Coordinator, coordinated evacuations of bed-bound residents, managed EMAC strike teams from Indiana and Pennsylvania; Coordinate physician support in medical needs sheltering, along with organizing nursing schedules and pharmaceutical resourcing; Coordinated physician and public health department support to general population sheltering, facilitated the delivery of mobile methadone services and arranged physician visits to shelters to assess high risk populations. Assisted in establishing and providing safety and security to evacuation and shelter sites.
- Continually collaborate with community partners including government partners, at local, state and federal levels and non-governmental organizations.
- Act as lead in initial HAZMAT response/incident assessment and hazard recognition, providing guidance and direction on initial evacuation/safety decisions.
- Appointed by the County Board of Chosen Freeholders to the Atlantic County Highway Traffic Safety Task Force and the County Emergency Management Advisory Board.
- Appointed by the County Director of Public Safety to the Central Dispatch Committee on Policy Development.
- Oversight of HSGP for EMS and Technical Rescue investments to include the writing of yearly investment justifications.

EMERGENCY MEDICAL TECHNICIAN/LIEUTENANT

Township of Hamilton Rescue | Mays Landing, NJ | 1999-2013

Responsible for daily operations of department responding to over 3,000 calls annually for EMS/Rescue services in the largest municipality in the State of New Jersey.

- Utilize Hurst Rescue Equipment to conduct vehicle extrication, also provide in house training on Hurst Rescue Equipment.
- Manage, direct and coordinate daily activities of the department.
- Supervise, train, and provide support to the department with a focus on quality assurance.
- Utilize Firehouse Software and Blue Moose Management Software.

EMERGENCY MEDICAL TECHNICIAN/FIREFIGHTER

Absecon Emergency Services | Absecon, NJ | 2005-2013

Basic emergency medical technician and firefighter duties with management responsibilities in service area receiving approximately 1800+ calls annually.

- Assisted in writing contracts for service while serving as full time Operations Captain in 2006.
- Participated in the development of new vehicle specifications.
- Assist as a member in the special operations team (Surface Water and Rope Rescue).
- Interface with volunteers within the organization.
- Handle payroll and new hire orientation.

EMERGENCY MEDICAL TECHNICIAN/SUPERVISOR

Egg Harbor Township EMS | Egg Harbor TWP, NJ | 2006-2010

Responsible for supervision and direction of daily operations responding to emergency calls in a large township area receiving over 4,000 911 emergency calls annually.

- Perform patient/victim assessment.
- Assist in training of personnel.
- Supervision of personnel on shift.
- Administrative duties that include quality assurance through patient care report review.

EDUCATION

Master of Administrative Science	Fairleigh Dickinson University Teaneck, NJ 2023
Certificate in Executive Leadership in Animal Services	Southern Utah University Cedar City, Utah 2022
Bachelor of Arts, Public Administration	Fairleigh Dickinson University Teaneck, NJ 2014
Firefighter II	Atlantic County Fire Academy Egg Harbor Township, NJ 2005
Firefighter I	Ocean County Fire & EMS Academy Waretown, NJ 1999
Emergency Medical Technician - Basic (EMT-B) course	Ocean County Fire & EMS Academy Waretown, NJ 1998

TRAINING & CERTIFICATIONS

Homeland Security Exercise and Evaluation Program HAZMAT ID 360	NJ State Police Hazmat On-Scene Incident Commander 06015 NJ State Police Hazmat Emergency Medical Operations 06013
EOC Management and Operations (G775) Emergency Planning (G235) Introduction to Exercises (IS-0120.A) Active Shooter: What Can You Do (IS-0907) NJ State Police HAZMAT Technician 06011 NFA All-Hazards Incident Commander (L-950) HAZMAT Operations Vehicle Extrication Technician-Instructor Ice Water Rescue Operations FEMA IS-800 Emergency Incident Rehabilitation FEMA All-Hazards Incident Commander ICS/EOC Interface (G191) FEMA All Hazards Division/Group Supervisor L449 Incident Command Instructor	CBRNE Awareness 2006 EPA HAZWOPER – 40hr Pre-Hospital Trauma Life Support ICS 100, 200, 300, 400 EMS Response to Large Scale Incidents-Instructor FAST Team Awareness Drill-Ground Instructor Thermal Imaging Modern Vehicles Extrication Hazards FEMA All-Hazards Planning Section Chief Ambulance Strike Team Leader Healthcare Evacuation: From Start to Finish Emergency Medical Operations for CBRNE Incidents FEMA All Hazards Incident Management Team Type III State of Florida Animal Control Officer

PROFESSIONAL DEVELOPMENT

Operations Chief	AHIMT State of Florida Division of Emergency Management Florida 2017-2020
Member, Board of Directors	West Pasco Girls Fast Pitch Softball Association New Port Richey, FL 2014-2015
Valor Award Recipient	Atlantic County Firefighters Association Atlantic County, NJ 2009
Member and Agency Representative	Atlantic County Firefighters Association Atlantic County, NJ 2005-2013
Firefighter/EMT	Mays Landing Fire Department Mays Landing, NJ 2007-2014
Volunteer Firefighter	Weymouth Volunteer Fire Company Weymouth, NJ 2005-2006
EMT Crew Chief	Great Bay Regional Volunteer EMS Little Egg Harbor, NJ 1999 - 2004
Volunteer Firefighter	Tuckerton Fire Department Tuckerton, NJ 1998-2001

Mr. David Paloff
 18345 Edgewood Drive
 Spring Hill FL 34610

DATE: 12/22/23
 Current Level...:
 Current Major...: Administrative Science
 Current Minor...:

Current Special.:

Id Number....: 1596696

Course	Title	Grd	R	Crs Att	Crs Cmpt	Grade Points	
MADS 6600	Theory & Practice Administrati	A		3.00	3.00	12.0000	
MADS 6603	Law & Administrative Practice	B+		3.00	3.00	9.9900	
Term 21/FA		Totals:	6.00	6.00	21.99	GPA = 3.67	
UNOFFICIAL TRANSCRIPT		Cumulative Totals:	6.00	6.00	21.99	GPA = 3.67	
MADS 6602	Personnel Administration	A		3.00	3.00	12.0000	
MADS 6608	Organiz Commun/Conflict Res	A		3.00	3.00	12.0000	
Term 22/SP		Totals:	6.00	6.00	24.00	GPA = 4.00	
UNOFFICIAL TRANSCRIPT		Cumulative Totals:	12.00	12.00	45.99	GPA = 3.83	
MADS 6661	Managing Organizational Change	A-		3.00	3.00	11.0100	
Term 22/SU		Totals:	3.00	3.00	11.01	GPA = 3.67	
UNOFFICIAL TRANSCRIPT		Cumulative Totals:	15.00	15.00	57.00	GPA = 3.80	
MADS 6604	Ethics & Public Values	A		3.00	3.00	12.0000	
MADS 6606	Admin Leadership Complex Organ	A-		3.00	3.00	11.0100	
Term 22/FA		Totals:	6.00	6.00	23.01	GPA = 3.84	
UNOFFICIAL TRANSCRIPT		Cumulative Totals:	21.00	21.00	80.01	GPA = 3.81	
MADS 6610	Organizational Decision Making	A		0.00	3.00	0.0000	SOUTHERN UTAH UNIVERSITY
Term 23/SP		Totals:	0.00	3.00	0.00	GPA = 0.00	
UNOFFICIAL TRANSCRIPT		Cumulative Totals:	21.00	24.00	80.01	GPA = 3.81	
MADS 6609	Productivity/Human Performance	A		3.00	3.00	12.0000	
MADS 6612	Seminar Strategic Management	B+		3.00	3.00	9.9900	
Term 23/FA		Totals:	6.00	6.00	21.99	GPA = 3.67	
UNOFFICIAL TRANSCRIPT		Cumulative Totals:	27.00	30.00	102.00	GPA = 3.78	
TOTALS: CRED.ATT = 27.00 CRED.CPT = 30.00 GRADE.PTS = 102.00 GPA = 3.78							

Stephen Charles Poposki
Cape Coral, 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, 01/10/2024 - 11:18am
73.156.173.187

Today's Date Wed, 01/10/2024

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): \$ 140000

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 am seeking an opportunity to serve my community to a greater degree than is currently possible.

Applicant Information + Driver's History

Applicant Information

Full Name:

Stephen Charles Poposki

Social Security Number

Current Address

2846 SW 49th Ter

City, State Zipcode

CAPE CORAL

Home phone number

2398980973

Cell phone number**Email address**

s.poposki@hotmail.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:** Michigan**Have you ever had your driver's license SUSPENDED or REVOKED?** No**List all traffic citations and crashes in the last five (5) years:** N/A**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

Ludington High School

City and State

Ludington, MI

Date Graduated

05/1995

College or Technical School 1

Name of School

Florida Gulf Coast University

City and State

Fort Myers, FL

Years attended

2021-2023

Major

Public Administration

Degree obtained

Master's of Public Administration

College or Technical School 2

Name of School

University of Michigan

City and State

Ann Arbor, MI

Years attended

1995-2000

Major

Industrial and Operations Engineering

Degree obtained

Bachelor of Science in Industrial and Operations Engineering

Certificates or additional training completed:

Certified Building Code Administrator - CBO

Florida Department of Business and Professional Regulation

Credential ID BU2029

Certified Floodplain Manager (CFM)

Association of State Floodplain Managers, Inc. (ASFPM)

Certified One and Two Family Dwelling Inspector (Residential Building/Elec/Plumbing/Mechanical Certifications)

Florida Department of Business and Professional Regulation

Credential ID BN7033

Certified One and Two Family Plans Examiner

Florida Department of Business and Professional Regulation

Credential ID PX3982

Certified Coastal/Floodplain Construction Inspector
Florida Department of Business and Professional Regulation
Credential ID BN7033

Certified Commercial Building Plans Examiner
Florida Department of Business and Professional Regulation
Credential ID PX3982

Certified Commercial Building Inspector
Florida Department of Business and Professional Regulation
Credential ID BN7033

Certified Commercial Electrical Inspector – E5 and E2
International Code Council
Credential ID 8711291

Certified Building Code Specialist - B8
International Code Council
Credential ID 8711291

Certified Building Combination Inspector - B5
International Code Council
Credential ID 8711291

Certified Building Official - CBO
International Code Council
Credential ID 8711291

Certified Residential Combination Inspector - R5
International Code Council
Credential ID 8711291

Certified Coastal and Floodplain Construction Inspector - C1
International Code Council
Credential ID 8711391

Certified Residential Building Inspector - B1
International Code Council
Credential ID 8711291

Certified Residential Electrical Inspector - E1
International Code Council
Credential ID 8711291

Certified Residential Mechanical Inspector - M1
International Code Council
Credential ID 8711291

Certified Residential Plumbing Inspector - P1
International Code Council
Credential ID 8711291

Certified Building Plans Examiner - B3
International Code Council

Credential ID 8711291

Certified Commercial Building Inspector - B2
International Code Council
Credential ID 8711291

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

Town of Fort Myers Beach

Street Address

2525 Estero Blvd

City, State, Zip

Fort Myers Beach, FL 33931

Phone Number

561-287-3392

Dates Employed

9/22 - 1/24

Supervisor's Name

Frank Kropacek

Pay Rate

133000

Brief Description of Duties

Community Development Director, Building Official, & Town Engineer

Responsible for all services and activities of the six divisions of the Community Development Department including building and permitting services, code compliance, planning and zoning, beach and street enforcement, environmental sciences, and housing/rentals. Providing responsible and complex staff support to the Council and Local Planning Agency for land development regulation matters. Supervising and providing technical expertise to enable the successful enforcement of the Florida Building Code, floodplain management regulations, and all other federal, state, and local laws and codes related to construction and development.

Reason for Leaving

Career Advancement

Employer 2

Name of Company
City of Cape Coral

Street Address
1015 Cultural Park Blvd

City, State, Zip
Cape Coral, FL 33990

Phone Number
239-574-0436

Dates Employed
6/18-9/22

Supervisor's Name
Vincent Causero

Pay Rate
108000

Brief Description of Duties
Chief Building Official, Plans Examiner, and Building Inspector

Operational manager for the 44 employees in the building division of the Department of Development Services. Responsible for all permitting, plan review, and inspections for buildings and other structures throughout one of the largest cities in Florida (over 200,000 residents and 120 square miles) and the fastest growing city in America in 2017. Protected the health, safety, and welfare of the citizens of Cape Coral through the enforcement of over 50,000 annual building permits. Ensured compliance with all federal, state, and local laws, ordinances, building codes, and floodplain management regulations.

Reason for Leaving
Career Advancement

Employer 3

Name of Company
City of Fort Myers

Street Address
2200 Second St

City, State, Zip
Fort Myers, FL 33901

Phone Number
239-321-7000

Dates Employed
8/17-6/18

Supervisor's Name
Brent Brewster

Pay Rate

47000

Brief Description of Duties

Building Inspector III/Plans Examiner

Responsible for structural, mechanical, electrical, and plumbing building inspections and plan review for 1 and 2 family residences, and structural building inspections for commercial property.

Reason for Leaving

Career Advancement

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?

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**

City of Cape Coral

Current or Former FRS Employer

City of Cape Coral

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

Stephen Poposki

Are you retired as defined in the statement above?

No

Section III

I am NOT retired from any State of Florida administered retirement plan. I understand that if it is later determined that I was a retiree and was reemployed during the first 6 calendar months after I retired or after my DROP termination date, or at any time during the 7th through the 12th months after I retired or after my DROP termination date, I must repay all unauthorized benefits received (see Section IV for details), or, if in the Investment Plan, terminate my employment. My employer may also be liable for repaying any unauthorized benefits I received.

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

Stephen Poposki

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

[resume.stephen.poposki.docx](#) [2]

High School Diploma

Driver's License

[stephen_poposki_-_driver_license.pdf](#) [3]

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?

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?

Job Posting

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.

Stephen Poposki

Today's Date

Wed, 01/10/2024

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:

Stephen Poposki

Today's Date

Wed, 01/10/2024

Source URL:<https://www.lcfla.com/node/6533/submission/16846>

Links

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

<https://www.lcfla.com/system/files/webform/resume.stephen.poposki.docx> [3]

https://www.lcfla.com/system/files/webform/stephen_poposki_-_driver_license.pdf

STEPHEN C. POPOSKI

(239) 898-0973 | s.poposki@hotmail.com | 2846 SW 49th Ter, Cape Coral, FL 33914

LinkedIn: [linkedin.com/in/stephen-poposki-089a37125/](https://www.linkedin.com/in/stephen-poposki-089a37125/)

Education

2023 Masters, Florida Gulf Coast University – Public Administration

2000 Bachelors, University of Michigan, Ann Arbor - Industrial and Operations Engineering (IOE)

1995 Ludington High School Degree 3.989 (Salutatorian)

Professional History

Community Development Director, Building Official, & Town Engineer, Fort Myers Beach, FL-Sept 2022-Jan 2024 (1 year 3 months)

Responsible for all services and activities of the six divisions of the Community Development Department including building and permitting services, code compliance, planning and zoning, beach and street enforcement, environmental sciences, and housing/rentals. Providing responsible and complex staff support to the Council and Local Planning Agency for land development regulation matters. Supervising and providing technical expertise to enable the successful enforcement of the Florida Building Code, floodplain management regulations, and all other federal, state, and local laws and codes related to construction and development.

Building Official, City of Cape Coral, FL-Apr 2019-Sept 2022 (3 yrs 5 months)

Operational manager for the 44 employees in the building division of the Department of Development Services. Responsible for all permitting, plan review, and inspections for buildings and other structures throughout one of the largest cities in Florida (over 200,000 residents and 120 square miles) and the fastest growing city in America in 2017. Protected the health, safety, and welfare of the citizens of Cape Coral through the enforcement of over 50,000 annual building permits. Ensured compliance with all federal, state, and local laws, ordinances, building codes, and floodplain management regulations.

Building Inspector III/Residential Examiner, City of Cape Coral, FL-Jun 2018-Apr 2019 (11 months)

Responsible for structural, mechanical, electrical, and plumbing building inspections and plan review for 1 and 2 family residences, and structural building inspections for commercial property.

Building Inspector III/Plans Examiner, City of Fort Myers, FL-Aug 2017-Jun 2018 (11 months)

Responsible for structural, mechanical, electrical, and plumbing building inspections and plan review for 1 and 2 family residences, and structural building inspections for commercial property.

Chief Executive Manager, Historic Buildings, LLC, Ludington, MI Mar 2011-Aug 2017 (6 yrs 6 months)

Real estate investment and development. 100% ownership of 19 rental buildings. Established and managed teams to perform all operations, renovation, and maintenance projects, including structural, electrical, plumbing, mechanical, roofing, etc.

Director of Operations, West Michigan Quality Products, Inc., Ludington, MI Aug 2008-Mar 2011 (2 yrs 8 months)

Led sales and manufacturing teams to produce high-quality products and services for our customer base. Specialized in providing custom woodworking, fabrication of wood cabinets and countertops, and log homes. In charge of hiring and managing staff, generating business leads, developing relationships with potential customers, generating sales, ordering supplies and ensuring that all jobs were completed to the customer's satisfaction. Led construction team to build a new manufacturing facility for 55% below initially-quoted cost.

President / CEO, American Equity Industries, Inc., Cape Coral, FL 2000-2008 (9 yrs)

Management of the organization's resources to generate annual average sales in excess of \$1,000,000. Creation of sales promotions resulting in over \$400,000 net profit for the company in first year of operation. Promotion of the enterprise to its stakeholders. Development of an annual budget. Implementation of a strategic plan.

Residential Advisor, University of Michigan, Ann Arbor 1998-2000 (3 yrs)

Fostered academic, cultural, intellectual, personal, and social growth among students living in the university residence halls, while encouraging and supporting each other's development.

Computer Systems Consultant, University of Michigan, Ann Arbor 1998-2000 (2 yrs)

Resolved software, hardware, and networking problems. Provided primary technical support for university business staff and students.

Branch Manager, Great American Painting Co., Traverse City, MI 1996-2000 (5 yrs)

Responsible for hiring and managing staff, generating business leads, developing relationships with potential customers, generating sales, managing inventory and ensuring that all jobs were completed to the customer's satisfaction.

Licenses and Certifications

Certified Floodplain Manager (CFM)

Association of State Floodplain Managers, Inc. (ASFPM), Dec 2019-Present

Certified Building Code Administrator/Building Official (CBO)

Florida Department of Business and Professional Regulation, Feb 2019-Present

Coastal/Floodplain Construction Inspector

Florida Department of Business and Professional Regulation, May 2018-Present

One and Two Family Plans Examiner

Florida Department of Business and Professional Regulation, May 2018-Present

Commercial Building Plans Examiner

Florida Department of Business and Professional Regulation, Jan 2018-Present

One and Two Family Dwelling Inspector (Residential Structural/Electrical/Plumbing/Mechanical Certifications)

Florida Department of Business and Professional Regulation, Jan 2018-Present

Commercial Building Inspector (Building & Electrical)

Florida Department of Business and Professional Regulation, Feb 2017-Present

FDEM/EOC Training

IS-100.b: Introduction to Incident Command System, ICS-100

IS-100 C.: Incident Command System

IS-200 C.: Basic Incident Command System for Initial Response

G-300: Intermediate Incident Command System for Expanding Incidents

G-400: Advanced Incident Command System Command & General Staff: Complex Incidents

IS-700.A and B: National Incident Management System

IS-800.D: National Response Framework

IS-2200: Emergency Operations Center Functions

Organizations

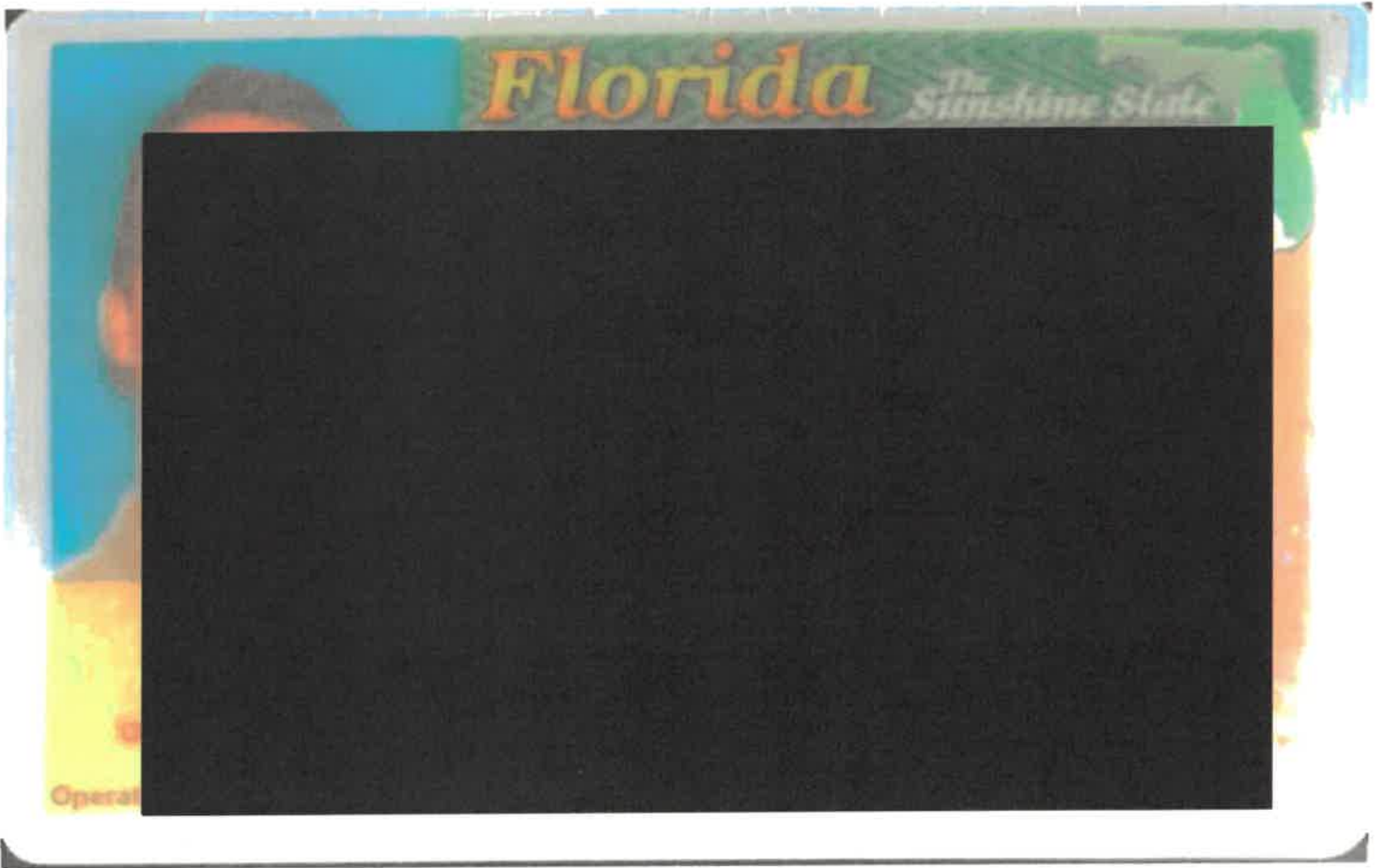
Association of State Floodplain Managers (ASFPM)

Florida Floodplain Managers Association (FFMA)

Vice-President, Gulf Coast Chapter of the Building Officials Association of Florida (BOAF)

Alumni Association of the University of Michigan

References Available on Request



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.

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Don L Rosenthal

Today's Date
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Certificate of Applicant

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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

Douglas Baber

Panama City, FL

Meets all qualifications

*****SEE ATTACHED preliminary investigation information**

Douglas G. Baber, MBA, DBA(c), SHRM-CP
4766 Standing Cypress Dr
Panama City, FL 32404
(954) 830-0546 Cell
baber3000@gmail.com

Mayor Witt & City Council Members:

I am pleased to submit my resume and supporting documents as application for the position of City Manager. I am confident that you will find me to be a well-qualified candidate for this position.

My extensive education and experience in the public and private sector are indicative of a successful record of achievement. As you can see from my resume, I have demonstrated my ability to competently lead and manage local units of government through the diversity of tasks undertaken during my nearly twenty (20) year career in public service. I welcome the opportunity for a rewarding and challenging position representing the City of Lake City utilizing the skills that I have acquired and developed.

I have had the distinct pleasure as serving as the Chief Administrative Officer in Mexico Beach and Crystal River over the past three years. In these roles, I have not only seen grave adversity but rallied my teams to persevere. From the continued recovery of Hurricane Michael in Mexico Beach, to facing and rallying from Hurricane Idalia and an EF-2 Tornado in Crystal River. I feel that my leadership style would be a perfect fit to empower the City to the next level of professionalism.

I am most proud of my work in areas such as:

- Experienced PIO, focused on ensuring a positive public image of the City
- Budget focused to make certain strict adherence to the financial plan passed by Council
- Certified HR professional, experienced with collective bargaining agreements
- Craft GFOA focused budgets and long-term plans
- Excel in implementing capital improvement projects ahead of schedule and under budget
- Engage with citizens and provide stellar customer service
- Experienced worked with FEMA, FDEM and various federal and state agencies to the benefit of the City
- Provide timely reports to Council on a routine basis, with emphasis on operations, special projects and financials

I believe you will find that my leadership ability, coupled with strong communication and analytical talents will make a positive contribution to the City of Lake City. My approach to work is the same as my outlook in life, to treat each person with the highest respect and integrity in order to arrive at a fair solution to any given situation.

Thank you for the opportunity that this position offers to my family. I look forward to discussing my qualifications and to answer any questions about my experience you may have. I will be happy to supply additional information should you desire it.

Respectfully submitted,



Douglas G. Baber

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)
Tue, 01/23/2024 - 9:01am
35.145.250.180

Today's Date Tue, 01/23/2024

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): \$ Negotiable

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? My extensive education and experience in the public and private sector are indicative of a successful record of achievement. As you can see from my resume, I have demonstrated my ability to competently lead and manage local units of government through the diversity of tasks undertaken during my nearly twenty (20) year career in public service. I welcome the opportunity for a rewarding and challenging position representing the City of Lake City utilizing the skills that I have acquired and developed.

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Applicant Information + Driver's History

Applicant Information

Full Name:

Douglas Baber

Social Security Number**Current Address**

4766 Standing Cypress Dr

City, State Zipcode

Panama City

Home phone number

9548300546

Cell phone number

9548300546

Email address

babber3000@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?** No**Have you ever had your driver's license SUSPENDED or REVOKED?** No**List all traffic citations and crashes in the last five (5) years:** N/A

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:**

N/A

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

George Rogers Clark

City and State

Winchester, KY

Date Graduated

05/1993

College or Technical School 1

Name of School

Western KY University

City and State

Bowling Green, KY

Years attended

4

Major

Business

Degree obtained

Bachelors

College or Technical School 2

Name of School

CSU

City and State

Orange Beach, AL

Years attended

3

Major

Business

Degree obtained

MBA

Certificates or additional training completed:

Masters of Business Administration

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

City of Crystal River

Street Address**City, State, Zip**

Crystal River, FL

Phone Number

813-393-8352

Dates Employed

July 2023 to present

Supervisor's Name

Mayor Joe Meek

Pay Rate

125,000

Brief Description of Duties

CAO of the City

Reason for Leaving

Cannot afford two houses

Employer 2

Name of Company

City of Mexico Beach

Street Address**City, State, Zip**

Mexico Beach, FL

Phone Number**Dates Employed**

Sept 2021 to July 2023

Supervisor's Name
Mayor & Council

Pay Rate
100,000

Brief Description of Duties
CAO of the City

Reason for Leaving
Accepted position in Crystal River

Employer 3

Name of Company
St. Lucie County BOCC

Street Address

City, State, Zip
Ft. Pierce FL

Phone Number
313-410-5605

Dates Employed
April 2016 to July 2021

Supervisor's Name
Howard Tipton

Pay Rate
120,000

Brief Description of Duties
Human Resources and Risk Management Director

Reason for Leaving
Looing for a City Management Position

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?

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

City of Crystal River

Current or Former FRS Employer

St. Lucie County BOCC

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

Douglas Baber

Are you retired as defined in the statement above?

No

Section III

I am NOT retired from any State of Florida administered retirement plan. I understand that if it is later determined that I was a retiree and was reemployed during the first 6 calendar months after I retired or after my DROP termination date, or at any time during the 7th through the 12th months after I retired or after my DROP termination date, I must repay all unauthorized benefits received (see Section IV for details), or, if in the Investment Plan, terminate my employment. My employer may also be liable for repaying any unauthorized benefits I received.

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

Douglas Baber

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

lake city - resume 2024.pdf [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?

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?

Job Posting

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.

Douglas Baber

Today's Date

Tue, 01/23/2024

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:

Douglas Baber

Today's Date

Tue, 01/23/2024

Source URL: <https://www.lcfla.com/node/6533/submission/16870>

Links

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

Douglas G. Baber, MBA, DBA(c), SHRM-CP
4766 Standing Cypress Dr
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Professional Objective:

Gain an executive management position at a growing, highly active government agency that will allow me to apply my education and knowledge of Public Administration, Business Management, Human Resources, Risk Management.

Qualification Highlights:

- **Leadership & Management:** Over (17) seventeen years of local government experience with progressive management duties and responsibilities
- **Emergency Operations:** Extensive experience with all hazards planning, incident command, multi-agency coordination and emergency response
- **Multi-Departmental Experience:** Developed considerable working knowledge in a multitude of areas throughout my career
- **Financial/Budgeting:** Developed and administered numerous budgets at all levels and performed financial analyses of various programs and projects
- **Operational Efficiency:** Highly proficient in overseeing all areas of local and county actions and operations
- **Contract Administration and Project Management:** Experience with project management, including administration of contracts from the bid process to closeout and audit
- **Succession Planning & Development:** As part of overall strategic planning, developed succession plans and created individual development plans with key staff members
- **Standard Operating Procedures:** Knowledgeable in areas of government accreditation efforts including the development of standard operating procedures based on industry best practices
- **Facilitation:** Facilitated numerous citizen engagement meetings, planning sessions and community forums

Professional Experience:

City of Crystal River, Florida
City Manager

July 2023 to Present

6 months

Crystal River is a coastal city in west central Florida on the Gulf of Mexico and is centered around it's pristine waterway, Kings Bay, and is the self-proclaimed "Home of the Manatee." The small town of approximately 6.8 square miles and approximately 4,000 residents welcomes hundreds of manatees each winter to it's many warm springs including the famous Three Sisters Springs. Together with neighboring Homosassa, Crystal River is the site of the largest gathering of manatees in North America.

- Responsible for administration of the City of Crystal River by directing and coordination all phases of the municipal government.
- Administers through Department Directors and Contractors for floodplain administration, public safety, fire protection, emergency medical services, maintenance of public streets and property, financial operations and budgets, recreational activities, inspectional services, utilities operations, code enforcement planning, engineering and other related functions.
- Responsible for overseeing and controlling the inventory, maintenance, repairs, improvements and use of city property, materials, equipment and supplies.
- Prepares the annual city budget for submission to the Council. Submits recommendations to the Council for their discussion and approval concerning the efficient operation of the city government. Keeps the Council informed of general city operations and activities.
- Attend all meetings and workshops of the City Council, Planning Commission and other committees or workshops as directed by City Council.
- Responsible for all media relations activities for the city.
- Knowledge of laws and administrative policies governing municipal activities and of operations of municipal government.

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Indian River State College
Adjunct Professor

September 2021 to Present

Gulf Coast State College
Adjunct Professor

December 2021 to Present

City of Mexico Beach, Florida
City Administrator

September 2021 to July 2023

1 yr 10 months

The City of Mexico Beach is a coastal community located on the Northwest Florida coast with a population of 1,100 full time residents. However, there are always around 2,500 people in the town as it hosts many 2nd and 3rd homes for parttime residents and visitors alike. As a direct result of damages incurred from Hurricane Michael in 2018, the City, through an exceptional partnership with FDEM & FEMA has utilized more than \$110M to rebuild its infrastructure and resources, including an improved marina, boat ramp and canal system (\$3.5M Completed in 2022), beachfront parks (\$2M Completed in 2022), and more. The City is also currently rebuilding its Municipal Fishing Pier, Municipal Complex and Canal Jetties which will add more than \$35M to the rebuild.

- Responsible for administration of the City of Mexico Beach by directing and coordination all phases of the municipal government.
- Prepares the annual city budget for submission to the Council. Submits recommendations to the Council for their discussion and approval concerning the efficient operation of the city government. Keeps the Council informed of general city operations and activities.
- Plans, organizes, directs and coordinates the activities of City Departments.
- Assists Council members in developing major policies for the general direction of City affairs, for planning long range programs and for making difficult administrative decisions.
- Confers with and advises department heads on problems related to the operation and direction of various City programs, develops and installs work procedures, forms and methods.

St. Lucie County Board of County Commissioners, Florida
Human Resources & Risk Management Director

April 2016 to August 2021

St. Lucie County has total population of approximately 320,000 with a requisite location, business environment and workforce to be one of the best performing communities in the nation for the very near future. Additionally, St. Lucie County features Port St Lucie as the 7th largest City in Florida.

- Responsible for planning, organizing, and directing the activities of the Human Resources Department and staff, including policy development, workforce planning and employment, compensation, benefits, performance management, risk management, regulatory compliance, organizational and professional development, and labor and employee relations.
- Advises and provides recommendations to the County Administrator, Department Heads, Supervisors, and Employees in a comprehensive range of related matters while ensuring compliance with local, state, and federal laws.
- Establishes and implements short-term and long-term department goals, objectives, policies, and procedures in alignment with the County's strategic direction.
- Provides leadership and guidance for the County's Human Resources function by overseeing talent acquisition, employee relations, career development, succession planning, retention, training, risk management, and compensation and benefits.
- Conducts wage and benefits studies to ensure compensation for positions is equitable and competitive with surrounding communities to effectively recruit and retain qualified personnel.
- Coaches leadership and managers on employee performance, development, and discipline concerns and terminations. Conducts investigations, manages labor relations issues and grievance process to ensure compliance with union agreement.

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Human Resources Systems Administrator, City of Boca Raton, FL

July 2012 to April 2016

Boca Raton is a City in Palm Beach County, Florida, incorporated in May 1925. In the 2010 census, the city had a total population of over 85,000. However, the city swells to over 200,000 people during the business day due to the presence of 2 major universities a stadium and The Town Center Mall.

- Responsible for all aspects of AS400/Infinium/NEOGOV/Halogen network systems City-wide
- Research and prepare all salary surveys
- HRIS Administrator and liaison for Finance and Information Technology
- Assists with labor relations, employee relations, and disciplinary actions as directed
- Responsible for recruitment, development and retention processes
- Participate and proctor for promotional interviews/examinations within the City for management, Police & Fire
- Responsible for preparing budgetary information for the Human Resources Department
- Maintain monthly reports within department and position control

Owner/Operator, Wowies Sports Grill, Boca Raton, FL

January 2011 to July 2012

Personnel Analyst, City of Hallandale Beach, Hallandale Beach, FL

January 2006 to February 2011

Hallandale Beach is a progressive city with big city sophistication and a hometown feel and is located in the center of a tri-county metropolitan area.

- Review, qualify and run background checks for all applicants for the City of Hallandale Beach
- Administer all promotional examinations within the City, Police & Fire
- Responsible for all budgetary aspects within the Personnel Department
- Maintain monthly departmental reports and responsible for all day-to-day operations
- Assists the director and assistant in developing and improving established procedures
- Assists director with first communication to concerned residents

Education:

Western Kentucky University, Bachelor's Degree
Columbia Southern University, MBA
Columbia Southern University, DBA(c)

Certifications, Training, and Organizations:

Society for Human Resource Management - Certified Professional (SHRM-CP)
Inclusive Workplace Culture Micro-Credential (SHRM)
Tyndall Airforce Base, Honorary Commander
Referendum Citizens Advisory Committee, St. Lucie Public Schools, Committee Chair 2019 - 2021
HR Florida State Council, Inc. Certification Director, 2018 - 2021
Florida City & County Management Association – 2023 – 2024 Membership Chair
Certified Labor Negotiator - FPELRA
NIMS Certified - ICS 100, 200, 300 & 400, G402, IS 700, IS 800 & IS 907 for Emergency Management
ICMA, FCCMA, SHRM, & FPELRA member
Heart Defibrillator & CPR Certified
Notary of the Public, 2010 to Present



123 NW Highway 19
Crystal River, FL 34428
352-795-4216 P
352-795-6245 F
www.crystalriverfl.org

To Whom It May Concern,

Please accept this letter as my formal recommendation of Douglas Baber. Having worked with Douglas since he started with the City, I can confirm that the leadership he brought the City of Crystal River was outstanding.

Despite two major natural disasters in a 90-day span, Douglas had operations moving at record pace. His efforts in moving capital projects that had stalled for years prior to his arrival forward in a timely manner will always been a major achievement for the City.

His stellar character, motivation, and fearless leadership have been on display since he arrived in Crystal River. Even in the face of great adversity, he moved the needle forward day in and day out. His departure is a loss for the City of Crystal River, and I wish him the absolute best in his future endeavors.

Should you have any questions about his tenure at the City of Crystal River, please do not hesitate to contact me.

Thank you for your consideration,

Joe Meek
Mayor, City of Crystal River

January 22, 2024

**Board of County
Commissioners**

Chris Dzadovsky
DISTRICT 1
Vice Chair

Larry Leet
DISTRICT 2

Linda Bartz
DISTRICT 3

Jamie Fowler
DISTRICT 4

Cathy Townsend
DISTRICT 5
Chair

Administration

George Landry
COUNTY
ADMINISTRATOR

Daniel McIntyre
COUNTY
ATTORNEY

Dear: To whom it may concern,

It is my honor to recommend Douglas Baber, SHRM-CP, for a position in public administration. I have had the pleasure to know and work with Doug for over five years. He has worked with me as the Director of Human Resources & Risk Management and in his role as the Finance & Administration Section Chief at the Emergency Operations Center for St. Lucie County B.O.C.C., where he has excelled and is one of the go to individuals for in the County. He has since become the City Manager of Mexico Beach and Crystal River, where he and I still talk weekly, and I can confidently say he has done great things in both places.

Doug brings to all of his activity's energy, enthusiasm, and commitment. This is to be expected in any successful member of a government organization, and in this regard, Doug is an excellent team member and leader. Be it in dealing with a resident looking for a position with the County, the intricate workings of a complex project or risk related event, or the establishment of best practices in our everchanging organization, Doug consistently delivers high-quality results for our organization. This speaks to his overall intellect and ability to learn, attributes that will serve him well throughout his career.

He is always eager to work with fellow employees throughout the County utilizing his organizational skills, compassion, dedication and ability to try new and exciting tasks. He has a deep-rooted spirit of helpfulness that, coupled with his quick grasp of subject matter, speaks well to his overall body of work as a growing professional. I began to fully understand Doug's ability and depth of the administrative side of government as he leads his team through each and every hurricane or disaster that we have faced in St. Lucie County over the past five years. His skills are validated during each and every activation.

Douglas Baber was a valued member of our organization whom we rely upon; regardless of the difficulty of the task or the challenge, he is presented. I look forward to watching him continue to grow as he pursues his career in public administration.

I encourage you to look favorably upon his resume.

Sincerely,





Local Government Solutions, LLC

816 Arbor Pointe Ave., Minneola, FL 34715 • (954) 644-9999 • LocalGovSolutionsLLC.com

January 21, 2024

To Whom It May Concern,

I have known Douglas Baber for more than two years. I first met Doug when he applied for the assistant county manager position in Lake County. At the time, I was the county manager and was very impressed with Doug's background and achievements. While we did not end up working together in Lake County, he went on to bigger and better things as the city manager for Mexico Beach, FL and Crystal River, FL.

I've kept up with Doug's career since I met him and have been blown away by his work in Mexico Beach and Crystal River. He has been able to take two cities completely devastated by Hurricane Michael and Idalia, and revive them from the ground-up – literally. I have first-hand knowledge of his work because Doug and I worked together on his capital improvement plan over two years in Mexico Beach.

His accomplishments were swift and impactful. As a former city and county manager, I can truly say Doug can integrate into any jurisdiction he works for and pour his heart and soul into everything he does to make the community a better place for its residents, businesses, and visitors.

He would be an unparalleled addition to your leadership team and an unstoppable force for seeing your projects to the finish line. If you have any questions about Doug's qualifications, please feel free to reach out to me at your convenience.

Sincerely,

Alan Rosen, MPA, ICMA-CM
CEO, Local Government Solutions, LLC



TOWN OF LONGBOAT KEY

Incorporated November 14, 1955

Town Hall
501 Bay Isles Road
Longboat Key, Florida 34228-3196
(941) 316-1999
SUNCOM 516-2760
Fax (941) 316-1656
www.longboatkey.org

January 22, 2024

RE: Douglas Baber

To Whom It May Concern:

As the former County Administrator for St. Lucie County from November 2014 until January 2023, I am providing this professional reference for Mr. Douglas Baber for any position he desires.

Mr. Baber worked in the Human Resources Department from April 2016 until August 2021. He began as an HR Manager and due to his performance was promoted to be the Director of Human Resources and Risk Management. Mr. Baber left St. Lucie to pursue his ambition of becoming a city or county manager.

During Mr. Baber's tenure, he demonstrated a high level of initiative, professionalism, and dedication. Remembering that from March 2020 until his departure the County was in a State of Emergency due to the pandemic, one example of Doug's initiative capability was his recognition that our medical workers and first responders needed 24-hour day-care services as all of them had pretty much shut down. He worked with a private foundation and the Boys & Girls Club to create a situation where needed services for critical workers and the critical assistance to keep the financial resources of a key not-for-profit helping the youth of the community was provided in short order.

Mr. Baber's many examples of professionalism include his dedication to developing strong training programs for our team members, updated pay study recommendations to remain competitive, as well as ensuring that on the Risk Management side the County did not pay more for inmate medical care than was absolutely necessary. To the last point, Doug pulled in a key hospital partner (Cleveland Clinic) that created a lower cost alternative for inmate medical treatment.

Regarding Mr. Baber's dedication, he served as the Section Chief of Finance and Administration as part of the Incident Command System (ICS) when the County was activated for disasters. From the pandemic to Hurricanes Matthew, Irma and Dorian, Doug's leadership was critical in how the County made key expenditures and how we would be reimbursed by FEMA later. The hours that he spent ensuring that the team knew how/what to document as well as his understanding of FDEM and FEMA processes was a testament to his desire to protect our local financial resources while ensuring the response was exactly what was needed. As the Incident Commander, I can tell you there was a great level of comfort having Doug in the Emergency Operations Center with me, as his leadership and communication abilities were outstanding.

In summary, Mr. Baber is an outstanding public servant who can be counted on in the toughest of circumstances to get the job done. He leads by example and continues with his own training & development to be a better version of himself every day. If there are any questions that I can help answer, please don't hesitate to contact me at h_tipton@longboatkey.org or (941) 316-1999.

My best regards,



Howard N. Tipton
Longboat Key Town Manager

Crystal River Manager Douglas Baber abruptly resigns

'I know it came as a surprise and shock to a lot of folks.'

Crystal River is in need of a City Manager just six months after hiring one.

Douglas Baber resigned, saying in a letter he hasn't been able to sell his house in Panama City since leaving the Panhandle for Citrus County in July.

"Unfortunately, the burden of carrying two households and the current market conditions have made it impossible for me to sell my home," he wrote. "This has resulted in a significant amount of stress, and I believe moving back to Panama City is in the best interest of my family."

The City Council, in a special meeting Monday morning, unanimously accepted Baber's resignation and immediately signed him onto a six-month, \$35,000 consulting contract.

The city **hired Baber**, former City Manager in **Mexico Beach**, in late June on a \$120,000 salary. City officials also agreed to pay Baber up to \$20,000 in moving expenses. Mayor **Joe Meek** said Baber had used about \$6,000 of that amount.



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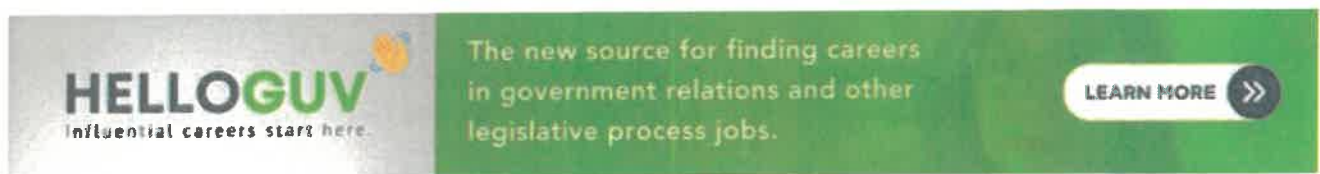
...Council members were somewhat taken off the resignation, which came as a surprise. City Attorney **Robert Batsel** recommended silence citing the “nondisparagement” clause in the separation agreement.

Baber’s brief tenure brought immediate concerns in Crystal River which, prior to the last 10 years, was infamously known for its revolving door of City Managers.

Meek, noting numerous projects Crystal River has ongoing, called Baber’s resignation a “hiccup.”

“I know it came as a surprise and shock to a lot of folks,” he said. “The City of Crystal River will work hard to ensure we don’t miss a beat.”

Assistant City Manager **Michael Manning**, who Baber brought with him from Mexico Beach, also resigned, Meek said.



Baber’s brief tenure was filled with activity. Hurricane Idalia **flooded homes and businesses**, forcing the closing of City Hall and **temporary relocation** of city services to the Citrus County Chamber of Commerce Welcome Center. Six weeks later, a **tornado ripped** through the city.

“We have successfully navigated through two challenging natural disasters, provided outstanding municipal services, projects with innovative strategies, and have maintained one of the strongest and most resilient communities I have ever worked with,” Baber’s resignation letter states.

The Council named Public Works Director **Troy Slattery** as Interim City Manager.

 Mike Wright

 January 22, 2024

 4 min

Citrus County Chamber Of
Commerce

Crystal River

Crystal River Mayor Joe
Meek

Douglas Baber

Hurricane Idalia

Augustin Billeyh

Lake City, FL

Master's in Public Administration

Bachelor's in Criminal Justice

Not relevant work experience.

Does not meet minimum Senior Level Management Experience

AGUSTIN BILLEYH



PHONE:

(470) 332-7074

ADDRESS:

440 Nw Spradley Rd
Lake City, FL 32055

EMAIL:

Abilleyh@gmail.com

TO:

City of Lake City

Human Resources
Department

205 N. Marion Avenue
Lake City, FL 32055

Dear Hiring Committee,

I am writing to express my sincere interest in the City Manager position at the City of Lake City, as advertised. Despite not meeting the exact years of experience specified in the job description, my unique combination of education, diverse experiences, military training, and a commitment to excellence positions me as a strong candidate for this role.

Possessing a Master's degree in Public Administration (MPA) from Valdosta State University, an accredited program by NASPAA (the Network of Schools of Public Policy, Affairs, and Administration). I have undergone a rigorous curriculum covering essential subjects for effective city management. From human resource management and quantitative methods for public administration to performance analysis, information management, governmental budgeting & finance, and organizational theory & behavior, my academic background has provided me with a robust foundation in the principles of public administration.

Complementing my MPA, my Bachelor of Science in Criminal Justice from Valdosta State University enriches my understanding of legal and ethical considerations, particularly pertinent in a city management role. This educational background equips me to navigate and make informed decisions within the legal framework governing municipal operations. In addition to my degrees, my Minor in Aerospace Studies reflects my commitment to diverse fields of study, enhancing my analytical and strategic thinking skills. This interdisciplinary approach provides a unique perspective applicable to the multifaceted challenges of city management.

Furthermore, my Air & Space Force Officer Training at Camp Shelby, MS, has significantly contributed to my extensive leadership skills. This training instilled a sense of discipline, strategic thinking, and the ability to operate under pressure. Military training has honed my adaptability, decision-making, and crisis management skills, all vital in navigating the complexities of city management.

In my roles as an Enrollment Coach at the Online College for Career Advancement and Key Holder at Advance Auto Parts, I have cultivated invaluable leadership, communication, and problem-solving skills. These experiences have equipped me with the ability to adapt to dynamic situations, innovate solutions, and manage complex challenges—attributes essential for a City Manager.

Moreover, my extensive internship at the Valdosta Police Department further supplemented my practical understanding of municipal operations. Shadowing the Operations Major provided insights into the daily routines and objectives of a municipal police department, enhancing my ability to navigate organizational complexities and foster effective collaboration across departments.

Additionally, as a Hispanic minority, I bring a unique perspective to the position, emphasizing the importance of diversity and inclusion within the community. I am deeply committed to representing and addressing the needs of all community members, fostering an environment that values equity and cultural diversity in Lake City.

In summary, I am confident that my education, diverse experiences, military training, and dedication to the principles learned in the MPA program make me a valuable candidate for the City Manager position. I am eager to bring my skills and perspective to the City of Lake City, contributing to its continued success.

Thank you for considering my application. I look forward to the opportunity to discuss in greater detail how my unique background aligns with the needs and vision of the City Manager role.

Agustin Billeyh

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)
Fri, 02/02/2024 - 3:07pm
174.216.119.103

Today's Date Fri, 02/02/2024

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): \$ 140,000

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 am very interested in working for the City of Lake City due to the city's rich history, vibrant community, and its commitment to progress. Having researched the city's strategic initiatives and community development efforts, I am inspired by the collective dedication to creating a thriving and inclusive environment. Lake City's emphasis on community engagement aligns with my personal and professional values. I am eager to contribute my skills and experiences to further enhance the city's growth and well-being. The prospect of working with a diverse and dynamic team to address the unique challenges and opportunities faced by Lake City is particularly exciting.

Applicant Information + Driver's History

Applicant Information

Full Name:
Agustin Billeyh

Social Security Number

Current Address

440 NW Spradley Rd

City, State Zipcode

Lake City

Home phone number

4703327074

Cell phone number

Email address

abilleyh@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: Georgia

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:

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
Luella High School

City and State
McDonough Georgia

Date Graduated
03/2018

College or Technical School 1

Name of School
Valdosta State University

City and State
Valdosta Georgia

Years attended
4

Major
Criminal Justice

Degree obtained
Bachelors Degree

College or Technical School 2

Name of School
Valdosta State University

City and State
Valdosta Georgia

Years attended
1

Major
Public Administration

Degree obtained
Masters

Certificates or additional training completed:

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

Valdosta State University

Street Address

1500 N Patterson St,

City, State, Zip

Valdosta, GA 31602

Phone Number

229-333-7360

Dates Employed

March 2022 - August 2023

Supervisor's Name

Lori Lovell

Pay Rate

12.50

Brief Description of Duties

- Proficient in providing registration and academic assistance, maintaining accurate records, and generating reports for active enrollment status updates and future term planning
- Assisting students with academic and campus resources
- Excellent communication skills, working remotely and maintaining professional conduct in a virtual environments

Reason for Leaving

Contract Ended

Employer 2

Name of Company

Advance Auto Parts

Street Address

4025 Bemiss Rd,

City, State, Zip

Valdosta, GA 31605

Phone Number

229-561-1280

Dates Employed

Nov 2018 - Sept 2021

Supervisor's Name

Charles Davis

Pay Rate

11.50

Brief Description of Duties

- Expert knowledge of store operations, advanced automotive systems, and parts
- Providing outstanding customer service and DIY issue resolution
- Keyholder responsibilities, including task assignment and completion, safety training, and open/close duties
- Maintained store product and operational standards
- Selling experiences for DIY customers through both in-person visits and phone calls
- Responsible for inventory processes, including truck put away, shoot outs, cycle counts, and back stock management

Reason for Leaving

School Course Load

Employer 3

Name of Company

Valdosta State University

Street Address

1500 N Patterson St,

City, State, Zip

Valdosta, GA 31602

Phone Number

229-245-4378

Dates Employed

Jan 2019 - Aug 2021

Supervisor's Name

Beverly Cribbs

Pay Rate

8.50

Brief Description of Duties

- Assistant to professor in a leadership class for first-year students
- Welcome and acclimate new students to the campus during new student orientation
- Enabled growth of camaraderie and positive difference in the VSU community
- Group leader, role model, liaison between campus departments and academic colleges, and an overall peer educator

Reason for Leaving

School Course Load

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?

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.)

Agustin Billeyh

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

agustin_resume_city_2024.pdf [2]

High School Diploma

transcript.pdf [3]

Driver's License

doc1.pdf [4]

Birth Certificate

College Degrees/Transcripts

mpa.pdf [5]

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?

Yes

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

Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

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?

Job Posting

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.

Agustin Billeyh

Today's Date

Fri, 02/02/2024

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:

Agustin Billeyh

Today's Date

Fri, 02/02/2024

Source URL: <https://www.lcfla.com/node/6533/submission/16896>

Links

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

https://www.lcfla.com/system/files/webform/agustin_resume_city_2024.pdf [3]

<https://www.lcfla.com/system/files/webform/transcript.pdf> [4] <https://www.lcfla.com/system/files/webform/doc1.pdf> [5]

<https://www.lcfla.com/system/files/webform/mpa.pdf>

AGUSTIN BILLEYH

CONTACTS

Abilleyh@gmail.com
(470)332-7074
440 NW Spradley Rd
Lake City, FL 32055

SKILLS

Communication
Microsoft Office Products
RStudio-Coding
Organization
Problem-Solving
Spanish Language
Time-Management
Extremely Personable
Operate Under Pressure
Challenge Status Quo

HONORS/AWARDS

- **Commanders Award**,
Demonstrated leadership
Excellence,
Awarded Spring 2021
- **Dean's List**,
Valdosta State University,
Fall/Spring 2022, Fall 2021,
Spring 2020
- **AFROTC**,
Physical Fitness Award,
6 Consecutive Semesters
- **AFROTC**,
Perfect Attendance Award,
4 Consecutive Semesters

CAREER OBJECTIVE

To secure a leadership position where I can utilize my extensive education in Public Administration, combined with my background in Criminal Justice and diverse work experience in leadership training, to lead and inspire towards achieving organizational success. With a strong focus on effective communication, problem-solving, and time management, I am dedicated to executing innovative strategies that drive positive change and push the adoption of a positive experience for all. As a highly motivated and mission-oriented professional, I strive to envelop a collaborative and empowering work environment with the amazing people around me, while challenging the status quo to achieve exceptional results.

"Success is not final; failure is not fatal: it is the courage to continue that counts." -Sir Winston Churchill

EDUCATION

Valdosta State University, Valdosta, GA
Master of Public Administration (MPA) (GPA 3.80)
May 2022 – July 2023

Valdosta State University, Valdosta, GA
Bachelor of Science in Criminal Justice (GPA 3.48)
May 2018 – May 2022

Valdosta State University, Valdosta, GA
Minor in Aerospace Studies (GPA 3.75)
May 2018 – May 2022

Air & Space Force Officer Training, Camp Shelby, MS
Field Training
Completed May 2021

Luella High School, Locust Grove, GA
High School Diploma (GPA 3.20)
Completed May 2018

WORK EXPERIENCE

Online College for Career Advancement
Enrollment Coach, Remote Work
March 2022 – August 2023

- Proficient in providing registration and academic assistance, maintaining accurate records, and generating reports for active enrollment status updates and future term planning
- Assisting students with academic and campus resources
- Excellent communication skills, working remotely and maintaining professional conduct in a virtual environments

AGUSTIN BILLEYH

CONTACTS

Abilleyh@gmail.com

(470)332-7074

440 NW Spradley Rd
Lake City, FL 32055

DOCUMENTS

- MPA Portfolio,
Course Content
Overview

- Officer Training,
USAF Leadership
Evaluation Records

KEY COURSES

Leadership Studies

Lead People/Eff Comm

Information Management

Performance Analysis

Quantitative Methods

Human Resource

Engineering Graphics

Advance Auto Parts

Key Holder

June 2020 – September 2021

- Expert knowledge of store operations, advanced automotive systems, and parts
- Providing outstanding customer service and DIY issue resolution
- Keyholder responsibilities, including task assignment and completion, safety training, and open/close duties

Sales Associate

November 2018 – June 2020

- Maintained store product and operational standards
- Selling experiences for DIY customers through both in-person visits and phone calls
- Responsible for inventory processes, including truck put away, shoot outs, cycle counts, and back stock management

Valdosta State University

Peer Mentor

January 2019 – August 2021

- Assistant to professor in a leadership class for first-year students
- Welcome and acclimate new students to the campus during new student orientation
- Enabled growth of camaraderie and positive difference in the VSU community
- Group leader, role model, liaison between campus departments and academic colleges, and an overall peer educator

Rideshare Driver

Uber, Doordash, Spark

January 2022 – Present

- Experience in transportation and logistics
- Optimal routes to minimize delays and maximize time efficiency
- Clean driving record with no accidents or incidents (over 35,000 miles in one year)
- Delivering outstanding customer service to app users

INTERNSHIP

University Police Department

Student Internship

January 2022 – May 2022

- Shadowed Operations Major on daily routines and objectives of the police department
- Assisted with fleet management and service records
- Facilitated virtual reality training for officers' development and readiness
- Aided in the adoption of new dispatch software for a more effective data archive
- Introduced the electrification of patrol vehicles through cost-benefit analysis model

REFERNCES

Lieutenant Colonel Adam T. Lee USAF Ret.

USAF ROTC

Email: lee4him@gmail.com

Operations Major Wilburn Leschber

Valdosta State University Police Department

Email: wlleschber@valdosta.edu

Phone: 229.249.4802



Student Information		#0104 Luella High				Credit Summary	
Student Name:	Bileyh, Agustin Elias	Course	Mark	Weight	Credit	HS Credits	Attempted Earned
Student Number:	085857 Grade: 12	2016-2017 Grade 11 Term 4				CTAE	8.000 8.000
Birthdate:	11/28/1999 Gender: M	4520.0Y Advanced Algebra	91	1.0000	1	ELECTIVES	1.000 1.000
State ID:		3208.0Y American Lit & Comp	91	1.0000	1	FOREIGN LANGUAGE	2.000 2.000
Diploma Type:	General High School Diploma	2611.4Y Engineering Applications	80	1.0000	1	HEALTH/SAFETY/PHYSICAL ED	1.000 1.000
Diploma Date:	05/25/2018	5052.4Y JROTC Navy III	99	1.0000	1	LANGUAGE ARTS	4.000 4.000
GPA Summary		5533.3Y Physical Science	91	1.0000	1	MATHEMATICS	4.000 4.000
Cumulative GPA (Weighted)	88.926	5533.0Y Physical Science	92	1.0000	1	SCIENCE	4.000 4.000
Class Rank	60 of 251	1533.3Y Spanish II	93	1.0000	1	SOCIAL STUDIES	3.000 3.000
Cumulative GPA (Unweighted)	88.370	6552.0Y US History	95	1.0000	1	Total	27.000 27.000
Class Rank	43 of 251	Credit: 8.000 GPA: 92.750 U/W GPA: 92.750				Total Credits	27.000 27.000
Enrollment Summary		2017-2018 Grade 12 Term 2				Comments	
Start/End Date	Grade School	6513.0S AP Government/Politics	94	0.5000	0.5	Students entering prior to 2001-2002, ranking is based on weighted cumulative average.	
08/06/2012-	07 Luella Middle	US				Students entering 2001-2002 and beyond, ranking is based on weighted numeric average.	
08/05/2013-	08 Luella Middle	Credit: .500 GPA: 94.000 U/W GPA: 84.000				Accredited by Southern Association of Colleges and Schools.	
08/04/2014-	09 Luella High	2017-2018 Grade 12 Term 4				Additional Points have been added to the semester grades of all Honors and Advanced Placement courses using the following scale:	
08/03/2015-	10 Luella High	4890.0Y AP Computer Science	97	1.0000	1	Prior to 2005-06 School year - Honors = 3 additional points, AP = 5 additional points.	
08/01/2016-	11 Luella High	3212.0Y British Lit & Comp	89	1.0000	1	2005-06 and beyond - Honors = 5 additional points, AP = 10 additional points	
07/31/2017-05/25/2018	12 Luella High	6632.3S Economics	88	0.5000	0.5	Grading Scale: 90-100=A 80-89=B 74-79=C 70-73=D Below 70=F	
		3102.0Y Introductory Team Sports	100	1.0000	1		
		5072.4Y JROTC Navy IV	96	1.0000	1		
		6340.0Y Peer Facilitation I	95	1.0000	1		
		4530.0Y Pre-Calculus	83	1.0000	1		
		Credit: 6.500 GPA: 92.923 U/W GPA: 91.385					
		Standard Tests					
		EOC01:End of Course Ninth Grade Literature and Comp					
		Date: 04/27/2015					
		Result: 76					
		EOC02:End of Course American Literature and Comp					
		Date: 04/24/2017					
		Result: 76					
		EOC03:End of Course Coordinate Algebra					
		Date: 04/27/2015					
		Result: 72					
		EOC04:End of Course Analytic Geometry					
		Date: 04/25/2016					
		Result: 77					
		EOC05:End of Course Biology					
		Date: 04/27/2015					
		Result: 71					
		EOC06:End of Course Physical Science					
		Date: 04/24/2017					
		Result: 80					
		EOC07:End of Course United States History					
		Date: 04/24/2017					
		Result: 68					
		Note: Standard Test scores within this transcript represent the student's best scores only and may consist of scores from multiple administrations of the assessment. Therefore, the composite score should not be interpreted to be comprised of the subtest scores shown.					
		2014-2015 Grade 09 Term 4					
		3200.0Y 9th Grade Lit & Comp	76	1.0000	1		
		5633.0Y Biology I	70	1.0000	1		
		2603.4Y Foundations Engineering/Tech	78	1.0000	1		
		5012.4Y JROTC Navy I	95	1.0000	1		
		4500.0Y Math I CCGPS/Coor Alg	79	1.0000	1		
		1512.0Y Spanish I	87	1.0000	1		
		Credit: 6.000 GPA: 80.833 U/W GPA: 80.833					
		2015-2016 Grade 10 Term 4					
		4510.0Y Analytic Geometry	78	1.0000	1		
		5673.0Y Chemistry I	85	1.0000	1		
		2607.4Y Engineering Concepts	86	1.0000	1		
		5032.4Y JROTC Navy II	93	1.0000	1		
		6532.0Y World History	96	1.0000	1		
		3204.0Y World Lit & Comp	85	1.0000	1		
		Credit: 6.000 GPA: 87.167 U/W GPA: 87.167					

Valdosta State University

Name Billeyh, Agustin
Student ID [REDACTED]
Degree Master of Public Admin
Audit date 12/13/2023 12:41 AM

Degree progress



Overall GPA
3.80

Requirements

Level Graduate-Semester **Classification** Graduate **Major** Public Administration **Program** Master of Public Adm **College** Col of Humanities & Social Sci **Academic Standing** Good Standing **Campus** Not Applicable **Catalog** Summer 2022 **VSU Earned Hours** 36 **Overall Earned Hours** 36 **VSU GPA** 3.80 **Overall GPA** 3.80 **Overall Earned Hours** 36 **Applied to Graduate** Not Applicable **Prior Degrees** BS CRM - Valdosta State University, MPA PA - Valdosta State University **Academic Advisor** Lee, Kelth E **Honors Advisor** Not Applicable **Faculty Mentor** Robinson, Deborah M **Academic Intervention Coordinator** Not Applicable **Matriculation Term** Summer 2022

Master of Public Administration

COMPLETE

Catalog year: 2022-2023 GPA: 3.54

- Classified as a Regular Graduate Student
- You meet the minimum GPA requirement
- Degree Requirements

Blocks included in this block
[Major in Public Administration-MPA](#)

Major in Public Administration-MPA

COMPLETE

Credits required: 36 Credits applied: 36 Catalog year: 2022-2023 GPA: 3.80

	Course	Title	Grade	Credits	Term
<input checked="" type="checkbox"/>	Foundations Seminar in PA	PADM 7300	Foundation in MPA	S	3 Summer 2022
<input checked="" type="checkbox"/>	Quantitative Methods for PA	PADM 7060	Quantitative Mthds for PADM	A	3 Fall 2022
<input checked="" type="checkbox"/>	Performance Analysis	PADM 7410	Performance Analysis	B	3 Spring 2023
<input checked="" type="checkbox"/>	Human Resources Management	PADM 7000	Human Resource Management	A	3 Summer 2022
<input checked="" type="checkbox"/>	Information Management	PADM 7110	Information Management	A	3 Spring 2023
<input checked="" type="checkbox"/>	Governmental Budgeting and Finance	PADM 7140	Govemmntl Budgeting/Finance	B	3 Summer 2023
<input checked="" type="checkbox"/>	Organizational Behavior	PADM 7170	Organizational Theory/Behavior	A	3 Summer 2023
<input checked="" type="checkbox"/>	Capstone Seminar in PA	PADM 7900	Capstone Seminar in PADM	S	2 Summer

<input checked="" type="checkbox"/> Internship	PADM 7210	Intern in Public Admin	S	1	Summer 2023
<input checked="" type="checkbox"/> Concentration Area	PADM 7020	Public Sector Planning	A	3	Fall 2022
	PADM 7250	Man Small Cities & Counties	A	3	Fall 2022
	PADM 7350	Intergovt Management	A	3	Summer 2022
	PADM 7380	Pol of Managing Urban Areas	A	3	Spring 2023

Fall Through

Credits applied: 140 Classes applied: 51

Course	Title	Grade	Credits	Term
AFAM 2020	Race, Class, and Gender	B	3	Fall 2020
ANTH 1102	Introduction to Anthropology	B	3	Fall 2021
AS 1000	Leadership Laboratory	S	1	Fall 2018
AS 1000	Leadership Laboratory	S	1	Spring 2019
AS 1000	Leadership Laboratory	S	1	Fall 2019
AS 1001	Foundations of the USAF I	A	1	Fall 2018
AS 1002	Foundations of the USAF II	B	1	Spring 2019
AS 2001	Ev of US Air And Space Pwr I	A	1	Fall 2019
AS 2002	Ev of US Air and Space Pwr II	A	1	Spring 2020
AS 3001	Leadership Studies I	B	3	Fall 2020
AS 3002	Lead People/Eff Comm II	A	3	Spring 2021
AS 4001	Ntnl Sec/Ldrshp Resp Comm I	A	3	Fall 2021
AS 4002	Ntnl Sec/Ldrshp Resp Comm II	A	3	Spring 2022
ASTR 1020K	Stellar and Galactic Astronomy	A	4	Spring 2020
CHEM 1211L	Principles Chem Laboratory I	A	1	Spring 2019
COMM 1100	Human Communication	A	3	Summer 2018
CRJU 1100	Introduction Criminal Justice	B	3	Fall 2019
CRJU 2500	Written Communications in CJ	B	3	Fall 2019
CRJU 3300	Criminal Law	B	3	Spring 2020
CRJU 3310	Criminal Procedure	A	3	Fall 2020
CRJU 3401	Criminal Justice Data Analysis	B	3	Fall 2020
CRJU 3402	Criminal Justice Research Meth	A	3	Spring 2021
CRJU 3600	Criminology	A	3	Fall 2021
CRJU 3700	Ethics in Criminal Justice	C	3	Spring 2021
CRJU 4100	Seminar in Law Enforcement	B	3	Fall 2021

CRJU 4200	Seminar in Corrections	B	3	Spring 2021
CRJU 4400	Seminar in Juvenile Justice	B	3	Fall 2021
CRJU 4500	Classification Criminal Behvr	A	3	Spring 2022
CRJU 4610	White-Collar Crime	A	3	Fall 2021
CRJU 4620	Criminal Victimization	B	3	Spring 2021
CRJU 4630	Crime Prev Thru Env Design	A	3	Spring 2022
CRJU 4800	Seminar in Criminal Justice	A	3	Spring 2022
CRJU 4910	Internship In Criminal Justice	S	6	Spring 2022
ENGL 1101	Composition I	B	3	Fall 2018
ENGL 1102	Composition II	B	3	Spring 2019
ENGL 2113	Wrld Lit III:Dvlpmnt Mod Thoug	B	3	Fall 2019
ENGR 2010	Introduction to Engineering	B	3	Fall 2018
ENGR 2500	Engineering Graphics Design	B	3	Spring 2019
GEOL 1121K	Principles Physical Geology	A	4	Fall 2019
HIST 2112	United States History Sn 1865	B	3	Fall 2018
MATH 1111	College Algebra	A	3	Summer 2018
MATH 1112	Trigonometry	B	3	Fall 2018
MATH 2261	Analytic Geometry & Calculus I	B	4	Spring 2019
PERS 2120	Ethics and the News Media	A	2	Summer 2019
PERS 2390	Music in Film	A	2	Fall 2019
POLS 1101	American Government	A	3	Spring 2020
PSYC 1101	Intro to General Psychology	A	3	Summer 2019
SOCI 1101	Intro to Sociology	A	3	Summer 2019
SPAN 1001	Bg Spa Lng/Intr Hispnc Cult I	A	3	Spring 2020
SPAN 1002	Bg Spa Lng/Intr Hispnc Cult II	B	3	Fall 2020
VSU 1101	Keys to College Success	A	2	Summer 2018

Insufficient


Credits applied: 0 Classes applied: 4

Course	Title	Grade	Credits	Term
AS 1000	Leadership Laboratory	S	0	Spring 2020
AS 1000	Leadership Laboratory	S	0	Fall 2020
AS 1000	Leadership Laboratory	S	0	Spring 2021

Notes

Description	Created on	Created by
reminded student to pay grad app fee	01/26/2022	Herring, Logan
checked SP22 schedule, AS 1000 showing as fall through	01/09/2022	Herring, Logan
Overrode student into CRJU 4630 per advisor request, student needs course to graduate SP22.	11/15/2021	Jankowski, April Jacqueline
Student was advised to register for the courses listed on the Planner. we are looking at internships for the last 2 upper CRJU elective. waiting on looking for options	10/26/2021	Deneve, Thibault
checked fall schedule	07/27/2021	Herring, Logan
Due to COVID-19 restrictions, face-to-face appointments have been suspended until further notice. Agustín was advised via Phone Appointment for Summer and Fall 2021. Agustín was advised to take (2) CRJU Electives for Summer 2021. Agustín was advised to take (2) CRJU Required courses, a CRJU Elective, an Area F Elective, AS 1000, and AS 4001 for Fall 2021. Signed Form 48. Lifted flag.	02/17/2021	Cannady, Nick Jarelle
Due to COVID-19 restrictions, face-to-face appointments have been suspended until further notice. Agustín was advised via email for Spring 2021. Agustín was advised to register for the courses listed on the Planner. Checked and signed Form 48. Sent Form 48 to AFROTC Secretary via email. Agustín was copied in the email. Lifted flag.	09/23/2020	Cannady, Nick Jarelle
Met with Agustín today. Agustín came in with the Form 48. Went over Form 48 and verified form. Agustín is advised for Fall 2020. Agustín was advised to register for the courses listed on the Planner. Form 48 has been sent to the AFROTC secretary. Lifted flag.	02/12/2020	Cannady, Nick Jarelle
Met with Agustín today. Agustín came in for the Form 48. Went over the form and discussed options. Agustín has been advised for Spring 2020. Agustín was advised to register for the courses listed on the Planner. Lifted flag. He will email corrected Form 48, which I will sign and send to the AFROTC secretary.	09/24/2019	Cannady, Nick Jarelle
Student is registered for fall classes along the CRJU path. I emailed the student requesting that he notify me if he decided to change his major.	04/25/2019	Lovell, Lori P
Agustín is looking into changing his major to Criminal Justice. As he has done more research and talked to more people in ROTC, he now recognizes that the degree is not as important to the Air Force as he once thought. We took the time to look at possibilities for summer and fall. He left the office with a tentative plan if he decides to pursue it. He will email with decision to change major or not.	03/28/2019	Lovell, Lori P
Student came in for fall advising. We used Form 48 as a guide. However, we made a change for fall in CS 1340 since it conflicted with AS course. He will take POLS 1101 instead. Student is now looking at FSU for Mechanical Engineering. Student also wanted to discuss possible withdrawal from CHEM 1211. He had trouble accessing the online homework portal through Pearson, so he has not had all information/homework for class and tests. Student was advised to register for courses on the planner. Flag lifted.	03/08/2019	Lovell, Lori P
Student is registered for appropriate spring classes.	11/09/2018	Lovell, Lori P
Student came in for signature on Form 48. Plan was already correctly completed, so all he needed was signature.	09/19/2018	Lovell, Lori P
Student came in for fall advising. He wanted to work on his Form 48 as well but we decided a follow up appointment for that would be best. Student did well this summer as an Ignite student and would like to continue making good grades. He is interested in Mechanical Engineering at FSU, UF, or GT. He plans to continue with ROTC. Follow up appointment made for Form 48. Flag lifted.	09/10/2018	Lovell, Lori P
Student is in Ignite program. He is enrolled in COMM 1100, MATH 1111, and VSU 1101 this summer. Student is registered for ENGL 1101, MATH 1112, ENGR 2010, AS 1000, and AS 1001 for fall. Student plans to take Chem Placement Test before fall classes.	06/06/2018	Lovell, Lori P

Legend

	Complete		Not complete
	Complete (with classes in-progress)		Nearly complete - see advisor
	Prerequisite		Any course number

Disclaimer

You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Your academic advisor or the Registrar's Office may be contacted for assistance in interpreting this report. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office regarding this degree audit report, your official degree/certificate completion status, or to obtain a copy of your academic transcript.

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Timothy Day

Cape Coral, FL

Meets all qualifications

***SEE ATTACHED preliminary investigation information

January 31, 2024

To: City of Lake City, Mayor and Councilmembers

From: Timothy Day, applicant for City Manager

Subject: city manager application and supporting documents

Dear Councilmembers,

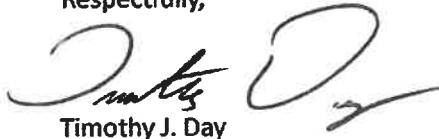
I would respectfully ask you to consider me for the current city manager position in the City of Lake City. My resume is enclosed for your review, but I can assure you that I meet or exceed the requirements that you have outlined in the position description. Having served as City/Town Manager in several communities in the State of Florida and I have also served as an elected official in the City of Cape Coral for 9 years my background is extremely broad in terms of government management. I have managed every city department in the course of my career as a city/town manager. Currently, I serve as a Special Taxing District Manager for 6 Community Development Districts in the Broward and Miami Dade Counties. These districts operate exactly like city/town governments with the exception emergency services is provided by the county. The general fund accounts I manage total approximately 62 million dollars and I am responsible for all employees as well as contractors daily.

Over the years I have successfully written and implemented many grants from state and federal agencies, and I feel that experience would be helpful to the City of Lake City. Many of those grants were in public utilities and roadway improvements. When looking at my background you will notice that much of my adult life was in Public Safety and I consider that an extremely important responsibility of government. I consider public safety to not only include police, fire, EMS but roads and public utilities.

I have been following the Lake City council meetings closely and understand the complexities of the issues that you are currently working on and feel I could be of assistance to the entire community. Please know that I am committed to serving the City Council and the entire community of Lake City for years to come to provide the level of professional service that residents expect and deserve.

Should you wish to speak with me as a group or individually I would consider it an honor. I wish you the best of luck in this search.

Respectfully,



Timothy J. Day

(239)233-4496

City of Lake City – Human Resources Department

3rd Floor – City Hall Building
 205 N. Marion * Lake City, FL 32055
 (386) 719-5795 Office Phone (386) 758-5490 Office Fax

Equal Opportunity Employer, ADA, Veterans Preference, and Drug Free Workplace

APPLICATION FOR GENERAL EMPLOYMENT

PLEASE NOTE: *Complete all areas of the application, please print clearly. *Under Florida Law, employment applications are open for public inspection. *False statements may cause rejection of the application or if employed, termination of employment.

***Application must be completed in full and signed or it WILL NOT be processed.**

Position applied for: CITY MANAGER Salary Expected \$ 140K Date: 1/30/2024
 Name: Timothy J. DAY
First M.I. Last
 Address: 2593 SAWGRASS LAKE CT. City/St/Zip: CAPE CORAL FL 33
 Phone #1: (239) 233-4496 Phone #2: _____
 e-mail address: Timday1212@gmail.com

Have you read the full job description of the position for which you are applying? Yes No

Are there any duties you are unable to perform? Yes No If yes, please explain: _____

Do you possess a valid driver's license? Yes No State: _____ CDL Level: _____ *You must be able to provide proof if position is offered.*

Have you ever been employed by the City of Lake City Yes No If yes, please give dates and job title held _____

Do you have any relatives currently employed by the City of Lake City Yes No

If yes, please list names and their Department _____

EDUCATION

Depending on the position sought, you may be required to provide a copy of your high school or college transcript/degree and/or professional registration. Give years of college completed, type of degree and major/minor. Be sure to list all technical and/or trade courses or programs you have completed.

Do you currently have a High School Diploma or a GED? Yes No

Name of School (include City and State)	# Of Yrs. Attended	Major	Diploma/ Degree Obtained
Bishop Hendricker HS WARRICK R.I.	4	College Prep	Diploma
Rhode Island College	4	Psychology	Diploma B.A.
Roger Williams College	2	Admin	Diploma A.S.

Technical skills or other training acquired: Certified Police Officer R.I. + FL.
 List certificates or trade licenses you possess: Licensed Community Assoc. Manager CAM 39746
Licensed Registrar 5L 3433381

RECORD OF EMPLOYMENT

Please give complete name and address of all employers, including military employment. Describe major duties performed. A resume may be attached as a supplement; however, you MUST complete all information requested on the application. Begin with your current or most recent employer and list all previous employers in chronological order. Include a minimum of 5 years of employment; attach additional sheet(s) as needed.

Employer: INFRA MARK CORP. Phone: 954-753-5841
Address: 210 N. UNIVERSITY DR. Coral Springs FL 33071
City/State/Zip
Position Held: SPECIAL TAXING DISTRICT MANAGER Supervisor: BOB KONCAR
Dates Employed: From 6/2022 to PRESENT Rate of Pay: 105K (Yearly Gross/Hourly (circle one))
Brief Description of Duties: I manage 6 Special Taxing Districts, Commercial Districts And Residential Districts
Reason for Leaving: STILL EMPLOYED

Employer: CITY OF BOWLING GREEN Phone: 863-375-2255
Address: 104 EAST MAIN ST. Bowling Green FL 32854
City/State/Zip
Position Held: INTERIM CITY MANAGER Supervisor: CITY COUNCIL
Dates Employed: From 4/2021 to 10/2021 Rate of Pay: 80K (Yearly Gross/Hourly (circle one))
Brief Description of Duties: I MANAGED ALL CITY DEPTS: Police, Parks, HR, Finance, Public Works. Reported Directly to City Council.
Reason for Leaving: WOULD NOT ACCEPT REGULAR MANAGER POSITION BECAUSE OF RESIDENCY

Employer: DAY PROPERTIES Phone: (239) 233-4496
Address: 2593 SAWGRASS LAKE CT Cape Coral FL 33909
City/State/Zip
Position Held: OWNER / C.A.M. Supervisor: TIMOTHY DAY
Dates Employed: From 8/2012 to 4/2021 Rate of Pay: 118K (Yearly Gross/Hourly (circle one))
Brief Description of Duties: I MANAGED 1096 CONDO UNITS, 2 BAR ROOMS, RESTAURANT, RECREATION AND PUBLIC WORKS DEPT.
Reason for Leaving: WANTED TO BE BACK IN GOVERNMENT

Employer: TOWN OF MELBOURNE BEACH Phone: (321) 724-5860
Address: 507 OCEAN AVE MELBOURNE BEACH FL 32951
City/State/Zip
Position Held: TOWN MANAGER Supervisor: CITY COUNCIL
Dates Employed: From 12/2015 to 8/2017 Rate of Pay: 96K (Yearly Gross/Hourly (circle one))
Brief Description of Duties: MANAGED ALL CITY DEPTS: Police, Fire, HR, Parks, UTILITIES, PUBLIC WORKS, FINANCE AND HR.
Reason for Leaving: FAMILY ISSUES

Applicant Name: Timothy Day

PERSONAL INFORMATION

Are there any days or hours you are unable to work? ___ Yes No If yes, Please list them: _____

Are you able to travel if required? Yes ___ No Are you 18 years of age or older: Yes ___ No

Type of employment desired: Full-Time ___ Part-Time ___ Temporary

With reference to the Immigration Control and Reform Act (IRCA), are you eligible to work in the United States?
 Yes ___ No (Verification will be required before Employment)

Have you ever been convicted of, or pled guilty, no contest or *nolo contendere* to a crime? ___ Yes No If yes, explain fully:

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 now pending? ___ Yes No

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

Have you ever been ticketed due to a traffic accident? ___ Yes No

Why are you interested in working for the City of Lake City? I AM SURE I CAN BE A POSITIVE INFLUENCE TO RESIDENCE, COUNCIL AND STAFF.

Have you ever served in the military? ___ Yes No
Was any formal disciplinary action taken against you while in the military? ___ Yes ___ No
Under Florida law, certain individuals may be eligible for "Veteran's Preference" for employment purposes. Please read and complete the VETERANS PREFERENCE CERTIFICATION SHEET then answer the following questions.
Are you claiming Veteran's Preference? ___ Yes No Have you attached a copy of your DD-214? ___ Yes ___ No

Applicant Comments: _____

I hereby certify that all the 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 or 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.

Timothy Day
Applicant Signature

1/30/2024
Date

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

RECORD CHECK AUTHORIZATION & CERTIFICATE OF APPLICANT

Name: Timothy James Day
PRINT FULL LEGAL NAME

Please Read Carefully Before Signing

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.

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 education 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.

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 screen 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.

I FULLY UNDERSTAND AND VOLUNTARILY AGREE WITH THE ABOVE


Signature of Applicant

1/30/2024
Date

VETERANS' PREFERENCE CERTIFICATION

Date: 1/30/2024

Name: Timothy Day

Section 295.07(1), Florida Statutes, provides for Veterans' Preference in employment appointment and retention, if qualified under one of the following categories and not exempt under Section 295.07(4), Florida Statutes. Section 295.09, Florida Statutes, also provides Veterans' Preference for reinstatement, reemployment, and promotion. If you seek Veterans' Preference, please "check" the appropriate box, and provide this form and documentation of your status along with your employment application, no later than the position advertisement closing date.

I certify that I am qualified to claim Veterans' Preference under the category checked below:

(a) A disabled veteran:

- 1. Who has served on active duty in any branch of the United States Armed Forces, has received an honorable discharge, and has established the present existence of a service-connected disability that is compensable under public laws administered by the United States Department of Veterans Affairs; or
2. Who is receiving compensation, disability retirement benefits, or pension by reason of public laws administered by the United States Department of Veterans Affairs and the United States Department of Defense.

(b) The spouse of a person who has a total disability, permanent in nature, resulting from a service-connected disability and who, because of this disability, cannot qualify for employment, and the spouse of a person missing in action, captured in line of duty by a hostile force, or forcibly detained or interned in line of duty by a foreign government or power.

(c) A wartime veteran as defined in s. 1.01(14), who has served at least 1 day during a wartime period. I acknowledge that active duty for training may not be allowed for eligibility under this paragraph.

(d) The unremarried widow or widower of a veteran who died of a service-connected disability.

(e) The mother, father, legal guardian, or unremarried widow or widower of a member of the United States Armed Forces who died in the line of duty under combat-related conditions, as verified by the United States Department of Defense.

(f) A veteran as defined in s. 1.01(14), F.S. I acknowledge that active duty for training may not be allowed for eligibility under this paragraph.

(g) A current member of any reserve component of the United States Armed Forces or the Florida National Guard. If so, please attach FDVA form VP2, signed by your immediate military supervisor, to document your status.

Please submit this certification with your application, or as soon as possible, prior to the date that the position advertisement closes. In order to receive Veterans' Preference and to complete your application, this form and documentation to prove your status must be returned to the Human Resources ("HR") office in accordance with Rule 55A-7.013, Florida Administrative Code.

This statement is true to the best of my knowledge and belief.

By _____

Printed Name _____

FDVA Form VP-1

55A-7.013, FAC

s. 295.07, FS

If you qualify for the Veteran's Preference, the City of Lake City will give you special consideration during the employment selection process. The City of Lake City shall give preference to and shall hire a person entitled to Veteran's Preference ahead of other equally qualified applicants.

Should the position for which you are applying be filled by someone who does not qualify for Veteran's Preference and should you feel that proper consideration of the Veteran's Preference law has not been provided to you by the City of Lake City or the City of Lake City has not complied with the Veteran's Preference rules, please notify the City of Lake City, Human Resources Department, (386) 719-5804.

You also have the right to initiate an investigation by the Florida Division of Veteran's Affairs. You may do so by notifying the State of Florida, Department of Administration, Division of Veteran's Affairs, PO Box 1437, St Petersburg FL 33731, within 21 calendar days from the date you received notice that you were not selected for the position.

Revised 08/15/2022

Page 5

Completion of this form is strictly voluntary.

The information collected is for census purposes only. If you choose, you may complete this information and mail it to Human Resources, 205 N. Marion, Lake City, FL 32055 at your convenience. Thank you.

Date Completed: 1/30/2024 Position for which you are applying: CITY MANAGER

Division/Department: Admin.

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. Therefore, your cooperation is requested in providing the following information:

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

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

Black (not of Hispanic origin): All persons having origins in any of the black racial groups.

Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Asian or Pacific Islanders: All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Pacific Islands, This area includes, for example, China, Japan, Korea, the Philippine Islands, Samoa, and the Indian Subcontinent.

American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.

Decline to Answer.

Sex: Male Female

Vietnam Era Veteran? Yes No

Special Disabled Veteran? Yes No

Other Eligible Veteran? Yes No

Individual with Disabilities? Yes No

***I do not wish to Self-Identify: _____

Name: Timothy Day 

How did you learn of the opening?

Job Opportunity Posting
 Friend
 Advertisement Where? _____
 Other

[**Editor's note: According to 41 CFR 60-741.42, 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 the 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 there from 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, a service medal, or an expeditionary medal has been awarded.

TIMOTHY JAMES DAY

2593 Sawgrass Lake Ct. | Cape Coral, FL 33909
239.233.4496 | timday1212@gmail.com

ADMINISTRATOR CITY/TOWN Staff Administration | General Manager

Demonstrated leader with more than 30 years of experience directing programs and teams to achieve goals and objectives by ensuring organization standards of performance are developed and met. Having experience in many different areas: City/Town Manager, Law Enforcement/ Fire Management, and as a Community Association Manager has allowed me to gain expert management and leadership skills. Leading the day-to-day operations of facilities and programs include budgeting, human resources, and organizational planning. Results-driven professional with a history of driving decision-making and process improvements to boost the bottom line or solve issues. Coaching teams on responsibilities and policies to ensure procedural compliance while ensuring the public comes first.

- Financial Transactions
- Operations Streamlining
- Process Improvements
- Administrative Procedures
- Capital Improvement Projects
- Business Development
- Problem Solving
- Conflict Management
- Attention to Detail

Licensed Community Association Manager CAM39746
Real Estate Sales SL3433381

PROFESSIONAL EXPERIENCE

Special Taxing District C.D.D. District Manager 06/2022 - present
Currently I serve as the District Manager for 6 Community Development Districts in Broward and Dade Counties commonly referred to as Special Taxing Districts. All of the districts have an elected board of supervisors that represents each district. These boards are responsible for public funds and function exactly how any other city or town functions. As the district manager I am the chief employee of the Board of Supervisors and currently I have approximately 62 million dollars in General Funds under my supervision. My responsibilities are design and administration of the budget, staffing, land use, contractors and staff.

CITY OF BOWLING GREEN, FL City Manager-Interim 04/2021 - 11/2021
I was the Interim City Manager of the City of Bowling Green. I was responsible for all city departments, police, public works, utilities, HR, recreation and finance. During this time, I was very active in obtaining grants for the city from state and federal agencies as well as managing all staff and budget. I did not accept the position on regular status although it was offered. In early November I was able to find the commission another city manager that was satisfactory to their needs.

COMMUNITY ASSOCIATION MANAGER, 8/2017-2/2021
I have been managing commercial and residential property for more than 12 years full/part-time. I am licensed as a Community Association Manager in the State of Florida and I have managed an R.V. Park, Homeowners Associations, Condominium Associations and a Co-Op. I had over 1097 condominium units under my responsibilities and served as the General Manager of Seven Lakes Golf and Tennis Community and Orange Harbor Mobile Home/RV Park. (Florida License CAM39746)

TOWN OF MELBOURNE BEACH, FL Town Manager 2015 - 2017

I served as the Town Manager of Melbourne Beach, Florida. I am responsible for all aspects of government, Police, Fire, Public Works, Parks, Human Resource, Grants and Budget. I have re-written the towns Policy and Procedure Manual, Updated the Land Development Code, re-designed the Computer System, re-organized the Fire Department and made many upgrades to the physical environment I have also developed a comprehensive Capital Improvement Plan which was never been done prior to my appointment. I have also implemented an employee evaluation process which highlights employee strengths and weaknesses. During my tenure the Public Works Director left his position and I assumed the role of Pulic Works Director along with being the Town Manager. I worked with FEMA, St. Johns Water District, Army Corp of Engineers, Department of Enviromental Protection, and Florida Department of Transportation.

TOWN OF GREENVILLE, FL

2015

Interim Town Manager

I served as the Interim Town Manager for the Town of Greenville, Florida. I am responsible for the following areas of government; Budget, Personnell, Water, Sewer, Human Resources, Fire Department, Parks, Garbage Removal, Economic Development and Cemetary. I am also responsible for grant writing and proposals. During my tenure I have also made important recommendations in the CDBG application was recently approved. I was also approved for an FDOT grant application on 9/24/2015. My goal for this position was to develop upgrades which I accomplished, and it was not to be there long term. The Town Council wanted this position to be Part-time and I wanted a Full Time Position. I was offered the position but declined.

SOUTHWEST FLORIDA PUBLIC SERVICE ACADEMY, Fort Myers, Fl

2002 - 2012

Director

Accountable for managerial, operational, and administrative duties for the program as well as establishing standards of performance for all staff members across counties such as Lee, Collier, Charlotte, Hendry, and Glades.

- Developed and managed an adopted budget of \$ 5.5 million-plus, directing all financial transactions accordingly
- Supervised 140 full and part-time staff including law enforcement, firefighter, and corrections officers
- Achieved numerous perfect financial audits and performance audits through detailed reporting and processes
- Led all human resources functions for staff including coaching, evaluating, hiring, and firing

CITY OF CAPE CORAL, Cape Coral, FL

2000 - 2009

City Councilman/Mayor Pro-Term

Lawfully governed the city of more than 163,000 residents and 1,600 full-time employees as an official elected to serve two consecutive terms. Reviewed and approved total annual budget of more than \$500 million as well as set the tax levy.

- Established and modified goals and objectives for the municipality
- Responds to constituent requests for information or assistance with problem resolution
- Formulated policies, developed programs, and sponsored laws to solve current and future issues
- Instrumental in leading large-scale land use changes to attract businesses to the area

FLORIDA DEPARTMENT OF LAW ENFORCEMENT, Fort Myers, Fl

1997 - 2002

Regional Field Representative

Served as a liaison for law enforcement agencies with a focus on implementing administrative and leadership processes to improve operations.

- Created the Marco Island Police Department, drafting policies, procedures, and execution schedule
- Developed and implemented new programs for collecting, using, and verifying criminal justice data
- Led management studies and surveys of criminal justice programs to identify improvement areas
- Supervised new hire training and certification of more than 5,000 officers and reviewed all records to ensure compliance with federal and state laws

CITY OF PROVIDENCE RHODE ISLAND, Providence, RI

1985 - 1996

Police Officer

Ensured effective operations while serving in numerous roles, including Patrol Officer, Organized Crime Division Office, and Administrator - during which I worked directly with the Police Chief to establish policies and procedures.

- Received numerous awards and commendations including Lion's Club Police Officer of the Year for saving 16 people in a burning house fire, and the American Legion Metal of Valor

STATE OF RHODE ISLAND PARK POLICE, RI

1983 - 1985

Police Officer

Law enforcement officer charged with performing uniform patrol duties across state parks, beaches, and campgrounds.

EDUCATION & CREDENTIALS

Bachelor of Arts , Rhode Island College, Providence, RI
Associate of Science in Administration, Roger Williams University, Bristol, RI
Florida Licensed Community Association Manager, #CAM39746
Florida Certified C.J.S.T.C. Instructor
Florida Certified Guardian
Certified Police Officer in Rhode Island & Florida

AWARDS & DISTINCTIONS

Florida Department of Law Enforcement Flawless Audit: 2002, 2004, 2006, & 2008
Florida Department of Law Enforcement Award for Outstanding Performance
Lions Club Police Officer of the Year
American Legion Metal of Valor
Providence City Council Certificate
Department Commendations (Four)

PROFESSIONAL AFFILIATIONS

Florida Domestic Security Task Force-appointed by Governor
Boys Head Soccer Coach Oasis Middle School
Cape Coral Soccer Association Coach/Board of Director
Member of Southwest Florida Police Chiefs Association
Certified Criminal Justice Standards and Training Instructor
Florida Training Center Directors Association
Metropolitan Planning Organization
Southwest Florida League of Cities
Cape Coral Transportation Advisory Committee
Little League Baseball Coach
Edison College Criminal Justice Advisory Board
Space Coast League of Cities-Director
Brevard County School District Capital Improvement Committee
Space Coast Public Managers Association
Space Coast League of Cities

REFERENCES

Ms. Nancy Wilson	Town Clerk, Lady Lake	(386) 717-1957
Mr. Cliff Repperger	Attorney	(321)917-1249
Ms. Barbara Crowley	Ret. Lee County School District	(239)850-1418
Ms. Elizabeth Mascaro	Town Manager, Melbourne Beach	(321) 724-5860

SHAPING OUR FUTURE

Late background check costs Indian River Shores \$15,000 to get out of town manager contract

Janet Begley Special to TCPALM

Published 3:51 p.m. ET Sept. 21, 2018 | Updated 4:25 p.m. ET Sept. 21, 2018

INDIAN RIVER SHORES — On Aug. 23, the Town Council chose Timothy Day as its new town manager. But without completing his background check.

That failure now has cost the town \$15,000 and put it back to Square 1 in its search for a town manager.

The council had picked Day from among five candidates, with Mayor Thomas Slater predicting he would "hit the ground running" when he started on Sept. 17.

Day — a former town manager in Melbourne Beach and Greenville, Cape Coral city councilman and police officer in Providence, Rhode Island — was to succeed Rob Stabe, who told the council more than four months ago he was retiring for health reasons.

More: Indian River Shores picks new town manager

Indian River Shores offered Day a \$125,000 salary.

Yet in completing Day's background check, Police Chief Rich Rosell discovered Day had faced disciplinary action when employed by the Lee County School District, where he had been director of the Southwest Florida Institute for Public Service, which includes the police, fire and public-works academies.

He was suspended 10 days for using his school district car for personal business and for conducting personal business on school district time.

Vice Mayor Michael Ochsner discussed the background report with Day, and contacted Town Attorney Chester Clem. Day's employment contract was rescinded Sept. 11.

“They just got caught up in the moment,” said Stabe, referring to the council. “But after the background check was done and we had some concerns, it was decided by both sides to cancel the contract.”

However, once Day was offered the job here, he quit his job as a general manager for Seven Lakes Association in Fort Myers and couldn't get it back.

The Town Council agreed to pay Day \$15,000 to cancel his contract, although nothing in the contract obligated the town to any payment, officials said.

More: Indian River Shores will fight sidewalk plan

Still, making a payment to Day was in the best interest of the town and its residents, Slater said.

“Mr. Day had a lot of things that could have made him a good manager for the town,” said Slater. “But there were some things in his background that we ultimately decided would not make him a good fit.”

On Thursday, the council hired The Mercer Group, of Daytona Beach, to conduct another search for a town manager. The search is expected to take three months and cost about \$15,000.

Stabe has told the town will remain in the job as long as he can.

The (Fort Myers) News-Press contributed to this report

Ashley Donovan

Lake City, FL

Did not complete employment application. Was emailed on 1/8/2024

Does not meet minimum Senior Leve Management Experience.

Master's in Business Administration – no proof included

Ashley Donovan
701 SE Llewellyn Ave
Lake City, FL, 32025
954-821-8739
ashleydonova@gmail.com
January 7, 2024

To whom it may concern regarding Job Reference Number:
23-0044 City Manager

RE: Job Reference Number: 23-0044 City Manager

Throughout my career, I have impacted business outcomes through effective organization, prioritization, and execution of critical projects. My skills and qualifications match the city manager's requirements and will bring immediate value to working toward the city's goals.

Previously, I exercised a calculated and systematic approach to problem-solving in my previous employment roles. I am independently motivated, yet I appreciate team efforts and collaborate productively within groups. Additionally, I am knowledgeable in budgeting and schedule and timeline management with proficiency in process improvement.

My professional goals align with the mission and values, and this opportunity is inspiring. My collaboration, problem-solving, and leadership abilities will support and drive your continued organizational success.

Please take a moment to review my attached resume to demonstrate the scope of my career history and professional competencies. I appreciate your evaluation of my credentials and subsequent response.

Sincerely,

Ashley Donovan

*emailed 1/8/23
RSP*

Ashley Donovan |

701 SE Llewellyn Ave. Lake City, Florida 32025|

954-821-8739 | ashleydonova@gmail.com |

Integrating formal education and professional experience in customer service and active management into a solid foundation in business administration, being prepared to positively impact my employer through my demonstrated ability to get things done on time, correctly, and efficiently. Providing clear guidance and communication in a range of professional contexts.

WORK EXPERIENCE

PDM Constructors/Durapods — *Carpenter*

February 2023 to October 2023, Naples, Florida

Using software to make accurate measurements for control points and layout. Establishing control points and layout. Striking layout lines for panel sets and detail. Assisted crane rigger in flying in panels. Panel detail and setting with braces and materials used to ensure stability.

Jackson Memorial Hospital — *Construction Coordinator*

January 2022 to November 2022, Miami-Dade, Florida

As a facilities design and construction coordinator for significant projects as the owner's representative, aiding the vendor or contractor and keeping track of projections and budgets for financial commitments and representations of past financial performance.

Merrick Industrials — *Carpenter*

December 2018 to January 2022, Parkland, Florida

Assisted assigned and site-based staff in correctly utilizing specialized tools, materials, and equipment during the training process by helping perform preventive maintenance to keep the equipment in a good state for running, increasing job productivity.

24/7 Logistic Services — *Customer Service - Manager*

April 2018 to December 2019, Hollywood, Florida

Scheduled, trained, and managed employees daily. I greeted and helped customers with booking reservations and answering additional questions in person and over the phone. I have assisted in itinerary organization and reorganization based on the date, weather, clients, and the location of attractions.

EDUCATION

- Broward College — *Associate in Arts*
August 2016 to September 2018
 - Broward College — *Business Specialist*
May 2019 to December 2020
 - Broward College — *Accounting Technology*
August 2020 to December 2020
 - The National Society of Leadership and Success — *Leadership Honor Society*
 - Broward College — *Bachelor of Applied Science, Supervision and Management*
January 2019 to December 2020
 - Nova Southeastern University — *Master of Business Administration*
 - GPA 3.62August 2022 to July 2023
- (References available upon request)

Brianna Dufour

Leesburg, FL

Master's in Public Administration

Master's in Non-Profit Management

Master's in Social Work – not proof attached

Does not meet minimum Senior Level Management Experience

Experience in Medical Field

Experience in Social Work

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)
Thu, 01/11/2024 - 2:31pm
73.21.254.19

Today's Date Thu, 01/11/2024

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): \$ 130,000

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 am currently seeking employment in the public sector. I have been a practicing social worker since 2018 (obtained my MSW in 2018), and recently graduated in August with my Master of Public Administration and Master of Nonprofit Management degrees from UCF.

I am interested in the City Manager position you currently have open.

I have grant experience from working with a variety of federal funding streams including CDBG, EF&SP and TANF. I also helped manage CRF funding on behalf of Lake County during COVID-19 and created RFPs for well-known nonprofits. I have program management and evaluation experience as well.

I am passionate about city management and wishing to start a long-term career with a city.

Applicant Information + Driver's History

Applicant Information

Full Name:
Brianna Dufour

Social Security Number**Current Address**

2008 Griffin Road

City, State Zipcode

Leesburg, FL 34748

Home phone number

(352) 619-6430

Cell phone number**Email address**

BDUFOURAP@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?** No**Have you ever had your driver's license SUSPENDED or REVOKED?** Yes**If YES, explain:** EXCESS POINTS**List all traffic citations and crashes in the last five (5) years:** I do not remember all citations but a traffic report would be able to identify these pieces of information. I have not had any tickets or accidents in at least 3 years.**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?** Yes**If you answered YES to any of the above, please fully explain below:**

adjudication withheld and expunged record

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

North Marion High School

City and State

Citra FL

Date Graduated

06/2013

College or Technical School 1

Name of School

USF

City and State

Tampa FL

Years attended

4

Major

Social Work

Degree obtained

BSW and MSW

College or Technical School 2

Name of School

UCF

City and State

Orlando FL

Years attended

3

Major

Public Administration and Nonprofit Management

Degree obtained

MPA and MNM

Certificates or additional training completed:

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

Centene / Sunshine Health

Street Address

FL

City, State, Zip

FL

Phone Number**Dates Employed**

2022-CURRENT

Supervisor's Name

Erik Perrson

Pay Rate

\$35.00

Brief Description of Duties

- Completing regular, routine telephonic outreaches and assessments with both members and their parents, improving member engagement by at least 30 percent.
- Collecting and managing private health data accurately and timely, resulting in perfect monthly audit scores and exceeding performance goals/expectations.
- Brokering resources to families based on presenting need to resolve relevant social determinants of health.
- Supporting members with finding in-network providers and specialists to treat a range of health care needs, preventing coordination of care complaints.
- Creating and updating plans of care, meeting the unique needs of individual members.
- Identifying/reporting risk management concerns, maintaining compliance and reducing waste.
- Coordinating services between members' Primary Care Physician (PCP), specialists, and other medical providers, leading to an overall reduction in unnecessary hospitalizations.
- Developing and hosting events, enhancing both staff and community engagement.

Reason for Leaving

pursuing career in public sector

Employer 2

Name of Company

Amedisys / Compassionate Care Hospice

Street Address**City, State, Zip**

The Villages

Phone Number

Dates Employed

5/2021 - 9/2023

Supervisor's Name

Linda Arredondo

Pay Rate

53k annual

Brief Description of Duties

- Attended interdisciplinary meetings and provided psychosocial feedback regarding patients and their families, contributing to an overall improvement in their psychosocial functioning.
- Completed documentation thoroughly and timely, ensuring the company's compliance with Medicare/Medicaid standards.
- Completed new admit visits, visits for actively transitioning patients, and routine subsequent visits, producing trusting relationships with customers and exceptional customer satisfaction.
- Initiated psychosocial plans of care for patients and their families, prioritizing and achieving specific health outcomes.
- Provided grief counseling and bereavement supports to patients and their families, resulting in higher scores from caregivers completing Medicare's CAHPS Survey.
- Secured alternative placements and respites for patients and their families, leading to a marked reduction in burnout symptoms among caregivers.
- Guided patients and families during the Medicaid application process, contributing to the safe and timely placement of patients in long-term care facilities.
- Brokered community-based resources available to patients in need, resolving relevant social determinants of health.

Reason for Leaving

pursuing career in public sector

Employer 3

Name of Company

United Way of Lake and Sumter Counties

Street Address

City, State, Zip

Leesburg, FL

Phone Number

Dates Employed

4/2020 - 5/2021

Supervisor's Name

Monica Wofford

Pay Rate

43k annual

Brief Description of Duties

Community Impact Director

- Attended community meetings, events, and groups/forums, increasing both community engagement and funded partnerships by 20 percent.
- Managed and monitored community grants, securing additional funding for internal programs.
- Collected, evaluated, and presented key data to United Way Worldwide, local funded partners, and regional/statewide stakeholders, fostering organizational accountability and transparency.
- Managed over \$3 million in Coronavirus Relief Fund (CRF) spending on behalf of Lake County, preventing eviction/homelessness for at least 1,500 Lake County residents/families.
- Supervised programmatic operations for all internal programs within the organization, improving the company's productivity, staff retention, and customer satisfaction.
- Supervised undergraduate/graduate-level interns, saving the organization time and resources.

Reason for Leaving

left due to poor pay

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.)

Brianna Dufour

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

resume2024_briannadufour.pdf [2]

High School Diploma

Driver's License

Birth Certificate

College Degrees/Transcripts

mnmdiploma_briannadufour.pdf [3]

Other Certificates

mpadiploma_briannadufour.pdf [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?

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.

Brianna Dufour

Today's Date

Thu, 01/11/2024

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:

Brianna Dufour

Today's Date

Thu, 01/11/2024

Source URL: <https://www.lcfla.com/node/6533/submission/16850>

Links

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

https://www.lcfla.com/system/files/webform/resume2024_briannadufour.pdf [3]

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

https://www.lcfla.com/system/files/webform/mpadiploma_briannadufour.pdf

Brianna Dufour, MSW, MPA, MNM

bdufour@mail.usf.edu
(352) 619-6430

Education:

Master of Public Administration, University of Central Florida **3.93 GPA**
Master of Nonprofit Management, University of Central Florida **3.93 GPA**
Master of Social Work, University of South Florida **3.94 GPA**

Core Competencies:

Analytical Thinking	Public Service Perspective	Ethical Reasoning
Project/Team Management	Data Analysis/Program Eval.	Effective Communication

Work Experience:

Sunshine Health / Centene Corporation - Leesburg, FL **7/2022 - Present**
Pediatric Care Manager

- Completing regular, routine telephonic outreaches and assessments with both members and their parents, improving member engagement by at least 30 percent.
- Collecting and managing private health data accurately and timely, resulting in perfect monthly audit scores and exceeding performance goals/expectations.
- Brokering resources to families based on presenting need to resolve relevant social determinants of health.
- Supporting members with finding in-network providers and specialists to treat a range of health care needs, preventing coordination of care complaints.
- Creating and updating plans of care, meeting the unique needs of individual members.
- Identifying/reporting risk management concerns, maintaining compliance and reducing waste.
- Coordinating services between members' Primary Care Physician (PCP), specialists, and other medical providers, leading to an overall reduction in unnecessary hospitalizations.
- Developing and hosting events, enhancing both staff and community engagement.

Compassionate Care Hospice - The Villages, FL **5/2021 - 9/2023**
Medical Hospice Social Worker

- Attended interdisciplinary meetings and provided psychosocial feedback regarding patients and their families, contributing to an overall improvement in their psychosocial functioning.
- Completed documentation thoroughly and timely, ensuring the company's compliance with Medicare/Medicaid standards.
- Completed new admit visits, visits for actively transitioning patients, and routine subsequent visits, producing trusting relationships with customers and exceptional customer satisfaction.
- Initiated psychosocial plans of care for patients and their families, prioritizing and achieving specific health outcomes.

- Provided grief counseling and bereavement supports to patients and their families, resulting in higher scores from caregivers completing Medicare's CAHPS Survey.
- Secured alternative placements and respites for patients and their families, leading to a marked reduction in burnout symptoms among caregivers.
- Guided patients and families during the Medicaid application process, contributing to the safe and timely placement of patients in long-term care facilities.
- Brokered community-based resources available to patients in need, resolving relevant social determinants of health.

United Way of Lake and Sumter Counties - Leesburg, FL

4/2020 - 5/2021

Community Impact Director

- Attended community meetings, events, and groups/forums, increasing both community engagement and funded partnerships by 20 percent.
- Managed and monitored community grants, securing additional funding for internal programs.
- Collected, evaluated, and presented key data to United Way Worldwide, local funded partners, and regional/statewide stakeholders, fostering organizational accountability and transparency.
- Managed over \$3 million in Coronavirus Relief Fund (CRF) spending on behalf of Lake County, preventing eviction/homelessness for at least 1,500 Lake County residents/families.
- Supervised programmatic operations for all internal programs within the organization, improving the company's productivity, staff retention, and customer satisfaction.
- Supervised undergraduate/graduate-level interns, saving the organization time and resources.

Ocala Health and Rehabilitation Center - Ocala, FL

3/2019 – 4/2020

Social Services Assistant

- Completed regular, routine assessments with residents, improving customer engagement.
- Managed/resolved grievances, leading to a 15 percent decrease in AHCA complaints/reports.
- Facilitated plan of care meetings with residents and their family members, improving the company's overall coordination of care metrics.
- Developed and executed safe and timely discharge plans for residents, reducing rates of rehospitalization among residents served.

Internship Experience:

Master of Social Work (MSW) Student Intern

Supportive Therapy Empowering People - Brandon, FL

2/2018 - 6/2018

Sylvia Thomas Center - Brandon, FL

8/2017 - 1/2018

Sustainable Family Services - Saint Petersburg, FL

1/2017 - 5/2017

- Provided short-/long-term therapeutic services to approximately 50 individuals and families.
- Verified/processed insurance claims on behalf of the agency, increasing profit margins by at least 10 percent.
- Created necessary agency documents, improving data collection and management.
- Completed grant and funding proposals on behalf of the agency, securing additional funding for internal programs to ensure long-term viability and sustainability.

University of Central Florida

Upon the Nomination of the Faculty
has conferred upon

Brianna L. Dufour

the Degree of

Master of Nonprofit Management

with all the rights and privileges thereunto appertaining

Given under the Seal of the University of Central Florida at

Orlando in the State of Florida

this fourth day of August, in the year Two Thousand and Twenty-three

**This digital credential is an official document of
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UNIVERSITY OF
CENTRAL FLORIDA

Brian Boyd
University Registrar

Questions? Contact:
graddegr@ucf.edu

Printed from certified digital credential

University of Central Florida

Upon the Nomination of the Faculty
has conferred upon

Brianna L. Dufour

the Degree of

Master of Public Administration

with all the rights and privileges thereunto appertaining


Given under the Seal of the University of Central Florida at


Orlando in the State of Florida

this fourth day of August, in the year Two Thousand and Twenty-three

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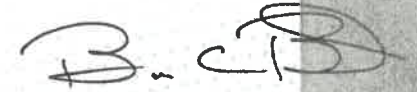
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UNIVERSITY OF
CENTRAL FLORIDA



Brian Boyd
University Registrar

Questions? Contact:
graddegr@ucf.edu

Ami Fields

McAplin, FL

Master's in Business

Was terminated from COLC 2021 – not eligible for rehire

Resigned as Interim City Manager 2021 without notice – not eligible for rehire

Discrepancies in dates on resume

- 05/2017 – 12/2022 – Exec Director Literacy Volunteer Program in Georgia
- 04/2021 – 09/2021 – Interim City Manager/HR Director for COLC
- 08/2018 – Present – Proprietor Purple Foxx Corp Commercial Cleaning

****How was she able to hold down the position in Georgia and work for COLC at the same time.**



- Dashboard Links
- Documents
- Notes
- eSuite Access
- Employee Service
- Quick Links
- Employment

04/05/2021 09/14/2021

Personal Employment Jobs Payroll Data Employer Reporting

Edit Create Event Delete Event History View

Effective Date: 09/14/2021

Status Information

Status	Terminated	Comments
Status Event	Resignation W/O Status	
Event Reason	Not Eligible For Re-Hire	Resigned without notice
Employment Type	Full Time	
Employment Class	Exempt	
EEOC	Full Time	
Company	1099	

Date Selection

Hire Date	04/05/2021	Seniority Date	04/05/2021
Benefit Date	07/01/2021	Seniority Rank	
Accrual Date	04/08/2021	Termination Date	09/14/2021
		IMP Start Date	

- User Defined Fields
- FRS Class Code
 - FRS Plan Code
 - FRS Position Number
 - WA Ret Investment Program
 - WA Ret Plan Choice
 - WA Ret Plan Code
 - WA Ret Rate Option
 - WA Ret Type Code

16690 115th Road
McAlpin, FL 32062
386-590-4588
apurplefoxx@gmail.com

Ami Fields

The City Council
The City of Lake City, FL
205 N Marion Ave.
Lake City, FL
32055

I am excited to apply for the position of City Manager at the City of Lake City, FL. I believe my experience in management, organization, and communication will be highly valuable to your organization.

My experience in planning, supervision of personnel and overseeing administrative tasks will help ensure that your projects run smoothly and efficiently. Additionally, my ability to work well under pressure and to multitask effectively will enable me to handle the demands of the principles and practices of public administration.

Thank you for considering my application. I look forward to discussing my qualifications with you further.

Sincerely,

Ami Fields
1 Feb 2024

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)
Thu, 02/01/2024 - 1:29pm
71.30.243.55

Today's Date Thu, 02/01/2024

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): \$ 150000

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

If YES, Give dates and positions held: Director of Human Resources 2022
Interim City Manager 2022

Do you have any relatives currently employed by the City of Lake City or Lake City Police Department? Yes

If YES, Give names and departments Corey Williams - My Husband's cousin; no direct
bloodline to me

Why are you interested in working for the City of Lake City? This time I know I can make a
difference. I love people and have a passion for public service.

Applicant Information + Driver's History

Applicant Information

Full Name:
Ami Fields

Social Security Number

Current Address

16690 115th Road

City, State Zipcode
McAlpin, FL 32062

Home phone number
386-590-4588

Cell phone number

Email address
apurplefoxx@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? No

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

List all traffic citations and crashes in the last five (5) years: N/A

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
Hamilton County High

City and State
Jasper, FL

Date Graduated
05/1987

College or Technical School 1

Name of School
University of Phoenix

City and State
Phoenix, AZ

Years attended
3

Major
Human Services Mgt

Degree obtained
BA

College or Technical School 2

Name of School
St Leo University

City and State
Florida

Years attended
3

Major
Human Resource Mgt

Degree obtained
MBA

Certificates or additional training completed:

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**

Purple Foxx Corporation

Street Address

11386 168th Street

City, State, Zip

MC ALPIN, FL 32062

Phone Number

13865904588

Dates Employed

2018

Supervisor's Name

Proprietor

Pay Rate

\$56000

Brief Description of Duties

- Manage daily operations through Team Lead by delivering leadership that ensures projected goals;
- Build client relationships ;
- Recruit, staff, and terminate employees to accommodate the growth of business;
- Develop budget that compliments the operations, supplies, labor, insurance and worker's compensation, training, salaries and other expenses;
- Train new and existing employees;
- Create and implement processes or programs to ensure success;
- Facilitate senior leadership meetings by planning agendas, previewing and critiquing presentations and reports;
- Manage the operating expenses by taking accountability for forecasting, accruals and results;
- Review and approve expenses;
- Manages marketing, bookkeeping, payroll, and advertising functions while studying the industry market to keep abreast of new trends.

Reason for Leaving

Present

Employer 2**Name of Company**

City of Lake City

Street Address

205 North Marion Avenue

City, State, Zip

Lake City, FL 32055

Phone Number

386-719-5795

Dates Employed

04-2022

Supervisor's Name

City Council

Pay Rate

\$57.21

Brief Description of Duties

- Ensured the laws and ordinances of the City are enforced;
- Appointed and removed all subordinate officers and employees of the City, with the exception of the City Attorney and City Clerk;
- Exercised control and direct supervision over all departments and divisions of the municipal government;
- Recommended to the City Council for adoption such measures, as may be deemed necessary or expedient in the interest of the City;
- Kept the City Council fully advised as to the financial condition and needs of the City and to submit for its consideration an annual budget;
- Represented the City in its relations with the public, the press, and other governmental entities;
- Partnered with the leadership to formulate, develop, implement and evaluate a HR and Talent Management Strategy to achieve the organization's vision, mission and goals, and to create value to its stakeholders. Regularly engage in direct communication with the administration on key human resources matters;
- Oversaw recruitment efforts to ensure that the organization is effectively and efficiently sourcing and selecting the right candidates;
- Developed and practiced talent management strategies to ensure effective staffing alignment with the needs of the business. Created systems to attract talent, identify critical talent needs, developed core competencies and corresponding development opportunities, and engaged leadership in succession planning;
- Identified ways to increase staff retention and productivity, including strategies to enhance employee engagement, leadership and staff development, regular feedback and coaching, career pathing, and promoting a coherent organizational culture that positions the City as an "employer of choice";
- Lead an effective and efficient administration of the performance management process, making sure that the organization's managers were equipped to engage in constructive and ongoing feedback and coaching, collaborate effectively when co-managing staff, and encouraged staff to actively participate in identifying and addressing performance gaps;
- Mitigated legal risk to the organization through proactive training and education, clear systems and processes for managing conflicts with and between employees, handling and investigating complaints of harassment/discrimination and other unjust practice allegations;
- Maintained current knowledge and application of all relevant laws and regulations at the local, state and national level relating to employment and ensure organizational compliance. This included educating and advising managers and senior leaders on HR-related legal and regulatory matters and ensuring HR programs, practices and policies were aligned. Ensured that employee files and records were properly and securely maintained.

Reason for Leaving

Resigned

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?

Yes

Are you claiming Veterans' preference?

Yes

Under Florida law, certain individuals may be eligible for "Veteran's Preference" for employment purposes. Please read and complete the Veterans Preference Certification sheet then answer the following questions.

Veterans' Preference Certification. Section 295.07(1), Florida Statutes, provides for Veterans' Preference in employment appointment and retention, if qualified under one of the following categories and not exempt under Section 295.07(4), Florida Statutes/ Section 295.05, Florida Statutes, also provides Veterans's Preference for reinstatement, reemployment, and promotion. If you seek Veteran's Preference, please check the appropriate box, and provide this form and documentation of your status along with your employment application, no later than the position advertising closing date.

I certify that I am qualified to claim Veterans' Preference under the category checked below:

Veterans' Preference Certification Options

A veteran as defined in s. 1.01(14), F.S. I acknowledge that active duty for training may not be allowed for eligibility under this paragraph.

If you qualify for the Veterans' Preference, the City of Lake City will give you special consideration during the employment selection process. The City of Lake City shall give preference to and shall hire a person entitled to Veteran's Preference ahead of other equally qualified applicants.

Should the position for which you are applying be filled by someone who does not qualify for Veterans' Preference and should you feel that proper consideration of the Veterans' Preference law has not been provided to you by the City of Lake City or the City of Lake City has not complied with the Veterans' Preference rules, please notify the City of Lake City, Human Resources Department, (386) 719-5804.

You also have the right to initiate an investigation by the Florida Division of Veteran's Affairs. You may do so by notifying the State of Florida, Department of Administration, Division of Veteran's Affairs, PO Box 1437, St Petersburg FL 33731, within 21 calendar days from the date you received the notice that you were not selected for the position.

This statement is true to the best of my knowledge and belief (By typing your name here, you are electronically signing this form).

Ami Fields

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

Department of Children and Families

Current or Former FRS Employer

Department of children and Families

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

Ami Mitchell

Are you retired as defined in the statement above?

No

Section III

I am NOT retired from any State of Florida administered retirement plan. I understand that if it is later determined that I was a retiree and was reemployed during the first 6 calendar months after I retired or after my DROP termination date, or at any time during the 7th through the 12th months after I retired or after my DROP termination date, I must repay all unauthorized benefits received (see Section IV for details), or, if in the Investment Plan, terminate my employment. My employer may also be liable for repaying any unauthorized benefits I received.

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

Ami Fields

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

ami_fields_resume_position_of_city_manager.docx [2]

High School Diploma**Driver's License****Birth Certificate****College Degrees/Transcripts****Other Certificates****DD214**

ami_mitchell_dd_214.pdf [3]

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.

Ami Fields

Today's Date

Thu, 02/01/2024

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:

Ami Fields

Today's Date

Thu, 02/01/2024

Source URL:<https://www.lcfla.com/node/6533/submission/16892>

Links

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

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

https://www.lcfla.com/system/files/webform/ami_mitchell_dd_214.pdf

Ami Mitchell Fields

P.O. Box 312 McAlpin, FL 32062 (386) 590-4588 ami@purplefoxx.com

10-YEAR LEADERSHIP CAREER PROVIDING VISION, STRATEGY, AND OPERATIONAL EXECUTION TO NONPROFIT AND COMMUNITY ORGANIZATIONS WITH DIVERSE MISSIONS & GOALS

Results-driven visionary with a stellar record of success developing and operationalizing strategies and programs that engage and unite diverse missions and organizations. Skilled at creating a compelling vision, communicating a call to action, and building high-performing teams enthusiastic about achieving organization objectives. Recognized expertise in motivational speaking in topics on leadership, women's equality, the state of Lesbian, Gay, Bisexual, & Transgender (LGBT) equality, and immigrant civic engagement. Established network of contacts with local and national constituent groups including boards, committees, government, nonprofit organizations, and industry-leading corporations. Analytical, collaborative, and success-oriented.

EXECUTIVE EXPERTISE

Proprietor

08/2018 – Present

Purple Foxx Corporation Commercial Cleaning

- Manage daily operations through Team Lead by delivering leadership that ensures projected goals;
- Build client relationships ;
- Recruit, staff, and terminate employees to accommodate the growth of business;
- Develop budget that compliments the operations, supplies, labor, insurance and worker's compensation, training, salaries and other expenses;
- Train new and existing employees;
- Create and implement processes or programs to ensure success;
- Facilitate senior leadership meetings by planning agendas, previewing and critiquing presentations and reports;
- Manage the operating expenses by taking accountability for forecasting, accruals and results;
- Review and approve expenses;
- Manages marketing, bookkeeping, payroll, and advertising functions while studying the industry market to keep abreast of new trends.

Interim City Manager/Director of Human Resources

04/2021 – 09/2021

City of Lake City

- Ensured the laws and ordinances of the City are enforced;
- Appointed and removed all subordinate officers and employees of the City, with the exception of the City Attorney and City Clerk;
- Exercised control and direct supervision over all departments and divisions of the municipal government;
- Recommended to the City Council for adoption such measures, as may be deemed necessary or expedient in the interest of the City;
- Kept the City Council fully advised as to the financial condition and needs of the City and to submit for its consideration an annual budget;

- Represented the City in its relations with the public, the press, and other governmental entities;
- Partnered with the leadership to formulate, develop, implement and evaluate a HR and Talent Management Strategy to achieve the organization's vision, mission and goals, and to create value to its stakeholders. Regularly engage in direct communication with the administration on key human resources matters;
- Oversaw recruitment efforts to ensure that the organization is effectively and efficiently sourcing and selecting the right candidates;
- Developed and practiced talent management strategies to ensure effective staffing alignment with the needs of the business. Created systems to attract talent, identify critical talent needs, developed core competencies and corresponding development opportunities, and engaged leadership in succession planning;
- Identified ways to increase staff retention and productivity, including strategies to enhance employee engagement, leadership and staff development, regular feedback and coaching, career pathing, and promoting a coherent organizational culture that positions the City as an "employer of choice";
- Lead an effective and efficient administration of the performance management process, making sure that the organization's managers were equipped to engage in constructive and ongoing feedback and coaching, collaborate effectively when co-managing staff, and encouraged staff to actively participate in identifying and addressing performance gaps;
- Mitigated legal risk to the organization through proactive training and education, clear systems and processes for managing conflicts with and between employees, handling and investigating complaints of harassment/discrimination and other unjust practice allegations;
- Maintained current knowledge and application of all relevant laws and regulations at the local, state and national level relating to employment and ensure organizational compliance. This included educating and advising managers and senior leaders on HR-related legal and regulatory matters and ensuring HR programs, practices and policies were aligned. Ensured that employee files and records were properly and securely maintained.

Executive Director

05/2017 – 12/2022

The Literacy Volunteer Program of South Georgia

- Directed and performed the operations of the Literacy Volunteer of South Georgia, including supervision of programs;
- Recruited and staffed by filling positions of tutors, volunteers, learners, and board members;
- Provided overall management of income and expenditures;
- Maintained relationships with funding sources;
- Prepared annual budget and annual report;
- Ensured adequate system of control and finance in accordance with the American

Ami Mitchell Fields

P.O. Box 312 McAlpin, FL 32062 (386) 590-4588 ami@purplefoxx.com

- Institute of Certified Public Accountants (AICPA) standards for non-profits;
- Developed and recommended strategies that will ensure the organization's financial future;
- Referred clients to appropriate organizations (such as Another Way, Ezekiel's Place, Salvation Army, and Rahab's House) to assist in regaining autonomy and self-sufficiency;
- Provided leadership for all efforts related to funding sources;
- Supervised the work of the tutors and volunteers, and other staff;
- Advised the Board of Directors regarding compliance with rules, regulations and laws governing the operation of non-profit and tax exempt 501 (c)(3) organizations;
- Maintained, cultivated and nurtured existing donor relationships;
- Conducted direct outreach to potential future donors;
- Developed and implemented a plan to enhance past and future donor relations, communication and recognition;
- Oversaw and maintained a current database of donors/donations;
- Contacted major donor prospects to present to board members for solicitation;
- Maintained consistent delivery of receipts and gratitude to supporters;
- Supported the work of the fundraising committees and collaborate with board and volunteer members in annually reviewing fundraising strategies;
- Supported and conducted outreach to area businesses regarding volunteer, employee giving and corporate granting opportunities;
- Developed giving levels and recognition plans that are beneficial to corporations;
- Oversaw grant research, development, execution and follow-up;
- Supported all special-event planning for the organization;
- Worked in coordination with event/marketing committees and/or volunteers in developing promotional material;
- Recommended new, creative methods for ensuring event improvement, success and tracking;
- Identified and presented new concepts in fundraising and philanthropy to the Board as well as recommendations for implementations;
- Served as public information officer and/or spokesperson for the organization in day-to-day media inquiries;
- Wrote press releases and distribute to appropriate media outlets, as needed;
- Wrote and distributed an electronic newsletter monthly through constant contact;
- Maintained an active and current website and Facebook page;
- Provided talking points to board members, as needed or requested;
- Created opportunities to increase LVP's visibility and engagement in the community and surrounding areas;

- Expanded and strengthened relationships with individuals and leaders of other local philanthropic and business organizations;
- Created opportunities to form partnerships and collaborate with other community members, businesses and organizations;
- Attended all board meetings and attend committee meetings when necessary;
- Provided administrative support for meetings, including minutes (secretary), agendas (President) and assignment follow-up, as needed;
- Assisted board in providing orientation, training and education as needed;
- Kept the board informed on issues that may affect the organization;
- Assisted in the development goals, objectives, and strategies that realize the mission of the organization;
- Suggested potential members to the board;
- Monitored board and personnel policies;
- Created professional development opportunities for board members and staff.

Human Resource Director

02/2012 – 05/2017

The Urban League of Greater Miami

- Advised and provided analytical support to the Chief Executive Officer and Vice-Chairman of Programs on HR matters to include practice policies, employment and assignment procedures, adverse actions, disciplinary procedures, grievances and appeals;
- Analyzed and evaluated research methods regarding staff turnover biases, competency gaps, staffing projections and retention challenges within organization; manages organization short and long-term staffing goals and objectives; creates vacancy announcements, determine candidate eligibility, employs business process change concepts and methods; develops and provides training recommendations on such to CEO and Vice-Chairman of Programs;
- Researches, consolidates and interprets data for a variety of human resources disciplines; analyzes findings and writes comprehensive reports which include required actions, recommendations and proposals for improvements; conducts staffing evaluations;
- Evaluates participant and family needs and makes available continuing work/life services to eligible participants;
- Participates in implementing, maintaining, and providing installation work/life services that meet community needs; delivers analyst support for special initiatives/projects;
- Directs and implements marketing and public relations promotions to guarantee target participants are knowledgeable of services and activities;
- Warrants availability of technology-based resources to maximize participant access to a full range of means to meet life-cycle necessities;
- Maintained knowledge of social services delivery systems as well as concepts, principles, theories, and practices relating to one or more of the social or behavioral science fields.

Ami Mitchell Fields

P.O. Box 312 McAlpin, FL 32062 (386) 590-4588 ami@purplefoxx.com

- Maintained knowledge of personal financial management practices and techniques to provide participants and families with appropriate financial data and practical financial skills to enable them to make informed personal financial management decisions;
- Conducted interviews to establish the nature and extent of concerns/issues, aided in developing goals and plans, and determine appropriate referral services/options;
- Established and maintained effective working relationships using tact and diplomacy in interactions with individuals/families and with program representative and officials;
- Communicated effectively both orally and in writing;
- Monitored and reviewed market trends and changes to determine business opportunities and direction that influence workforce requisites; maintained knowledge of structure, programs and work approaches of organization workforce staffing matters;
- Conducted necessary surveys and project studies to assist in establishing organizational structure and determine adequate staff to improve organizational workforce requirements;
- Examined and studied improved business administration methods for use to agency procedures; maintains knowledge of organizational and functional duties and operations;
- Advised and recommended CEO and Vice-Chairman concerning conduct and disciplinarian matters; determine suitable corrective actions; studied disciplinary circumstances to warrant actions conforms with case law;
- Coordinated HR services, by recruiting and staffing, interviewing and evaluating candidates, requesting and completing background investigations, employment processing, informing of wage/compensation benefits, health and welfare benefits, facilitating employee training and development, records management, informing of safety and health policies and succession planning for all staff;
- Developed inclusive meetings for executive management to discourse all matters and concerns connecting to the quality of the programs;
- Liaised between organization, community, and state agencies marketing programs;
- Identified needs for and organizes staff education / training orientations, sessions, workshops and activities; accesses funding for such training; assesses effectiveness of training in sustaining organizational objectives;
- Performed ongoing quality management related to the development, implementation and evaluation of quality management systems and acquiescence methods and requirements for HR programs;
- Managed personnel actions and monitors staff performance and attendance activities;
- Planned, developed, and implemented the marketing of programs and activities of workforce network and alliance programs; promoted the programs by serving on task forces and committees within the community;
- Maintained and built relationships with business and industry, governmental agencies, community organization and workforce development partners to ensure quality and relevance to programs;
- Assisted in evaluating the performance of personnel; assists in the development of performance measures and training plans;

Ami Mitchell Fields

P.O. Box 312 McAlpin, FL 32062 (386) 590-4588 ami@purplefoxx.com

- Developed and implemented a human resources plan and personnel management policies and procedures;
- Delivered recommendations and assistance to CEO and Vice-Chairman of Programs on difficult personnel management intricacies regarding placement, staffing, and recruitment;
- Provided advice and assistance to staff and management on pay and benefits systems;
- Advised Chief Executive Officer and Vice-Chairman of Programs on employment standards and legislation such as workers compensation, FLSA, OSHA, ADA, FMLA, PDA, EDA, IRCA, CRA, and various labor laws;
- Organized the transitional provisions of employee compensation, pay and benefits when positions are transferred, or new positions are funded through contribution agreements and other special funding arrangements;
- Provided solutions to exceptional problems arising within organization;
- Updated vacancy announcements and referral listings;
- Coordinated with program and project managers to develop the organization's budget;
- Reviewed Vice Chairman of Programs budget proposals for completeness, accuracy, and compliance with laws and other regulations;
- Combined all the program and department budgets together into a consolidated organizational budget and reviewed all funding requests for merit.

PREVIOUS CAREER ASSIGNMENTS

- Account Manager, Staff Management SMX, 2017 – 2021
- Child Protective Investigator, Dept of Children and Families, 2014 – 2015
- Executive Director, Vivid Visions, Inc, 2023

EDUCATION AND CREDENTIALS

- Master of Business Administration (Specialization Human Resource Management), St. Leo University, 2017

PROFESSIONAL AFFILIATIONS

- Honor Society Member University of Phoenix, 2019
- Suwannee County Chamber of Commerce Member, 2020
- Perry – Taylor County Chamber of Commerce Member, 2021
- Member of the African American Development Council, 2022
- Member of the D.E.V.O.T.E.D. 4-H Chapter, Suwannee County, 2022

Saint Leo University

Saint Leo



Florida

A Catholic University in the Benedictine tradition
in accordance with the recommendation of the President and Faculty,
the Board of Trustees of Saint Leo University has conferred upon

Ami L. Mitchell

the degree of
Master of Business Administration
Specialization in
Human Resource Management

with all the rights, honors, and privileges as well as the obligations
and responsibilities thereto appertaining
this eleventh day of December, *anno Domini*, two thousand seventeen.

Mary O'Keefe
Chairman of the Board

Paul J. ...
President

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Karen Hatfield

Karen Hatfield
University Registrar

Questions? Contact registrar@saintleo.edu

Ms. Ami M. Fields
16690 115th Road
Mc Alphin FL 32062

PRINTED: May 22 2017

Course Title	Course	Credit Attempted	Credit Earned	Grade	Grade Point
03/02/15 - 04/26/15 2015 SPRING II					
PROFESSIONAL DEVELOPME ORIENTATION	MBA-525	3.00	3.00	A	12.00
GR TERM	GPA 4.000	CREDIT	3.00		12.00
GR CUM	GPA 4.000	CREDIT	3.00		12.00

05/04/15 - 06/28/15 2015 SUMMER I					
ACADEMIC WARNING ON 07/02/2015					
ORGANIZATIONAL BEHAVIOR	MBA-530	3.00	3.00	C	6.00
GR TERM	GPA 2.000	CREDIT	3.00		6.00
GR CUM	GPA 3.000	CREDIT	6.00		18.00

06/29/15 - 08/23/15 2015 SUMMER II					
HUMAN RESOURCE DRVELOPM	HRA-539	3.00	3.00	A	12.00
MANAGERIAL ECONOMICS	MBA-540	3.00	3.00	B-	8.01
GR TERM	GPA 3.335	CREDIT	6.00		20.01
GR CUM	GPA 3.168	CREDIT	12.00		38.01

08/24/15 - 10/18/15 2015 FALL I					
PERSONNEL LAW AND ETHIC R	HRA-545	3.00	0.00	F	0.00
GR TERM		CREDIT	3.00		0.00
GR CUM	GPA 3.168	CREDIT	12.00		38.01

10/19/15 - 12/13/15 2015 FALL II					
ACADEMIC PROBATION LIFTED ON 01/29/2016					
ACADEMIC PROBATION ON 10/23/2015					
PERSONNEL LAW AND ETHIC	HRA-545	3.00	3.00	A-	11.01
GR TERM	GPA 3.670	CREDIT	3.00		11.01
GR CUM	GPA 3.268	CREDIT	15.00		49.02

01/11/16 - 03/06/16 2016 SPRING I					
RECRUITMENT, SELECTION	HRA-549	3.00	0.00	W	
MARKETING	MBA-565	3.00	3.00	A-	11.01
GR TERM	GPA 3.670	CREDIT	6.00		11.01
GR CUM	GPA 3.335	CREDIT	18.00		60.03

03/07/16 - 05/01/16 2016 SPRING II					
RECRUITMENT, SELECTION	HRA-549	3.00	3.00	B-	8.01
GR TERM	GPA 2.670	CREDIT	3.00		8.01
GR CUM	GPA 3.240	CREDIT	21.00		68.04

05/02/16 - 06/26/16 2016 SUMMER I					
ACADEMIC SUSPENSION LIFTED ON 02/09/2017					
ACADEMIC SUSPENSION ON 07/14/2016					
COMPENSATION:STRATEGIC R	HRA-562	3.00	0.00	F	0.00
GR TERM		CREDIT	3.00		0.00
GR CUM	GPA 3.240	CREDIT	21.00		68.04

03/06/17 - 04/30/17 2017 SPRING II					
COMPENSATION:STRATEGIC	HRA-562	3.00	3.00	A-	11.01
GR TERM	GPA 3.670	CREDIT	3.00		11.01
GR CUM	GPA 3.294	CREDIT	24.00		79.05

05/01/17 - 06/25/17 2017 SUMMER I					
STRATEGIC ISSUES HUMAN	HRA-596			CIP	

06/26/17 - 08/20/17 2017 SUMMER II					
GLOBAL BUSINESS MANAGEM	MBA-575			CIP	

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Karen Hatfield, Registrar

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Ms. Ami M. Fields
 16690 115th Road
 Mc Alphin FL 32062

PRINTED: May 22 2017

Course Title	Course	Credit Attempted	Credit Earned	Grade	Grade Point
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END OF OFFICIAL RECORD

DEGREES/CERTIFICATES EARNED
 UNIVERSITY OF PHOENIX
 DEGREE...: BACHELOR OF SCIENCE
 CONFERRED: 10/22/2012



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PRINTED: May 22 2017

	SAINT LEO CREDIT				TRANSFER CREDIT		COMBINED CREDIT	
	ATT	EARNED	G. P.	GPA		EARNED		EARNED
UNDERGRADUATE	0.00	0.00	0.00		UNDERGRADUATE	0.00	UNDERGRADUATE	0.00
GRADUATE	24.00	24.00	79.05	3.294	GRADUATE	0.00	GRADUATE	24.00
POST GRADUATE	0.00	0.00	0.00		POST GRADUATE	0.00	POST GRADUATE	0.00
DOCTORAL	0.00	0.00	0.00		DOCTORAL	0.00	DOCTORAL	0.00



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CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

1. NAME (Last, First, Middle) VICTOR J. ANY TAVERN		2. DEPARTMENT, COMPONENT AND BRANCH ARMY/RA		3. SOCIAL SECURITY NO. [REDACTED]	
4.a. GRADE, RATE OR RANK SPC	4.b. PAY GRADE RA4	5. DATE OF BIRTH (YYMMDD) 691212		6. RESERVE OBLIG. TERM. DATE Year 95 Month 2 Day 28	

7.a. PLACE OF ENTRY INTO ACTIVE DUTY JACKSONVILLE, FL	7.b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known) Rt 1, Box 132 Jennings, FL 32053
--	--

8.a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND [REDACTED]	8.b. STATION WHERE SEPARATED [REDACTED]
---	--

9. COMMAND TO WHICH TRANSFERRED USAR CONTROL GROUP (REINF), [REDACTED]	10. SGLI COVERAGE None Amount: \$50,000.00
--	--

11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.) [REDACTED]	12. RECORD OF SERVICE			
	a. Date Entered AD This Period	Year(s)	Month(s)	Day(s)
	b. Separation Date This Period	87	06	27
	c. Net Active Service This Period	90	06	15
	d. Total Prior Active Service	02	11	29
	e. Total Prior Inactive Service	00	00	00
	f. Foreign Service	00	00	00
	g. Sea Service	00	11	22
	h. Effective Date of Pay Grade	00	00	00

13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service)
 Army Service Ribbon//Army Lapel Button//Marksmanship Qualification Badge (M-16)//Overseas Service Ribbon//Army Color Sergeant Medal//Army Achievement Medal//NOTHING FOLLOWS.

14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed)
 [REDACTED]

15.a. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS' EDUCATIONAL ASSISTANCE PROGRAM	Yes	No	15.b. HIGH SCHOOL GRADUATE OR EQUIVALENT	Yes	No	16. DAYS ACCRUED LEAVE PAID
				<input checked="" type="checkbox"/>		0.0

17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION
 Yes No

18. REMARKS
 Block 6, period of DEP 870221-870616//Subject to active duty recall and/or annual screening//NOTHING FOLLOWS.

19.a. MAILING ADDRESS AFTER SEPARATION (Include Zip Code) Rt 1, Box 132 Jennings, FL 32053	19.b. NEAREST RELATIVE (Name and address - include Zip Code) [REDACTED] address same as block 19a
20. MEMBER REQUESTS COPY 6 BE SENT TO DIR. OF VET AFFAIRS <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	22. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title and signature) JOSE M. [REDACTED] - 1LT/RA [REDACTED]
21. SIGNATURE OF MEMBER BEING SEPARATED [REDACTED]	

SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)		
23. TYPE OF SEPARATION Release from active duty	24. CHARACTER OF SERVICE (Include upgrades) Honorable <input checked="" type="checkbox"/>	
25. SEPARATION AUTHORITY AR 635-200, chap 4	26. SEPARATION CODE LBK	27. REENTRY CODE 1
28. NARRATIVE REASON FOR SEPARATION Expiration term of service		30. MEMBER REQUESTS COPY 4 [REDACTED]
29. DATES OF TIME LOST DURING THIS PERIOD None		

23. TYPE OF SEPARATION Release from active duty	24. CHARACTER OF SERVICE (Include upgrades) Honorable <input checked="" type="checkbox"/>	
25. SEPARATION AUTHORITY AR 635-200, chap 4	26. SEPARATION CODE LBK	27. REENTRY CODE 1
28. NARRATIVE REASON FOR SEPARATION Expiration term of service		30. MEMBER REQUESTS COPY 4 [REDACTED]
29. DATES OF TIME LOST DURING THIS PERIOD None		

Jason Gaines
Papillion, NE

Jason L. Gaines
945 South Washington Street
Papillion, NE 68046

January 21, 2024

The City of Lake City
Mayor and City Council
205 North Marlon Avenue
Lake City, FL 32055

RE: City Manager Application

Dear Mayor and City Council,

I appreciate the opportunity to apply for this position. After searching many different positions throughout the state of Florida, Lake City is a city that checks all the boxes of a community I would love to live and work. I feel that my qualifications and personal aspirations are a perfect match for this position.

Through my eleven years on the City Council, in one of the fastest growing cities in the state of Nebraska, I have grown fond of the duties involved in public administration. I have worked hands on with every department head in the city, and I have attempted to assist and work with as many different projects as possible; without interfering with each department head. I have worked closely with the Mayor and city staff in budget allocations, the city's comprehensive plan, planning and development, our vision for the future and emergency management. This includes natural disaster preparedness, public disturbances, and health emergencies. Additionally, I have worked closely with local, state, and federal elected officials to assist in the legislative goals of our city. I am also a member of the National League of Cities and attended the annual meeting in Atlanta in November.

I certainly understand that the laws of Florida differ from the laws of Nebraska, but one of my strengths is my ability to quickly learn and adapt to new situations. My legal education, work experience, and legal experience will greatly assist me with a quick transition into your community. Additionally, I will not have any issues with adjusting from a legislative position to an administrative one and faithfully assisting and executing the will of the Mayor and Council.

I can provide additional references as needed. My desire to relocate is not a public topic at this point in time, but I am ready to relocate upon receiving an offer of employment.

I hope that I am considered for this position and can meet you in person to interview for this position.

Respectfully submitted,
Jason L. Gaines

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)
Thu, 01/18/2024 - 11:20pm
174.74.73.26

Today's Date Thu, 01/18/2024

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): \$ 145,000

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? My goal is to transition from bring an elected official to an administrative role. While smaller, Lake City has many of the sane characteristics as the City I live in currently. Lake City meets every one of my requirements for the next place I call home! My goal is to find an administrative position in Florida and relocate.

Applicant Information + Driver's History

Applicant Information

Full Name:

Jason Gaines

Social Security Number

Current Address

945 S Washington St,

City, State Zipcode

Papillion, NE 68046

Home phone number

402-714-0421

Cell phone number**Email address**

JSN.GAINES@YAHOO.COM

Driver's History**Can you operate a motor vehicle?** Yes**Do you possess a valid Florida driver's license?** No**Have you ever possessed a driver's license or CDL of any kind from any other state?** Yes**If YES, give state:** NE**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?**
Yes**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?** Yes**If you answered YES to any of the above, please fully explain below:**

In 2005 I was convicted of misdemeanor assault, no physical injury. The conviction was set aside and nullified in 2017.

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

Papillion High School

City and State

Papillion, NE

Date Graduated

05/1993

College or Technical School 1

Name of School

Bellevue University

City and State

Bellevue, NE

Years attended

4

Major

Business Administration

Degree obtained

Bachelors degree

College or Technical School 2

Name of School

Creighton University School of Law

City and State

Omaha, NE

Years attended

4

Major

Law

Degree obtained

Juris Doctor

Certificates or additional training completed:

Nebraska Basic Mediation Certificate

Licensed Attorney-State of Iowa

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

City of Papillion

Street Address

122 E 3rd Street

City, State, Zip

Papillion, NE 68046

Phone Number

402-597-2000

Dates Employed

December 2012-current

Supervisor's Name

Human Resources

Pay Rate

\$12, 680

Brief Description of Duties

Collaborate with the Mayor, City Administrator, and staff to develop and execute City of Papillion budgets, resolutions, ordinances, and comprehensive plans.

Elected City Council President in 2016 and 2023; preside over council meeting in the Mayor's absence to maintain peace and regulate business

Author, modify and approve ordinances, expenditures, budgets, and resolutions allowed by the Nebraska Legislature.

Work with the Mayor, City Administrator, and city staff in developing and executing the city's budget, resolutions, ordinances, and the city's comprehensive plan.

Listen, respond, and resolve constituent's issues regarding their level of satisfaction in their city's government.

Reason for Leaving

Employer 2

Name of Company

Fitzpatrick Law

Street Address

1905 Harney Street

City, State, Zip

Omaha, NE 68046

Phone Number

402-346-9240

Dates Employed

January 2018-present

Supervisor's Name

Mike Fitzpatrick

Pay Rate**Brief Description of Duties**

Prepare for hearings, trials, client meetings, and conduct legal research.

Deliver first rate client-centered communication; ensure client is informed and understands the status of their case throughout the entire process.

Negotiate plea agreements using tailored communication with prosecutors.

Conduct pretrial interviews with witnesses and experts; troubleshoot witness problems.

Build checklists for trial subpoenas; confirm witness lists, prepare subpoenas, and ensure service.

Establish trial notebooks for each case; incorporate pleadings, motions, pre-trial disclosures, depositions, notes and pre-trial orders.

Organize law firm's filing system; ensure confidentiality, integrity, and availability of protected client information.

Reason for Leaving

Employer 3

Name of Company

Greeley Community Management

Street Address

1711 61st Ave

City, State, Zip

Greeley, CO

Phone Number

970-392-9657

Dates Employed

October 2014-December 2017

Supervisor's Name

Megan Gaines

Pay Rate**Brief Description of Duties**

Managed all aspects of planned communities (Homeowner's Associations and Business Owner's Associations) under the laws of the Colorado Common Interest Ownership Act and various other state and federal laws.

Led 7-member staff; executed human resource functions, employee training and payroll functions
Worked closely with boards and local municipalities; adhered to local design standards and building regulations.

Facilitated board meetings and annual homeowner meetings and conducted yearly Colorado Board education seminars

Performed all human resource functions, training, and accounts payable including publication of new operations manuals and training manuals.

Ensured each association followed required state certification and registration requirements

Monitored Colorado state legislation and ensured employee license requirements were met and informed the company President, boards, and employees of changes.

Partnered with local law firms to manage legal requirements, lawsuits, and changes to an association's governing documents.

Reason for Leaving

Operated business with my ex wife.

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?

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?

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.)

Jason Gaines

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

jason_gaines_resume.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.

Jason Gaines

Today's Date

Thu, 01/18/2024

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:

Jason Gaines

Today's Date
Thu, 01/18/2024

Source URL:<https://www.lcfla.com/node/6533/submission/16857>

Links

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

JASON L. GAINES
945 S WASHINGTON ST PAPILLION, NE 68046
(402) 714-0421 • JSN.GAINES@YAHOO.COM

EDUCATION

Juris Doctor, ~~May 2023~~-Creighton University School of Law
Bachelor of Science/Business- Bellevue University
Associate of Science/General Studies - Metropolitan Community College

PROFESSIONAL EXPERIENCE

CITY COUNCIL MEMBER/City of Papillion, Papillion, NE, November 2012-present

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- Collaborate with the Mayor, City Administrator, and staff to develop and execute City of Papillion budgets, resolutions, ordinances, and comprehensive plans.
- Elected City Council President in 2016 and 2023; preside over council meeting in the Mayor's absence to maintain peace and regulate business
- Author, modify and approve ordinances, expenditures, budgets, and resolutions allowed by the Nebraska Legislature.
- Work with the Mayor, City Administrator, and city staff in developing and executing emergency management plans; including, natural disasters, public unrest, and health emergencies.
- Listen, respond, and resolve constituent's issues.

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LEGAL INTERN/OFFICE MANAGER, Fitzpatrick Law Office, Omaha, NE, January 2018-present.

I have gained extensive experience setting-up and conducting initial consultations, filing motions and briefs, preparing retainer agreements, drafting discovery documents, and drafting opening and closing remarks.

- Prepare for hearings, trials, client meetings, and conduct legal research.
- Deliver first rate client-centered communication; ensure client is informed and understands the status of their case throughout the entire process.
- Negotiate plea agreements using tailored communication with prosecutors.
- Conduct pretrial interviews with witnesses and experts; troubleshoot witness problems.
- Build checklists for trial subpoenas; confirm witness lists, prepare ~~subpoenas~~ subpoenas, and ensure service.
- Establish trial notebooks for each case; incorporate pleadings, motions, pre-trial disclosures, depositions, notes and pre-trial orders.
- Organize law firm's filing system; ensure confidentiality, ~~integrity~~ integrity, and availability of protected client information.

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CITY COUNCILMAN/City of Papillion, Papillion, NE, November 2012-present.

- Collaborate with the Mayor, City Administrator and staff to develop and execute City of Papillion budgets, resolutions, ordinances and comprehensive plans.
- Elected City Council President in 2016 and 2023; preside over council meeting in the Mayor's absence to maintain peace and regulate business
- Author, modify and approve ordinances, expenditures, budgets, and resolutions allowed by the Nebraska Legislature.
- Work with the Mayor, City Administrator, and city staff in developing and executing the city's budget, resolutions, ordinances, and the city's comprehensive plan.
- Listen, respond, and resolve constituent's issues regarding their level of satisfaction in their city's government.

VICE PRESIDENT/Greeley Community Management, Greeley, CO, October 2014-December 2017.

- Managed all aspects of planned communities (Homeowner's Associations and Business Owner's Associations) under the laws of the Colorado Common Interest Ownership Act and various other state and federal laws.
- Led 7-member staff; executed human resource functions, employee training and payroll functions
- Worked closely with boards and local municipalities; adhered to local design standards and building regulations.
- Facilitated board meetings and annual homeowner meetings and conducted yearly Colorado Board education seminars.
- Performed all human resource functions, training, and accounts payable including publication of new operations manuals and training manuals.
- Ensured each association followed required state certification and registration requirements.
- Monitored Colorado state legislation and ensured employee license requirements were met and -informed the company President, boards, and employees of changes.
- Partnered with local law firms to manage legal requirements, lawsuits, and changes to an association's governing documents.

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OWNER/GENERAL MANAGER, Gaines Enterprises LLC, Papillion, NE. August 2005-October 2014.

- Negotiate contracts and maintain relationships with retailers and vendors.
- Design and install residential and commercial audio, video, and networking systems.
- Perform all human resource functions including, but not limited to, hiring, and releasing contractors, keeping up to date on employment and safety laws and offering HR training when needed.
- Accountable for all financial statements and payroll functions. Consistently meeting with vendors to be able to offer the most state-of-the-art technology.
- Train and monitor quality standards required by each individual contract.

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- Managed a staff of nine to fifteen service contractors.

REGIONAL MANAGER, Rod Kush Furniture, Omaha, NE. August 2002-June 2005.

- Responsible for the growth and performance of five stores.
- Assisted in design and rollout of new retail locations.
- Designed and implemented training program to include detailed modules and new standard operating procedures.
- Trained personnel in all functions including sales, customer satisfaction, inventory, and collections.
- Tracked marketing results and analyzed numbers to determine the most effective marketing strategies. Added an additional \$300,000 in annual revenues.
- Managed a staff of 29.

REFERENCES

Christian Whitted
Chief of Police, City of Papillion
402-515-2730
Cwhitted27@gmail.com

Bradley Chapman
Chief Master Sargeant-Ret.-USAF
402-214-1813
Bradleychapman07@yahoo.com

Michael Fitzpatrick
Attorney at Law
402-689-6966
mjfitzpaticklaw@hotmail.com

Raymond Keen

Lake City, FL

Bachelor's degree in English Literature – not relevant to position

Does not meet minimum years of Senior Level Management Experience

Experience in Faith based education and church.

Raymond Keen

Lake City, 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, 12/13/2023 - 10:12pm
172.59.64.150

Today's Date Wed, 12/13/2023

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): \$ 140000

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 want to help the City move forward and continue to flourish.

Applicant Information + Driver's History

Applicant Information

Full Name:

Raymond Keen

Social Security Number

Current Address

735 NW Noegel Rd

City, State Zipcode

Lake City, FL, 32055

Home phone number

3862884923

Cell phone number

Same as home

Email address

r.keen@hart2hartacademy.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? No

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:

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

Joy Explosion

City and State

Lake City Florida

Date Graduated

05/2004

College or Technical School 1

Name of School

University of Phoenix

City and State

Phoenix Arizona

Years attended

2009-2012

Major

English Literature

Degree obtained

Bachelors

College or Technical School 2

Name of School**City and State****Years attended****Major****Degree obtained****Certificates or additional training completed:**

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

Hart 2 Hart Academy

Street Address

388 SW Birley Ave

City, State, Zip

Lake City FL 32024

Phone Number

3864661194

Dates Employed

2017

Supervisor's Name

N/A

Pay Rate

90k

Brief Description of Duties

Owner/ CFO Alongside my wife oversee the operations of Hart 2 Hart Academy and sit on the executive leadership board for the Christian Academy.

Reason for Leaving

N/A

Employer 2

Name of Company

See Resume

Street Address

City, State, Zip

Phone Number

Dates Employed

Supervisor's Name

Pay Rate

Brief Description of Duties

Reason for Leaving

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.)

Raymond Keen

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

raymond keens resume word23.pdf [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 C

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.

Raymond Keen

Today's Date

Wed, 12/13/2023

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.

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

Raymond Keen

Today's Date

Wed, 12/13/2023

Source URL:<https://www.lcfla.com/node/6533/submission/16800>

Links

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

https://www.lcfla.com/system/files/webform/raymond_keens_resume_word23.pdf



Raymond L. Keen
735 NW Noegel Rd
Lake City, FL 32055
386-288-4923
r.keen@hart2hartacademy.com

Experienced Leader

...dedicated to guiding people to succeed while inspiring an insatiable passion for people to strive for greatness.

Authentic leader, bridge builder and communicator coupled with 17 years' experience in leadership and management. 17+ years of networking, developing work place culture, and building organizations.

SUMMARY OF QUALIFICATIONS

- An **engaging, creative, and motivated mentor**, who believes that all people can learn and thrive in an environment that is stimulating, comforting and appropriate to their unique talents and abilities.
- **Specializations include:** Management experience, organization creation and development, Co-owner/Vice President of successful company comprising of more than 30 employees
- Utilize a **visionary approach with consistency** to help people past the threshold of *not-knowing* to *achieving and* developing to their fullest extent.

HIGHLIGHTED PROFESSIONAL EXPERIENCE

2017 - Current (My wife and I own Hart 2 Hart Academy)

Hart 2 Hart Academy/Hart 2 Hart Christian Academy, Lake City, FL

Board Member / CFO

Highlighted Achievements

- *Assisted in transitioning from an Early Learning Center to a K-12th*
- *Assisted in establishing a national accreditation status.*
- *Developed high school athletics and created funding for the program.*
- *Established a digital footprint and created a solid online presence for the school.*
- *Assisted in growth from initial intake of 30 - 175 students in less than 3 years.*
- *Management of 30+ Employees*
- *Assisted in all phases of the "Building 3" construction / expansion project.*
- *Strategizing for future development*

- Assisted through marketing and outreach the highest enrollment in school history to see highest enrollment in the 2023-2024 academic year.

Connect Church, Lake City, Fl

May 2015-2021

Founder/ Executive Leader

Highlighted Achievements

- Successfully created Connect Church
- Within 5 years purchased property and established a permanent location including a 5,000 square foot expansion project.
- Created and developed a leadership team to transition the work over too.
- Pioneered multiple locations and sent young leaders off to establish new works
- Responsible for creating digital footprint and marketing in community.
- Transitioned successful organization over to new leadership to pursue new endeavors

RIVER OF LIFE ASSEMBLY OF GOD, Alachua, Fl

May 2010 – 2015

Student Life Pastor

Highlighted Achievements

- Four years of proven student success. Developed youth ministry from ground up. Inspired students to reach maximum potential both in the church and in the community.
- Used innovative methods, technology, and materials to produce effective experiences that engaged the students to reach their absolute best potential.
- Provided leadership in our designated region by providing and equipping them with the training and resources needed to be successful.
- Consistently demonstrated superior performance, far surpassing job requirements. Implements new ideas and shares information with teammates. Regularly contributes to church planning and improvement of the organization.
- Increased parental involvement by consulting with parents regularly.

EDUCATION

Bachelor of English Literature

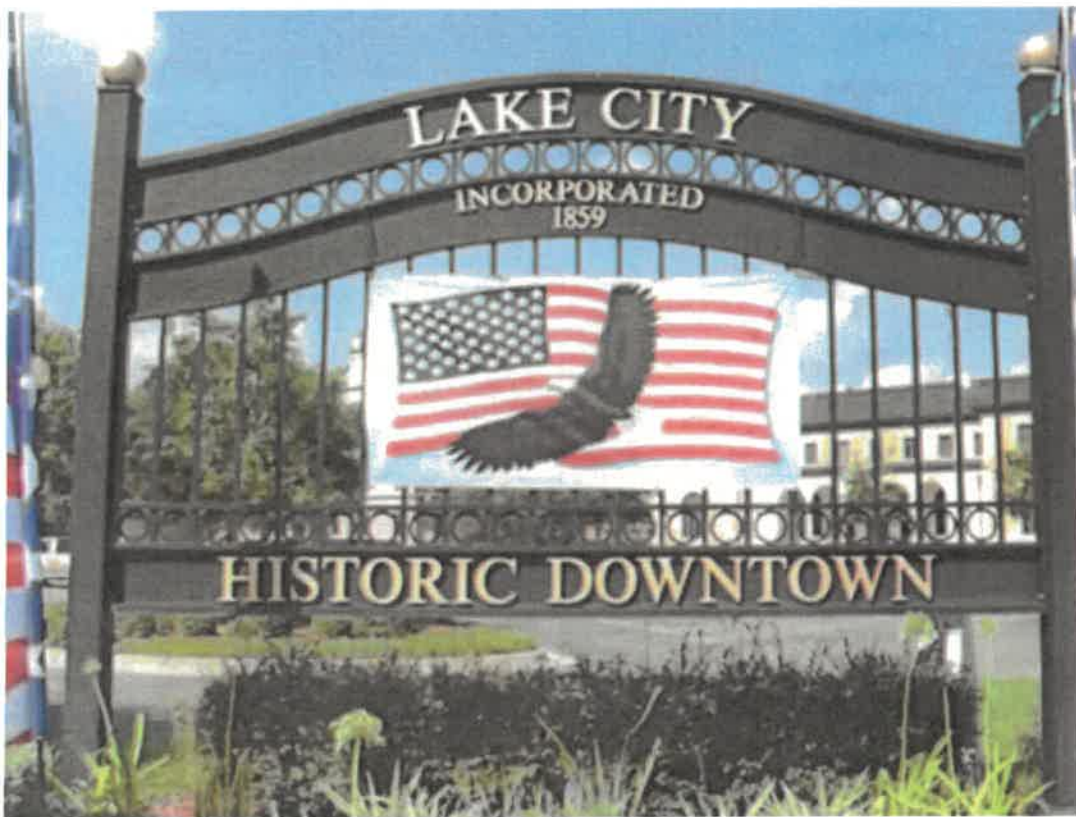
Committees / Boards Served On:

Salvation Army (President) Help bring to Columbia County
 Peninsula Florida Secretary for Section 3
 South Eastern Christian Conference (President)
 Hart 2 Hart Christian Academy School Board (CFO)

References:

Chris Coleman – Health Coordinator Columbia County School District – 386-365-1542
 Brandon Beil– Sunstop Stores 1-229-205-2554

City of Lake City Strategic Plan



Dear Council,

I submitted my resume because I feel that I can help make a difference. If you give me this opportunity you will have a person who is committed to seeing our vision for this community fulfilled. I believe that in just a short time we can accomplish significant goals that will propel this community forward and create new opportunities no one dreamed imaginable. I am an optimistic businessman who has developed many skills in my career and I know these skills

will transfer over into being the City Manager. I know biggest concern is my lack of City Manager experience. However, I believe my entrepreneurial experience and my passion to see our community succeed is more than enough to overcome my lack of City Manager experience. The purpose of this proposal is to give a general outline of what I believe are the most important goals for the city. If given the opportunity these are the key areas of focus I would want to accomplish. There are plenty more projects and ideas but these three I think have the potential to propel us forward rapidly.

Goal #1

Establish continuity in all areas of the municipal government.

“The best way to predict the future is to create it together.”

- Joe Echevarria

No goal is more important than to create a singularity in mission throughout the city. The police department, utility department, building and zoning, and all other department heads are extensions of the same body. Getting every department working in the same direction to achieve the same results will create continuity.

Until this goal is met I will require that we meet as a collective unit with every department head including the police chief. They will create the space to meet in their schedules weekly. This meeting will serve two purposes and will be a non-negotiable.

1. Grow as servant leaders and develop an understanding of how their departments fulfill the mission of our city.
2. Share their strategic plans and struggles so we can address and correct them as needed.

As the City Manager, I will make time to hear from our community. We work for them. I fully believe that 90% of all disagreements are resolved just by listening. If the constituents feel they have someone who can hear their concerns and translate those concerns to the council I believe that will help with our meetings, will resolve some of the issues with decorum, and will help us as a body move the city forward. I will set up strategic times where I can hear people in their neighborhoods. I will then work to remedy what I can and what I can't I will present to the council. I will serve diligently as a peacemaker when possible and try to resolve as much as I can so the Council can focus on growth.

Goal #2

Create a thriving downtown experience on Friday and Saturday Nights.

Creating a “Gateway Square” downtown we can increase revenue, create new jobs, and bring a robust economic boom downtown.

Bringing economic growth downtown is good for the city. Keeping shops open later, bringing in food vendors, and live music in the square will increase revenue. If not already completed, one of the first steps would be to complete the parking lot next to the old theater. In order to achieve the downtown night life envisioned the city will need more parking spaces.. I would work with the local business and the Chamber of Commerce to help create a downtown experience every Friday and Saturday evening that will draw people who will spend money. We have the benefit of a historic district we should utilize it.

I will work to secure grants that will help continue the rehabilitation of downtown. Further utilizing grants like the The Community Development Block Grant or the National Endowment for the Arts grants to bring theater downtown that would be comparable to the Hippodrome. Bringing art, culture, music, and dining consistently downtown will increase revenue.

The increase in revenue could be allocated to the expansion of East 90 to bring more industrial jobs to our community. Higher paying jobs, real estate developments, and keeping the east side of town instep with the economic growth south and west of our community is a critical step in ensure lasting economic prosperity. Through a multi-step strategy we will will create an economic snowball that betters the City's budget and creates job.

I have worked for many years in social fields that relate to the human condition. The one constant in the deterioration of a community is the lack of opportunity. Lake City will look vastly different 10 years from now. That is inevitable. However, we have the opportunity today to control how it is shaped. If we do nothing and continue on the same trajectory there will come a point where we will not have the resources or personnel to overcome the obstacles. We can get ahead of attrition and stop it now.

Goal #3

Partner with the College to be the face of bringing STEM education to City community centers.

We have an opportunity to enter in to a long-term successful partnership with the college. We can create a model of leadership that not only promotes education but works collaboratively with FGC to make it happen. Implementing STEM opportunities in our community centers where FGC students trade community service for tuition scholarship. We need positive role models in our communities helping. Our current issues are not going to be resolved by a one-step solution. We need a strategy of solutions working together to ensure no more children die from gun violence in our community.

We can work in collaboration with the college. There are many expansion opportunities for the city through the realm of education. FGC is expanding rapidly. Dr. Larry Barrett and his staff is expanding the college rapidly. They are becoming a sports college as well as a more established four year institution. There is potential revenue available that City can maximize before the county does. Whether it is city or the county there will come a point where the college will assist with economic growth for our community. Our collaboration with them and our pursuit to bring more jobs to this area could be a highly successful partnership that would create jobs and opportunities. We can be the developer of tomorrows leaders and keep them in our community working quality jobs that give back to our city.

Vondarius Lane

Orange Park, FL and Lake City, FL

Listed Master's Degree in Business Administration, but did not include proof.

Bachelor's degree in Criminal Justice.

Does not meet minimum years of Senior Level Management Experience (but combined with education could qualify)

Experience with Florida Department of Children and Families.

Experience with Florida Department of Corrections

Vondarius Lane
Orange Park, FL
Lake City, FL (part time)

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, 12/20/2023 - 8:37am
66.177.66.28

Today's Date Wed, 12/20/2023

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

Which position are you applying for? 23-0044 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): \$ 140,000.00

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 currently reside in Lake City and I feel that my life and employment experiences would allow me to bring new thoughts and ideas that could help the City grow and develop. I am passionate about serving my community and assisting the citizens that are in need. I am interested in working for the City of Lake City because I care and I would like to help make a difference in my community.

Applicant Information + Driver's History

Applicant Information

Full Name:

Vondarius Lane

Social Security Number

Current Address

139 SE Rachel Way

City, State Zipcode

Lake City, FL 32025

Home phone number
850-251-4583

Cell phone number
850-251-4583

Email address
vmlanesr@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: Florida

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 to my knowledge.

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

James A Shanks High School

City and State

Quincy, FL

Date Graduated

06/1999

College or Technical School 1

Name of School

Everest University

City and State

Tampa, FL

Years attended

2

Major

Criminal Justice

Degree obtained

B.S.

College or Technical School 2

Name of School

Everest University

City and State

Orlando, FL

Years attended

2

Major

Business Administration

Degree obtained

Masters

Certificates or additional training completed:

Correctional Officer certification, Pat Thomas Law Enforcement Academy

Certified Child Protection Investigator Certification

Project Manager

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

Florida Dept. of Children and Families

Street Address

1389 W. US Hwy. 90

City, State, Zip

Lake City, FL 32055

Phone Number

386-243-6094

Dates Employed

4/2012- Present

Supervisor's Name

Brooke Bass

Pay Rate

\$95, 000.00

Brief Description of Duties

Direct regional Florida operations across Circuit 3, 4, and 8 throughout 13 counties in Northern Florida with 820K residents leading a team of 206 employees across 4 Teams and 24 Units.

- Manage a direct 8-person team of 4 Operations Program Administrators, a Retention Specialist, 2 Multi-Disciplinary Team Coordinators, and an admin while coaching an indirect team of 24 Supervisors, 4 Staff Assistants, 4 Specialists, 4 Analysts, and 162 staff team members.
- Responsible for ensuring service integrity and seamless delivery daily through staff supervision and performance monitoring in compliance with departmental policy and procedures.
- Analyze and identify performance trends and implement strategic action plans to achieve and exceed goals in regional performance.
- Handle HR and personnel issues by completing 1-on-1 training and counseling with direct reports to provide performance evaluations and implement training and continuous improvement initiatives for employees to enhance overall employee success
- Track performance and overall data metrics to drive assessments and implementations of productivity and quality improvement initiatives to improve outcomes within the system.
- Curate administrative policy, and improve organizational processes to enhance quality, performance, productivity, and efficiency.
- Develop effective professional relationships within the community, professional organizations, the judiciary, and internal and external partners to strengthen the team's effectiveness, including law enforcement, school districts/boards, DOH/ County health departments, community leaders, and elected officials.
- Lead collaboration with community partners to align resources and bridge access to a fully integrated prevention continuum mitigating risk factors and strengthening the community.
- Served on several local boards and committees such as Early Learning Coalition, Child Welfare/ME/Provider Integration, Children's Partnership Council, DV & Sexual Assault Taskforce, and others.
- Facilitated group and local "town hall" meetings. Wrote and presented speeches to local and state government levels as a proficient child safety subject matter expert.

- Career Ladder planning committee member working with the team to advance employee careers to higher levels, reducing staff turnover through developing and implementing a Career Ladder plan (Senate Bill 1326), with projected savings of \$4M.

Reason for Leaving

NA

Employer 2

Name of Company

Centene Corporaion

Street Address

20 Lake Wire Dr.

City, State, Zip

Lakeland, FL 33815

Phone Number

850-207-6299

Dates Employed

May 2015 - June 2016

Supervisor's Name

Temika Jones

Pay Rate

\$65,000.00

Brief Description of Duties

Managed Northern Florida operations and growth of case management services leading a team of 4 Targeted Case Managers and 6 Crisis

Intervention Specialists providing direct case management and counseling services in the community

- Guided and coached team members providing Crisis Stabilization services for newly discharged patients living with mental illnesses in-home and assisting in developing individualized short-term treatment plans.
- Provided Rapid Crisis Response support for Sunshine Healthcare Behavioral Health members, responding during member crises to provide de-escalation and support.
- Supported the coordination of crisis system processes among system partners, including crisis providers, intake agencies, emergency rooms, police, and fire
- Worked with local resources providing case management to members beginning at in-patient discharge, ensuring continuity of care and warm handoff to targeted case management.
- Partnered with mental health agency providers, including Mental Health Resource Center, Meridian, Shands Hospital, Memorial Hospital, and River Region Behavioral Health Youth Crisis Center.

Reason for Leaving

Returned to FL DCF

Employer 3

Name of Company

Florida Dept. of Corrections

Street Address

11064 Dempsey Barron Rd.

City, State, Zip

Bristol, FL 32321

Phone Number

850-643-9400

Dates Employed

4/2001 - 4/2012

Supervisor's Name

Colonel Jerry Brown

Pay Rate

\$55,000.00

Brief Description of Duties

Responsible for providing shift operations leadership for a state prison for men with a mix of security levels, including minimum, medium, and close, for adult male offenders ensuring care, custody, and control of 1,300 incarcerated inmates.

- Supervised a team of ~60 employees comprised of inter-agency work squads, landscaping/lawn maintenance personnel, and general building and facilities maintenance.
- Accountable for detailed daily reporting, disciplinary and incident report writing, equipment inventory, special housing security, rule and order enforcement, inmate activity supervision, inmate pat, bedding area searches, inmate escort, and transport.
- Monitored inmate behavior to prevent crime, escape attempts, and other dangerous activities and implemented defensive tactics and physical restraints to maintain the safety and security of personnel and the general public.
- Administered correctional paperwork, including offender records, preparing official forms, and writing regular reports covering facility activities.
- Handled complete documentation workflow, including preparing and maintaining documents, records, forms, and reports.
- Monitored offenders to identify treatment needs and aid in coordinating referrals for medical and mental health requirements.
- Addressed inmates' requests and problems, offered to counsel, and referred them to appropriate services guiding them in problematic situations.
- Participated as a team member on multiple teams, including Hostage Negotiation Team, Security Threat Group, and Transportation

Reason for Leaving

Career Change to DCF

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?

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 Investment Plan

Agency Name

FL Dept. of Children and Families

Current or Former FRS Employer

Yes

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

Vondarius Lane

Are you retired as defined in the statement above?

No

Section III

I am NOT retired from any State of Florida administered retirement plan. I understand that if it is later determined that I was a retiree and was reemployed during the first 6 calendar months after I retired or after my DROP termination date, or at any time during the 7th through the 12th months after I retired or after my DROP termination date, I must repay all unauthorized benefits received

(see Section IV for details), or, if in the Investment Plan, terminate my employment. My employer may also be liable for repaying any unauthorized benefits I received.

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

Vondarius Lane

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

vmlane_resume.pdf [2]

High School Diploma

v.lane_hs_diploma.pdf [3]

Driver's License

v.lane_dl.pdf [4]

Birth Certificate

v.lane_bc.jpg [5]

College Degrees/Transcripts

vondarius_lane_-_tampa_fl_-_bs.pdf [6]

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?

Yes

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

Black (not of Hispanic origin): All persons having origins in any of the black racial groups.

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?

Friend

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.

Vondarius Lane

Today's Date

Wed, 12/20/2023

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:

Vondarius Lane

Today's Date

Wed, 12/20/2023

Source URL:<https://www.lcfla.com/node/6533/submission/16802>

Links

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

https://www.lcfla.com/system/files/webform/vmlane_resume.pdf [3]

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

https://www.lcfla.com/system/files/webform/v.lane_dl.pdf [5] https://www.lcfla.com/system/files/webform/v.lane_bc.jpg [6]

https://www.lcfla.com/system/files/webform/vondarius_lane_-_tampa_fl_-_bs.pdf

VONDARIUS M. LANE MBA

Orange Park, FL 32068 • (850) 251-4583 • [vmlanesr@gmail.com](mailto:vm lanesr@gmail.com) • <https://www.linkedin.com/in/vondarius-lane/>

SENIOR MANAGER | OPERATIONS ◦ PROGRAM MANAGEMENT ◦ TRAINING ◦ STAFF DEVELOPMENT & ENGAGEMENT

- | | | |
|---|--|-------------------------------------|
| • Regional Multi-Site Operations Management | • P&L Budget Cost Control Management | • Project Program Management |
| • Team Management Development Growth | • Program Coordination Administration | • Strategy Planning Execution |
| • Talent Strategy Engagement Retention | • Training Development Programs | • Client Relationship Management |
| • Administration Management Leadership | • HR Policy Process Systems Design | • Policies Procedures Development |
| • Risk Management Assessment Mitigation | • Governing Advisory Board Leadership | • Workforce Development Planning |

PROFESSIONAL EXPERIENCE

STATE OF FLORIDA

2017-Present

Regional Operations Manager | 2021-Present

- Direct regional Florida operations across Circuit 3, 4, and 8 throughout 13 counties in Northern Florida with 820K residents leading a team of 206 employees across 4 Teams and 24 Units.
- Manage a direct 8-person team of 4 Operations Program Administrators, a Retention Specialist, 2 Multi-Disciplinary Team Coordinators, and an admin while coaching an indirect team of 24 Supervisors, 4 Staff Assistants, 4 Specialists, 4 Analysts, and 162 staff team members.
- Responsible for ensuring service integrity and seamless delivery daily through staff supervision and performance monitoring in compliance with departmental policy and procedures.
- Analyze and identify performance trends and implement strategic action plans to achieve and exceed goals in regional performance.
- Handle HR and personnel issues by completing 1-on-1 training and counseling with direct reports to provide performance evaluations and implement training and continuous improvement initiatives for employees to enhance overall employee success
- Track performance and overall data metrics to drive assessments and implementations of productivity and quality improvement initiatives to improve outcomes within the system.
- Curate administrative policy, and improve organizational processes to enhance quality, performance, productivity, and efficiency.
- Develop effective professional relationships within the community, professional organizations, the judiciary, and internal and external partners to strengthen the team's effectiveness, including law enforcement, school districts/boards, DOH/ County health departments, community leaders, and elected officials.
- Lead collaboration with community partners to align resources and bridge access to a fully integrated prevention continuum mitigating risk factors and strengthening the community.
- Served on several local boards and committees such as Early Learning Coalition, Child Welfare/ME/Provider Integration, Children's Partnership Council, DV & Sexual Assault Taskforce, and others.
- Facilitated group and local "town hall" meetings. Wrote and presented speeches to local and state government levels as a proficient child safety subject matter expert.
- Career Ladder planning committee member working with the team to advance employee careers to higher levels, reducing staff turnover through developing and implementing a Career Ladder plan (Senate Bill 1326), with projected savings of \$4M.

Key Achievements

Maximized the Program's annual operating budget of \$13M, achieving a surplus each fiscal year while strengthening operational innovations and efficiencies for the Judicial Circuits

• Played an instrumental role in employee professional development programs for in- to post-service training with practice experts, coaches, mentors, and support protocols saving \$112K annually and increasing quality outcomes

• Saved \$200K for the department during the COVID pandemic through the conversion of a face-to-face supervisory conference to a virtual platform

Operations Program Administrator | 2020-2021

- Managed program activities for 5 service centers throughout 9 Florida counties accountable for the \$1M regional budget, 7 units, and 60 staff.
- Led a team of 7 Supervisors, 1 Staff Assistant, 2 Field Support Analysts, 1 Services Specialist, and 1 Field Support Consultant responsible for the administration and development of procedures and standards related to the staff, including personnel development, physical facilities, and initiatives to ensure compliance with all Florida statutes.
- Streamlined and refocused staff attention to processes that were in place but not adhered to, increasing the teams' efficiencies and improving compliance adherence.
- Strengthened employee morale, retention, professional development, and promotional growth, achieving turnover rate and highest retention over 2 years statewide.
- Created specialized training for all new employees to ensure experience in various case types with hands-on field support and oversight.
- Conferred and consulted with individuals, groups, and committees to determine needs and plans to recommend implementing and extending the organization's programs and services. Attended and participated in community and stakeholder meetings maintaining cooperative working relationships with Meridian, Lutheran Family Services, Child Protection Team, DOH, Early learning coalition, 9 different Sheriff Offices, 6 different police departments, 9 different school boards, FDLE, FBI, US Border Patrol, and ICE.
- Participated in the recruitment of new hires and implemented inspirational leadership resulting in a 75% improvement in staff retention.

Key Achievements

Reduced the attrition rate of employees from 60% to 10%

• Trained 2 Supervisor leading to their promotions to Program Administrators

Field Support Consultant / Regional SEAL Team Supervisor / Statewide Response Team Co-Lead | 2017-2020

- Served as a Field Training Officer for new employees throughout 13 service centers within the Northeast Florida region (20 counties), responsible for facilitating 30 training classes for 150+ employee participants.
- Supported operations from the hiring process, field support, pre-service training class, and recertification of employees.
- Trained employees on changes within the Florida Statutes and processes, including introducing new laws.
- Created professional relationships with new hires, assisting assist with employment transition and onboarding process.
- Collaborated with supervisors and program administrators to guide teams adhering to the safety practice model and least intrusive practices.
- Supervised regional employees selected as SEAL team members performing duties in needed areas of the region.
- Partnered with internal functional partners to collaborate training and operating procedures and community-based providers, including Children's Legal Services, law enforcement, medical personnel, schools, and other community/agency resources.
- Attended leadership meetings regarding department operations, policy, and procedures and advised leadership on training program enhancement opportunities to improve new employee training classes.

CENTENE CORPORATION (previously LifeShare Management Group)

2015-2016

Crisis Intervention Specialist Supervisor

- Managed Northern Florida operations and growth of case management services leading a team of 4 Targeted Case Managers and 6 Crisis Intervention Specialists providing direct case management and counseling services in the community
- Guided and coached team members providing Crisis Stabilization services for newly discharged patients living with mental illnesses in-home and assisting in developing individualized short-term treatment plans.
- Provided Rapid Crisis Response support for Sunshine Healthcare Behavioral Health members, responding during member crises to provide de-escalation and support.
- Supported the coordination of crisis system processes among system partners, including crisis providers, intake agencies, emergency rooms, police, and fire
- Worked with local resources providing case management to members beginning at in-patient discharge, ensuring continuity of care and warm handoff to targeted case management.
- Partnered with mental health agency providers, including Mental Health Resource Center, Meridian, Shands Hospital, Memorial Hospital, and River Region Behavioral Health Youth Crisis Center.

Key Achievement

Member of the initial development team that created the Rapid Crisis Response System program, in which LifeShare sold to Centene Corporation

STATE OF FLORIDA

2001-2015

Child Protection Investigator Supervisor | 2014-2015

- Supervised the child protection investigation unit for the Northeast Region/Duval County area, leading a team of 6 responsible for conducting child abuse and neglect investigations to address any allegations and ensure the safety and well-being of children.
- Coached and guided team in handling 200+ open investigations providing information and guidance to subordinate staff related to case investigation, assessment, and determination to ensure cases were properly and thoroughly investigated.
- Worked with team to investigate reports of abuse called into the Florida Abuse Hotline, maintaining an expedited turnaround of incidents reported.
- Monitored investigators' case progress and scheduled hours staffing cases with the appropriate investigator to ensure that Florida Statutes were being adhered to and required timetables were followed
- Escorted investigators on cases for field supervision training new employees on field interviewing, investigative techniques, and child safety protocol.
- Developed and maintained relationships with other community agencies involved in the protection and support of children, including Family Support Services of North Florida, First Coast Child Protection Team, Fleet and Family Services, Jewish families Services, Daniels Kids, Salvation Army, Mental Health Resource Center, and Youth Crisis Center among others.
- Led the unit efforts to decrease out of home shelter rate from 10% to 4% in two years while preventing increases in re-abuse rates occurred through exceptional client relationship management and employee management.

Key Achievements

Trained 6 new investigators resulting in 3 of them being promoted to Supervisors and 1 being a Field Support Consultant

Coached investigators to improve quality and efficiency resulting in a reduction of 90% of the backlog investigations within 4 months

Child Protection Investigator | 2012-2014

- Worked closely with law enforcement conducting investigations regarding allegations of abuse, neglect, abandonment, and special conditions for children across Duval, Clay, and Nassau Counties.
- Collaborated with community, therapeutic, and social services agencies to assist children and families referring families for health services, including Medicaid, TANF, EBT/Food Stamps, and Housing/HUD.
- Assisted families in forming proper connections to the community, such as drug programs, counseling, and case management, to maintain and form healthy and stable living situations.
- Interacted with attorneys for Child Welfare Legal Services and the Guardian Ad Litem's program to identify the specific needs to be addressed and the services to be obtained. Facilitated family and Permanency Team Meetings (PTM) to determine the feasibility of relative placement when a child cannot remain in the care of the primary caregiver.
- Engaged families to understand the family's perspectives about family dynamics, challenges, and solutions; identified needs and determined the level of intervention needed, including voluntary services or court-ordered dependency services.

Key Achievements

Appointed field training officer charged with training 30 newly hired officers

Closed 85% of cases in 45 days. 100% in 60 days, consistently having one of the lowest open caseloads throughout the circuit (15 vs. 20 average)

- Cultivated relationships with community partners, including Family Support Services of North Florida, First Coast Child Protection Team, Fleet and Family Services, Hubbard House DV shelter, Kids First of Florida, Jewish families Services, Daniels Kids, Wolfson Children's Hospital, Shulzbacher Homeless shelter, Salvation Army, Lutheran Services, and DJJ.
- Regularly exceeded case quality of practice and standards exceeding the average recurring rating of 90%.

Correctional Officer Lieutenant | 2001-2012

- Responsible for providing shift operations leadership for a state prison for men with a mix of security levels, including minimum, medium, and close, for adult male offenders ensuring care, custody, and control of 1,300 incarcerated inmates.
- Supervised a team of ~60 employees comprised of inter-agency work squads, landscaping/lawn maintenance personnel, and general building and facilities maintenance.
- Accountable for detailed daily reporting, disciplinary and incident report writing, equipment inventory, special housing security, rule and order enforcement, inmate activity supervision, inmate pat. bedding area searches, inmate escort, and transport.
- Monitored inmate behavior to prevent crime, escape attempts, and other dangerous activities and implemented defensive tactics and physical restraints to maintain the safety and security of personnel and the general public.
- Administered correctional paperwork, including offender records, preparing official forms, and writing regular reports covering facility activities.
- Handled complete documentation workflow, including preparing and maintaining documents, records, forms, and reports.
- Monitored offenders to identify treatment needs and aid in coordinating referrals for medical and mental health requirements.
- Addressed inmates' requests and problems, offered to counsel, and referred them to appropriate services guiding them in problematic situations.
- Participated as a team member on multiple teams, including Hostage Negotiation Team, Security Threat Group, and Transportation.

EDUCATION / CERTIFICATIONS

Master of Business Administration (MBA) 2013 -- 3.65 GPA	Everest University
Bachelor of Science in Criminal Justice 2009 - Summa Cum Laude GPA 3.96	Everest University
Project Manager Training (Pending Certification Exam)	Project Management Academy
Child Protection Investigation Certification	Family Support Services of North Florida & DCF
FDLE Certified Instructor	State of Florida FDLE

INSTRUCTOR-LED TRAINING

Investigations	Drug screen / Urinalysis Testing	Child Protective Investigations - CPI 101
Interview and interrogations	Field Training Investigator training	CPI Core and Specialty Training
Evidence Collection		

TECHNICAL COMPETENCIES

Access | Accurint | Adobe Acrobat Pro | ADP | Ariba CRM | Avaya | Aventail | Case Management Systems (CMS) | CLEAR | Criminal Information System (CIS) | Criminal Justice Information System (CJIS) | DAVID System | EBT | Firefly | DAVE | FMMIS | FSFN | Google (Analytics / Apps Script / Classroom / Docs / Hangouts) | GoToMeeting | Government Information Systems | HomeSafenet | JavaScript | Lexis Nexis | Lotus Notes | MS Office Suite | MS Publishing | MS Teams | MS Money 3.0 | MS Office Suite | MS Project | Office 365 | People First | PeopleSoft | Print Shop | PRISM | QuickBooks | QuickBooks | Salesforce | SCRUM | Secure Point | SharePoint | Skype for Business | SQL | SSH | SSIS | STARS | Survey Monkey | Vault | ViewPoint | Visio | Vital Statistics | VoIP | VPN connectivity | Web Servers | WebEx | Wireless and Wired IP Networks | Zoom

James A. Shanks High School

Quincy



Florida

This Certifies That

Rondarius Montez Lane

having satisfactorily completed all requirements of laws and standards for high school graduation as prescribed by the State Board of Education and the District School Board is hereby awarded this

Diploma

by order of the Gadsden County District School Board

Given under our hands at Quincy, Florida, this twenty-first day of May, nineteen hundred and ninety-nine.

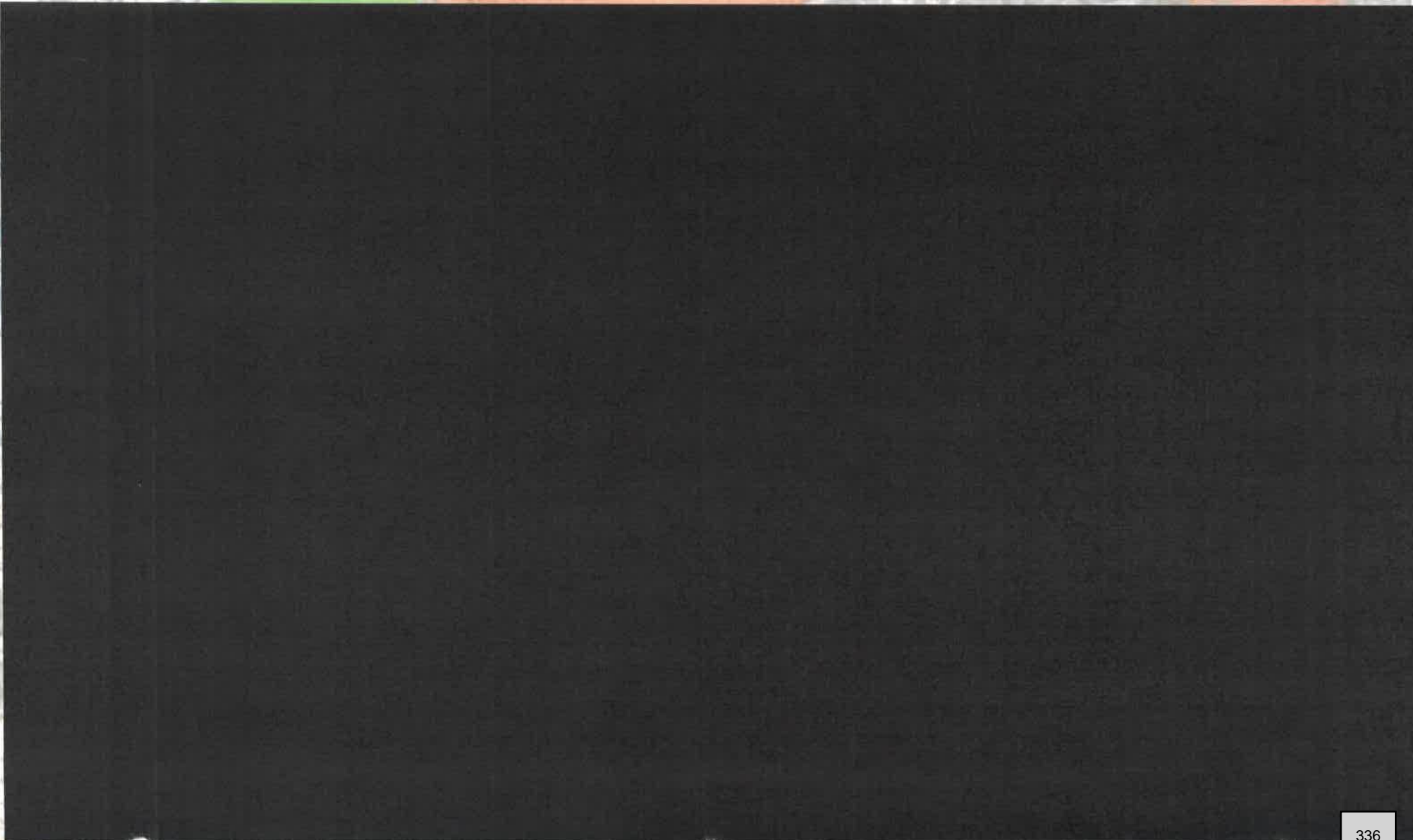
Harold Henderson
Superintendent of Schools

Willie Ruth Williams
Secretary, District School Board

Genevieve G. Everett
Principal

Florida

DRIVER LICENSE



Official Transcript

Everest University
 3924 Coconut Palm Dr.
 Tampa, FL 33619
 813-902-6782

June 14, 2018
 Name: Vondarius Lane
 Student ID: 0911813932

Course Code	Course Description	Credits Required	Credits Attempted	Credits Earned	Grade
----- Honors Awarded -----					
Honors:					
----- Degrees Awarded -----					
Degree : Bachelor of Science					
Date Conferred : 7/5/2009					
Program : Criminal Justice BS					
----- Academic Program History -----					
Program :	10-16-2006	Criminal Justice BS			
Status :	Graduate				
LDA:	07/04/2009				
Total Credits		192.00	192.00	192.00	
Term: Transfer Term					
CCJ1610	Criminal Invest		4.00	4.00	T NN +
CCJ1910	Career Choice I		4.00	4.00	T NN +
CCJ2358	Criminal Justic		4.00	4.00	T NN +
CCJP2306	Intro To Correc		4.00	4.00	T NN +
CJD2250	Intro To Interv		4.00	4.00	T NN +
CJL2134	Crim Procecd & T		4.00	4.00	T NN +
ENC1101	Composition I		4.00	4.00	T NN +
HSSP1610	Emerg Medical S		4.00	4.00	T NN +
SPC2016	Oral Communicat		4.00	4.00	T NN +
T10004	Transfer Credit1		4.00	4.00	T NN +
T10004	Transfer Credit2		4.00	4.00	T NN +
T10004	Transfer Credit3		4.00	4.00	T NN +
T10004	Transfer Credit		4.00	4.00	T NN +
T10010	Transfer Credit		10.00	10.00	T NN +

Course Code	Course Description	Credits Required	Credits Attempted	Credits Earned	Grade
T10012	Transfer Credit1		12.00	12.00	T NN +
T10012	Transfer Credit		12.00	12.00	T NN +
			86.00	86.00	
Term GPA		0.00	Cum GPA:		0.00
Term: 2006 Fall 12W CT					
10/16/2006 - 1/13/2007					
CCJP1024	Intro To Criminal Justice		4.00	4.00	A NN +
SLS1105	Strategies For Success		4.00	4.00	A NN +
			8.00	8.00	
Term GPA		4.00	Cum GPA:		4.00
Term: 2007 Winter 12WK CT					
1/16/2007 - 4/7/2007					
ENC1102	Composition II		4.00	4.00	A NN +
INVP3500	Privat Investigation I		4.00	4.00	A NN +
			8.00	8.00	
Term GPA		4.00	Cum GPA:		4.00

- This course is also counted in another program version on this transcript
 - This course has a corresponding course with a different number, name and unit value elsewhere on this transcript.

** Indicates Retaken Course
 R* Indicates Retaken Override

Official Transcript

Everest University
 3924 Coconut Palm Dr.
 Tampa, FL 33619
 813-902-6782

June 14, 2018
 Name: Vondarius Lane
 Student ID: 0911813932

Course Code	Course Description	Credits Required	Credits Attempted	Credits Earned	Grade
Term: 2007 Spring 12WK CT					
4/16/2007 - 7/7/2007					
CCJ3334	Alternatives To Incarceration		4.00	4.00	B NN +
DSC2002	Intro To Terrorism		4.00	4.00	A NN +
			<u>8.00</u>	<u>8.00</u>	
Term GPA	3.50	Cum GPA:	3.83		
Term: 2007 Summer 12WK CT					
7/16/2007 - 10/6/2007					
EVS1001	Environmental Science		4.00	4.00	A NN +
SLS1505	Basic Critical Thinking		2.00	2.00	A NN +
			<u>6.00</u>	<u>6.00</u>	
Term GPA	4.00	Cum GPA:	3.87		
Term: 2007 Fall 12 WK CT					
10/15/2007 - 1/12/2008					
CCJ4656	Gang Activity & Drug Oper		4.00	4.00	A NN +
CJL2130	Criminal Evidence		4.00	4.00	A NN +
MAT1033	College Algebra		4.00	4.00	A NN +
			<u>12.00</u>	<u>12.00</u>	
Term GPA	4.00	Cum GPA:	3.90		
Term Honors:	President's List				

Course Code	Course Description	Credits Required	Credits Attempted	Credits Earned	Grade
Term: 2008 Winter 12WK CT					
1/14/2008 - 4/5/2008					
CCJ3450	Criminal Justice Mgmt		4.00	4.00	A NN +
CCJ3666	Victimology		4.00	4.00	B NN +
			<u>8.00</u>	<u>8.00</u>	
Term GPA	3.50	Cum GPA:	3.84		
Term: 2008 Spring 12WK CT					
4/14/2008 - 7/5/2008					
CJL3215	Concepts Of Criminal Law		4.00	4.00	A NN +
DSC3214	Cat Event Response Plan		4.00	4.00	A NN +
SLSP3130	Prin,Appl Of Adult Learn		4.00	4.00	A NN +
			<u>12.00</u>	<u>12.00</u>	
Term GPA	4.00	Cum GPA:	3.87		
Term Honors:	President's List				

+ This course is also counted in another program version on this transcript
 ~ This course has a corresponding course with a different number, name and unit value elsewhere on this transcript.

** Indicates Retaken Course
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Official Transcript

Everest University
 3924 Coconut Palm Dr.
 Tampa, FL 33619
 813-902-6782

June 14, 2018
 Name: Vondarius Lane
 Student ID: 0911813932

Course Code	Course Description	Credits Required	Credits Attempted	Credits Earned	Grade
Term: 2008 Summer 12WK CT					
7/14/2008 - 10/4/2008					
CCJ3675	Women, Crime, Criminal Just		4.00	4.00	A NN +
CJE4668	Computer Crime		4.00	4.00	A NN +
MTB1103	Business Math		4.00	4.00	A NN +
			<u>12.00</u>	<u>12.00</u>	
Term GPA	4.00	Cum GPA:	3.89		
Term Honors:	President's List				

Term: 2008 Fall 12 WK CT					
10/13/2008 - 1/10/2009					
CCJ4054	Cri Just Ethics & Liab		4.00	4.00	A NN +
CCJ4129	Cultural Diversity For CJ		4.00	4.00	A NN +
			<u>8.00</u>	<u>8.00</u>	
Term GPA	4.00	Cum GPA:	3.90		

Term: 2009 Winter 12WK CT					
1/12/2009 - 4/3/2009					
CCJP4400	Cj Senior Capstone Experi		4.00	4.00	A NN +
INVP3300	Methodology Of Econ Crime		4.00	4.00	A NN +
PSY2012	General Psychology		4.00	4.00	A NN +
			<u>12.00</u>	<u>12.00</u>	
Term GPA	4.00	Cum GPA:	3.91		
Term Honors:	President's List				

Course Code	Course Description	Credits Required	Credits Attempted	Credits Earned	Grade
Term: 2009 Spring 12WK CT					
4/13/2009 - 7/5/2009					
CCJ4127	Criminal Justice In Commu		4.00	4.00	A NN +
INVP3100	Theoret Aspects Of Consp		4.00	4.00	A NN +
SYG2000	Principles Of Sociology		4.00	4.00	A NN +
			<u>12.00</u>	<u>12.00</u>	
Term GPA	4.00	Cum GPA:	3.92		
Term Honors:	President's List; Summa Cum Laude				

Criminal Justice BS 192 CR					
Total Credits:	192.00	GPA:	3.92	192.00	192.00
Honors:	President's List; Summa Cum Laude				



*** End of Transcript ***

Authorized Signature

2/28/2019

Date

- This course is also counted in another program version on this transcript
 - This course has a corresponding course with a different number, name and unit value elsewhere on this transcript.

** Indicates Retaken Course
 R* Indicates Retaken Override

Leroy Marshall

Did not complete employment application. Emailed on 1/29/2024

Bachelor's in Civil Engineering – did not attach proof

Has 6 years senior level management experience, managing 13 employees.

Experience as Engineer with Suwannee River Water Management District

Budget Experience

**Previously employed with COLC – resigned 2016

Bible, BillieJo

From: Bible, BillieJo
Sent: Monday, January 29, 2024 10:46 AM
To: 'leroy_marshall_98@yahoo.com'
Subject: City Manager of Lake City Application

Importance: High

Good morning Mr. Marshall,

Thank you for dropping off your resume and cover letter last week. The City Council has requested all applicants to also submit a general employment application; there is no need to attach your resume or cover letter since you already submitted them to HR. The vacancy is open until February 2nd. The link to the application is below. If you have any questions or need assistance please let us know.

<https://www.lcfla.com/hr/page/23-0044-city-manager>

Thank you,

BillieJo Bible

Human Resources Director

Office 386-719-5804 | Fax 386-758-5490 | 205 North Marion Ave, Lake City FL 32055



January 26, 2024

City of Lake City
205 North Marion Avenue
Lake City, FL 32055

Subject: Application for City Manager Position

Dear Hiring Committee,

I am writing to express my enthusiastic interest in the City Manager position, as advertised. With a proven track record in municipal engineering principles and a commitment to community development, I believe my unique blend of experiences and qualifications align with the goals of the City of Lake City.

Allow me to provide a brief overview of my background. I was born and raised in Spartanburg, South Carolina, where I completed my education in the public school system before attending and earning a Civil Engineering degree from The Citadel, the Military College of South Carolina. Following graduation, I relocated to Lake City, where I married Audrey Elaine Lewis, and together, we are proud parents to our daughter, Victoria Elayne Marshall. Since 1995, I have worked for the Suwannee River Water Management District (District) rising in responsibility from a Water Resource Engineer I to the Chief Professional Engineer leaving only for one year when I worked as the City Engineer for the City of Lake City. My wife holds an administrative position with the Suwannee County School District, and our daughter pursues her education at the University of Central Florida.

Having reviewed the Essential Functions section of the Classification Description, I am confident that my extensive experience has equipped me with the requisite skills and knowledge to fulfill the responsibilities outlined in the job description. Throughout my tenure at both the City and the District, I have actively participated in or successfully completed every task specified in the Classification Description.

While I recognize that the City Manager position demands a unique set of skills and knowledge that I may not completely possess, I eagerly highlight my dedication to continuous learning and professional growth. Although only those who have served in upper-level city management positions may possess all these skills, I am confident in my ability to acquire and master them swiftly. If given the opportunity, I am committed to investing the time and effort necessary to become the most effective City Manager, meeting and exceeding the expectations of the citizens of Lake City, the City Council, and the employees of the City.

As detailed in my resume, I bring to the table a set of qualifications that distinguishes me from other candidates. As a Professional Engineer, Project Management Professional, and Florida Certified Contract Manager, I offer a unique skill set that the City may lack. My many years of building relationships with local citizens, as well as State and Federal officials, serves to validate my ability to be the liaison that is needed to bring people, ideas, and resources together to address any issue that may exist. These certifications and abilities not only underscore my commitment to professional excellence but also demonstrate the ability to contribute a valuable perspective to the City's management team.

I am excited about the prospect of contributing my knowledge, skills, ability, and passion for the betterment of all citizens within and surrounding the City of Lake City. I am confident that my dedication, coupled with my experience and qualifications, make me an excellent fit for this position. I look forward to the opportunity to discuss in further detail how my strengths align with the City's needs and vision for the future.

Thank you for considering my application. I eagerly anticipate the possibility of contributing to the continued success of the City of Lake City.

Sincerely,



Leroy Marshall, II, P.E., PMP, CFM

**Education**

Bachelor of Science, Civil
Engineering
The Citadel
Charleston, South Carolina

Certifications/Licenses

Professional Engineer (PE)
License Number 66354

Project Management Professional
(PMP)
Certificate Number 1811701
Project Management Institute

Certified Floodplain Manager (CFM)
Certificate Number US-07-03156
Association of State Floodplain
Managers

Florida Certified Contract Manager
(FCCM)
Certificate Number 4867-18041
FL Dept of Management Services

Qualified Stormwater Management
Inspector (FSESCI)
Inspector Number 2957
FL Dept of Environmental Protection

Professional Organizations

Project Management Institute

Florida Floodplain Managers
Association – Regional Director
(Region 2)

Association of State Floodplain
Managers

PROFESSIONAL SUMMARY

Highly experienced and innovative professional with over 28 years of engineering expertise with local, state and federal development criteria. Proven track record in leading complex projects, managing multimillion-dollar budgets, and spearheading environmental initiatives. Expert in regulatory processes, emergency coordination, and interagency collaboration. Adept at establishing and growing new ventures with a focus on environmental impact and sustainability.

WORK EXPERIENCE**Founder, CEO, LAVEM, LLC**

October 2023 – Present

- Establishing and organizing this newly formed business, overseeing all aspects of company operations, strategy, and growth.

Chief Professional Engineer, Suwannee River Water Management District (District)

July 2016 – Present

- Manages the Office of Agriculture and Environmental Projects (AEP). Currently also the supervising engineer for the Office of ERP and Environmental Compliance (EEC)
 - Two offices consisting of 13 FTEs with an operational budget of \$46 million.
 - AEP has 259 contracts/agreements/TWAs totaling \$107 Million under contract.
 - EEC averages 100+ applications and 175+ compliance items under review per month.
- Serves as the District's representative on interagency groups such as Silver Jackets, Mitigate Florida, and Florida Estuarine Restoration Team.

City Engineer, City of Lake City

August 2015 – July 2016

- Managed the Division of Engineering and GIS services which consisted of 3 FTEs.
- Provided technical and administrative direction for the development of projects which included preparing, processing and submitting various documents, engineering drawings, performance appraisals, contracts, and permits.
- Negotiated or participated in the negotiating of agreements for City of Lake City.
- Investigated and resolved public inquiries and complaints relating to roads, drainage, water, wastewater, gas and reclaimed water systems.

Senior Professional Engineer, Suwannee River Water Management District

June 1995 – August 2015

- Served as Resource Management Division's Regulatory Officer which included all aspects of the ERP Program, Training Coordinator, and Dam Construction and Inspection Specialist
- Project manager for the District's FEMA Risk MAP Program
- Served as the District's liaison to the USACE's Florida Silver Jackets, State Hazzard Mitigation Plan- Advisory Team, and the Rural Economic Development Initiative Work Group.
- Served as the District's Assistant Emergency Coordination Officer
- Contributed to the creation of the SWERP rules currently in effect and updated the District's ERP and Works of the District rules.
- Created and managed the District's High Water Mark Strike Team and the Accelerated Permit Review process for review of ERP's.

PROFESSIONAL REFERENCES

Kristen Martinenza P.E., CFM
Risk Analysis Chief
Federal Emergency Management Agency
3780 Southside Industrial Parkway
Atlanta, GA 30354
(770) 220-3174
Kristen.Martinenza@fema.dhs.gov

Tracy Woods P.G., State Dam Safety Officer
Florida Department of Environmental Protection
2600 Blair Stone Road, MS 3595
Tallahassee, FL 32399
(850) 245-7530
Tracy.Woods@FloridaDEP.gov

Bradley Heilwagen, P.E., CFM, Assistant Vice President
WSP Global Inc.
2100 West End Avenue, Suite 630
Nashville, TN 37203
(615) 268-1554
Brad.Heilwagen@wsp.com

PERSONAL REFERENCES

Gary Caldwell, Owner
G. Caldwell Services, LLC
646 Henry Street Southeast
Live Oak, FL 32064
(386) 590-1176
gcaldwellservices@gmail.com

Reverend Al Nelson, Pastor
New Day Springs Missionary Baptist Church
709 Northwest Long Street
Lake City, FL 32055
(386) 623-4127
AlNelson9@hotmail.com

Bible, BillieJo

From: Collin Mays <mayscollinf@gmail.com>
Sent: Monday, February 5, 2024 6:04 PM
To: Bible, BillieJo
Cc: HR@lcfla.com
Subject: Re: City of Lake City- City Manager

Hi!

Please kindly remove my name from consideration for the city manager position.

Thank you!

Sent from my iPhone

On Jan 4, 2024, at 1:00 PM, Bible, BillieJo <BibleB@lcfla.com> wrote:

Thank you for your interest and documentation regarding the City Manager position. The City Council is requiring an general employment application. You can apply through the link below. Please let us know if you have any questions or need assistance.

<https://www.lcfla.com/hr/page/23-0044-city-manager>

Thank you,

BillieJo Bible

Human Resources Director
Office 386-719-5804 | Fax 386-758-5490 | 205 North Marion Ave, Lake City FL 32055
<image001.png>

From: Collin Mays <mayscollinf@gmail.com>
Sent: Thursday, January 4, 2024 12:57 PM
To: HR@lcfla.com
Subject: City of Lake City- City Manager

Hello,

Please see attached my materials regarding the City Manager position. Please advise if you require anything additional at this time. Is a general employment application required? Happy New Year!

With appreciation,

Collin Mays

Withdrawn

Collins Mays

Cincinnati, OH

Did not complete employment application. Was emailed on 1/4/2024

Master's of Public Administration – proof not included

Does not meet minimum Senior Level Management Experience

****SEE ATTACHED for preliminary investigation materials.

Bible, BillieJo

From: Collin Mays <mayscollinf@gmail.com>
Sent: Monday, February 5, 2024 6:04 PM
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Thank you,

BillieJo Bible

Human Resources Director
Office 386-719-5804 | Fax 386-758-5490 | 205 North Marion Ave, Lake City FL 32055
<image001.png>

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Subject: City of Lake City- City Manager

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With appreciation,

Collin Mays

--

Collin Mays

c 517-763-7723

LinkedIn

www.collinmays.com

PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from City officials regarding City business are public records available to the public and media upon request. Your email communications may be subject to public disclosure.

To whom it may concern,

I am writing to apply for the position of City Manager with the City of Lake City, FL.

I bring a broad range of professional experiences ranging from state and local government to nonprofit coordination of programs and services. I believe my skill set and energy would be the perfect fit for your organization. My background includes coordinating operations, teams, and processes to drive business, local government, and customer service success. From serving as the primary point of contact and support for local businesses to developing working relationships with employers, educators, economic developers, local elected officials, and representatives from other community-based organizations, I have the ability to quickly connect with stakeholders to promote and coordinate shared goals.

In my most recent position with the City of Cincinnati, serving as Director of Economic Inclusion has offered me the opportunity to deepen my knowledge of municipal government. I have built an extensive network of contacts throughout various regions of the country which positions me to thrive in this challenging opportunity. Moreover, my success has been defined by my strong communication skills, solid business acumen, considerable practical experience, and ability to rally staff around a common goal.

With a solid track record behind me, you can be confident that I can do the same for your organization by coordinating employer and public outreach, generating leads, understanding the city budget, writing successful grants (over \$3,000,000 total from 2019-2023) and utilizing data to drive and inform strategies. I also possess extensive strategic planning experience. In addition, I have experience managing and securing CDBG (Community Development Block Grant) funds. Including incorporating new programs to promote business retention, diversity, equity, and inclusion. Please kindly see my resume for additional information. I possess extensive experience with procurement, budget management, economic development, and diversity, equity, inclusion work.

I hope that you will find my experience and interests are a solid match for this position. I am someone that is results driven, focused on completing tasks, goal oriented, and strong people skills. With my grit, drive, and determination, I could swiftly surpass your expectations. The opportunity to discuss the position in detail would be welcome.

With appreciation,

Collin F. Mays

Salary requirements- \$135,000

Received 1/4/24

COLLIN FOSTER MAYS

(248) 943-2496 | mayscollinf@gmail.com

www.collinmays.com

WORK EXPERIENCE

City of Cincinnati

Director of Economic Inclusion | April 2022- July 2023

- Rebuilt department staff from three to 13 within 50 days of employment (I currently supervise 12 employees)
- Increased M/W/SBE city certifications by more than 60% within first 6 months of employment
- Manage and oversee department budget of \$2,000,000
- Led, analyzed, and implemented city wide disparity study which determined minority business inclusion goals with the City of Cincinnati
- Enhanced procurement measures to increase inclusion and access for minority owned businesses
- Oversee all contract and compliance matters on behalf of the City of Cincinnati
- Created pathways for additional minority owned businesses in the City of Cincinnati through procurement measures
- Set and monitored inclusion goals for MBE and WBE businesses on city contracts
- Assisted MBE and WBE certified businesses with access to capital which resulted in more than \$100,000 in grants and loans obtained
- Assisted MBE and WBE certified businesses with workforce development needs which resulted in an increase in city contract inclusion efforts. Increased workforce capacity allowed MBE and WBE businesses to compete competitively for city contracts
- Managed and negotiated complex contracts on behalf of the City of Cincinnati
- Administered, enforced, and monitored the Equal Employment Opportunity program (EEO program)
- Made determinations on local, state, and federal prevailing wage laws
- Oversee all living wage programs on behalf of the City of Cincinnati

Delta Charter Township

Community and Economic Development Director | January 2021- April 2022

- Assisted more than 50 businesses in writing and securing over \$1,000,000 in federal and state grants during the Covid-19 crisis (2021-ongoing)
- Increased women and minority owned business representation by more than 60% within first 12 months
- Established the inaugural "Delta Township Restaurant Week", which increased restaurant revenue by more than 70%
- Established the inaugural "I am Delta" Community Spotlight feature
 - Community spotlight feature promoted diversity, equity and inclusion practices
- Established monthly business to business chats and employer retention visits
- Utilized data analytics to track employer retention, which rose by over 83% in less than 6 months
- Hosted monthly meetings with local chambers of commerce, churches, rotary club, lions club, nonprofits, and other community stakeholders
- Established the inaugural "Business of the Month" concept in recognition of local businesses in Delta Township
- Established inaugural "Hotel Appreciation Month" which increased tourism and travel by more than 70% in the Lansing region

- Drafted and implemented Delta Township's first community engagement/public participation plan within first 6 months of hire
- Established social media outreach efforts to attract new business and developers
- Hosted the inaugural business resource open house, which connects businesses to multiple resources at once including federal, state and local agencies
- Worked with local developers to find new economic opportunities
- Worked closely with the Lansing mall on new development opportunities and helped provide incentives (9 new businesses began operations in the mall within first 12 months of employment)
- Successfully secured Amazon fulfillment center (first Amazon fulfillment center in Mid-Michigan), which will create over 600 new jobs in the Mid- Michigan region
- Established the inaugural "Shop Delta- Pop Up Saturday" event in partnership with the Lansing mall, which increased small business sales and engagement throughout the Lansing region

City of Center Line

Economic Development Director | December 2019- December 2020

- Wrote and successfully secured five grants during the Covid-19 crisis totaling more than \$600,000
- Managed city wide CDBG (Community Development) funds
- Established the inaugural Center Line Business Council which includes 10 employers in the City of Center Line. Business Council focuses on business retention and attraction
- Establish new business relationships throughout Center Line and Metro Detroit area
- Established monthly business to business chats and employer retention visits
- Hosted monthly meetings with local chambers of commerce, churches, nonprofits and community leaders
- Worked to increase the city's stance with the Redevelopment Ready Program (80% completion within 8 months)
- Established the inaugural "Business of the Month" concept in recognition of local businesses
- Attend trade shows to generate new business interest
- Established social media outreach efforts to attract new business
- Host the inaugural business resource open house, which connects businesses to multiple resources at once including federal, state and local agencies
- Established comprehensive economic development, real estate and workforce development plans

Southeast Michigan Community Alliance (SEMCA)

Business Development Coordinator | June 2017- December 2019

- Oversee a core staff of 12, plus two additional staff members from another agency
- Establish new business relationships throughout the Metro Detroit area
- Host monthly meetings with local chambers of commerce and community leaders
- Establish two Business Resource Networks in Monroe and Wayne County within 6 months
- Increased employee retention for all Monroe and Wayne County participating businesses by 93%
- Manage a \$1-million Community Ventures Budget
- Increased registered apprenticeships by 60% throughout Southeast Michigan
- Established 8 new apprenticeship programs across Southeast Michigan
- Secured \$1million dollars for regional employers through the Skilled Trades Training Fund
- Oversee a staff of 12
- Manage grants —successfully secured Going Pro Pre-apprenticeship Grant
- Oversee budgets associated with grants (largest budget managed has been \$200,000)
- Partner with community colleges and other training providers to identify underrepresented populations in the workforce

EDUCATION

Oakland University – Master of Public Administration

Western Michigan University – Bachelor of Arts | Political Science

AFFILIATIONS, BOARDS, & VOLUNTEERISM

ICMA (International City/County Management Association) - Member

National Forum for Black Public Administrators- Member

Alzheimer's Association- Walk to end Alzheimer's Committee Chair 2021- Detroit chapter (placed first in the nation with most registered new teams, and seventeenth in the nation for fundraising with over \$800,000)

The Soul Of Philanthropy (TSOP) Michigan Co-Chair- exhibit/project is a tribute to black philanthropy. TSOP will be installed at the Detroit Historical Museum June-August 2023. TSOP Michigan project has an operating budget of \$350,000 with an aspirational fundraising goal of \$1 million. As of July 2023, \$550,000 has been raised

Mays Family Institute on Diverse Philanthropy- Community Fellow

AWARDS

Michigan Chronicle, 40 under 40- Class of 2015

Michigan Talent Investment Agency- Most new registered apprenticeships in the State of Michigan- 2017

Crain's Detroit Business 20 in their 20's-Class of 2019

Motor City Honors Twenty to Watch- Class of 2019

Alumni Achievement Award- Western Michigan University- 2022

Steven D. Ford- Public Service Award- Presented by NFBPA- 2023

Professional References:

1. Sonya Grant- (313) 330-7238- sgrant@cobbworks.org
2. Vicki Barnett- (248) 227-0945- vlbarnett@aol.com
3. Daniel Martinez- (734) 789-0481- danm8488@gmail.com
4. Dennis Champine- (586) 202-5608- dchampine@centerline.gov
5. Ana Salazar- (513) 620-9276- arsalazar@gmail.com
6. Douglas Carr- (248)-370-2972- carr@oakland.edu
7. Brian Reed (517) 256-9843- BReed@deltami.gov
8. John Curp (614) 313-2877- johncurp@gmail.com

Bible, BillieJo

From: Cale Shaw <jcshaw@live.com>
Sent: Saturday, February 3, 2024 1:33 PM
To: HR@lcfla.com
Subject: Re: City Manager - Lake City

Good morning,

I'd like to inquire about **withdrawing my application for City Manager**. I've taken up a new role since applying and will be focusing on said role. Please let me know if anything else is needed.

Best,
Justin Shaw

From: Cale Shaw <jcshaw@live.com>
Date: December 26, 2023 at 4:53:21 PM EST
To: hr@lcfla.com
Subject: City Manager - Lake City

Good Afternoon,

I'd like to express interest in the City Manager position that the City of Lake City has open. Attached are my Cover Letter along with my Resume. As you will see, my experience as a Program Manager, managing multiple classified programs for the Department of Defense and BAE Systems, one of the most successful Defense Companies in the United States as a Senior Manager responsible for budgeting, adhering to policy and overseeing 16+ individuals along with serving time in the United States Marine Corps gives me a unique outside perspective that I'd love to bring back to my home town of Lake City. My experience tailoring a \$12Billion USD contractual needs and obligation to align with my current company while abiding by Federal regulation will prove to be highly successful if given the opportunity.

Thank you for your consideration,

Justin Shaw

11/11/11

<Shaw, Justin Resume (updated).pdf>
<Shaw, Justin Cover Letter (1).pdf>

Justin Shaw
Hill Air Force Base, UT
Lake City, 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)
Tue, 12/26/2023 - 9:28pm
149.32.192.41

Today's Date Tue, 12/26/2023

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): \$ 140,000

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've grown up in Lake City before enlisting into the United States Marine Corps and later, working as a Program Manager for some of DoDs most classified and vast programs. My decade plus of program management has uniquely qualified me to help assist my hometown in any way possible. The salary, scope and responsibility is lesser of a scope than what I'm positioned for now. However, to have the ability to give back to my hometown would provide ample growth and sustainment for Lake City.

Applicant Information + Driver's History

Applicant Information

Full Name:
Justin Shaw

Social Security Number

Current Address
282 SW Whitetail circle

City, State Zipcode
Lake City, Florida, 32024

Home phone number
3869654743

Cell phone number

Email address
jcshaw@live.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: UT

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

List all traffic citations and crashes in the last five (5) years: N/A

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:
N/A

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**

Columbia High School

City and State

Lake City, Florida

Date Graduated

05/2014

College or Technical School 1**Name of School**

American Military University

City and State

Online

Years attended

2021-2023

Major

Security Management

Degree obtained

BA

College or Technical School 2**Name of School****City and State****Years attended****Major****Degree obtained****Certificates or additional training completed:****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**

BAE Systems, Inc

Street Address

6008 Wardleigh Rd, BLDG 1580

City, State, Zip

Hill AFB

Phone Number

8018201266

Dates Employed

10/07/2020 - Current

Supervisor's Name

Randy Gordon

Pay Rate

\$135,000

Brief Description of Duties

Program Manager for new Air Force/DoD nuclear Sentinel Missile Program.

Reason for Leaving

Looking to relocate home

Employer 2

Name of Company

United States Marine Corps

Street Address

CONUS/OCONUS

City, State, Zip

CONUS/OCONUS

Phone Number

N/A

Dates Employed

2016-2021

Supervisor's Name

N/A

Pay Rate

\$65,000

Brief Description of Duties

PRogram Management over multiple classified programs, systems and equipment.

Reason for Leaving

Honorable Discharge

Employer 3

Name of Company
Mobile Mania, LLC

Street Address
461 SW Main Blvd

City, State, Zip
Lake City, FL 32025

Phone Number
3869650695

Dates Employed
2013-2016

Supervisor's Name
James Pittman

Pay Rate
70,000

Brief Description of Duties
Managed multiple sites/locations and employees.

Reason for Leaving
Joined the Marine Corps

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?

Yes

Under Florida law, certain individuals may be eligible for "Veteran's Preference" for employment purposes. Please read and complete the Veterans Preference Certification sheet then answer the following questions.

Veterans' Preference Certification. Section 295.07(1), Florida Statutes, provides for Veterans' Preference in employment appointment and retention, if qualified under one of the following categories and not exempt under Section 295.07(4), Florida Statutes/ Section 295.05, Florida Statutes, also provides Veterans's Preference for reinstatement, reemployment, and promotion. If you seek Veteran's Preference, please check the appropriate box, and provide this form and documentation of your status along with your employment application, no later than the position advertising closing date.

I certify that I am qualified to claim Veterans' Preference under the category checked below:

Veterans' Preference Certification Options

- A disabled veteran: 1. Who has served on active duty in any branch of the United States Armed Forces, has received an honorable discharge, and has established the present existence of a service-connected disability that is compensable under public laws administered by the United States Department of Veterans Affairs; or 2. Who is receiving compensation, disability requirement benefits, or pension by reason of public laws administered by the United States Department of Veterans Affairs and the United States Department of Defense.
- A veteran as defined in s. 1.01(14), F.S. I acknowledge that active duty for training may not be allowed for eligibility under this paragraph.

If you qualify for the Veterans' Preference, the City of Lake City will give you special consideration during the employment selection process. The City of Lake City shall give preference to and shall hire a person entitled to Veteran's Preference ahead of other equally qualified applicants.

Should the position for which you are applying be filled by someone who does not qualify for Veterans' Preference and should you feel that proper consideration of the Veterans' Preference law has not been provided to you by the City of Lake City or the City of Lake City has not complied with the Veterans' Preference rules, please notify the City of Lake City, Human Resources Department, (386) 719-5804.

You also have the right to initiate an investigation by the Florida Division of Veteran's Affairs. You may do so by notifying the State of Florida, Department of Administration, Division of Veteran's Affairs, PO Box 1437, St Petersburg FL 33731, within 21 calendar days from the date you received the notice that you were not selected for the position.

This statement is true to the best of my knowledge and belief (By typing your name here, you are electronically signing this form).

Justin Shaw

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.)

Justin Shaw

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

shaw_justin_resume_updated.pdf [2]

High School Diploma

Driver's License

Birth Certificate

College Degrees/Transcripts

college_degree.pdf [3]

Other Certificates

DD214

dd214.pdf [4]

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.

Justin Shaw

Today's Date

Tue, 12/26/2023

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:

Justin Shaw

Today's Date

Tue, 12/26/2023

Source URL: <https://www.lcfla.com/node/6533/submission/16817>

Links

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

https://www.lcfla.com/system/files/webform/shaw_justin_resume_updated.pdf [3]

https://www.lcfla.com/system/files/webform/college_degree.pdf [4] <https://www.lcfla.com/system/files/webform/dd214.pdf>

Security Manager | CPSO

Industrial Security Program Manager with over 10 years of managing individuals throughout different environments, organizations and a performance-driven record to include multiple Special Access Programs, SCI and Collateral programs. Security duties such as Program Security Manager, CPSO and SSO; providing technical advice, and interface with the director's, program manager's and program personnel within the operating units. Recognized for outstanding program management and prioritization of work efforts to ensure goals and commitments are met on behalf of the client and company. A dynamic and forward-thinking professional thriving in high-paced environments skilled at remaining calm, creating diverse, high-performance teams, and building exceptional security programs.

Areas of Expertise

People Management · Personnel Security · Customer Service · Employee Training · New Policy Implementation · Personnel Security Clearance Process · Multi-Task Management · Writing Proficiency · Documentation Processing · Program Training & Instruction · JWICS · JADE · SAP · DISS · SIMS · CV2 · NISP · NISS · EQIP · SF86 · DCSA · NISPOM

Education

BA in Security Management, Concentration Gov't Security | *American Military University*

Masters of Business Administration | *Western Governors University* | Est. Completion June 2024

Security Managers Certification | *United States Navy & United States Marine Corps*

Security Managers Certification | *United States Air Force*

Sensitive Compartmented Information Facility Build Out and Operations (SCIF) | *Office of Director of National Intelligence*

Special Security Officers Course (SSOC) | *Office of Director of National Intelligence*

DoD SAPCO SAPNP | *United States Air Force Program Office*

Professional Experience

SECURITY MANAGER | CPSO -BAE Systems, Inc. | Hill AFB/UT

11/2020-Present

Security Manager, develops, and administers security programs and procedures for classified/ proprietary materials, documents, and equipment. Implements federal security regulations that apply to company operations. Prepares manuals outlining regulations, and establishes procedures for handling, storing, and keeping records, and for granting personnel and visitor's access to restricted records and materials.

- Managed over 16 direct report security specialist ranging from manager to entry level while overseeing Minuteman-III sustainment and Sentinel (GBSD) acquisition ICBM security programs. Oversight on annual compensation planning, day-to-day operations, career progression and annual program inspections.
- Oversee the management of SAP and Collateral library of 38,000 classified documents and activities such as identification of classified material/accesses, assigning Document Control Numbers and document marking.
- Serving as the Contractor Program Security Officer (CPSO) and executed duties as Special Access Program Personnel Security Officer (SPO) with responsibilities to manage and execute Special Access Programs (SAP) administrative security actions; including annual self-inspections, refresher briefings and debriefings, DD Form 254, SAP Security Classification Guidance (SCG), PSQs and associated templates, visitors, meetings, Program Access Requests (PAR), and other daily SAPF operations.
- Demonstrated experience with applying tailored, responsive multi-disciplined security guidance aimed at the protection of personnel, information, facilities, programs, and capabilities leading to Superior ratings from AFNWC IP Office within industry; to include note-worthy call outs during inaugural SAP inspection and follow on CCMA.
- Conduct annual self-inspections/reviews on-site and satellite sites as needed, initial and annual security training for assigned personnel.
- Maintaining comprehensive security standard operating procedures (SOPs) outlining the security policies/guidance for conducting classified activities within special access program facilities (SAPF).

- Identifying, reporting, and documenting security incidents in accordance with DoDM 5205. 07 Vol 1-4, the Intelligence Community Directives (ICDs), NISPOM (32 CFR 117), and applicable service regulations/instructions for collateral/SAP requirements.
- COMSEC Responsibility Officer (CRO) managing COMSEC account to include administering read-ins, training on weekly basis to include TACLANes and vIPer, issued secured voice training and VTC utilization up to TS//SAR.

SECURITY MANAGER/SPECIAL SECURITY OFFICER (SSO) -United States Marine Corps

2 /2016-1/2021

Security Manager, five years of management over multiple SAP, SCI and collateral programs, experience and provided technical and administrative direction, and oversee multiple national/international locations. Directed a staff of 15, oversaw 3K personnel clearances within programs, and created new programs to improve department effectiveness and strengthen personnel security clearance process. Manage units SAP and SCI programs to ensure maximum effectiveness.

- Managed team of 15 Marines as the Senior Security Manager for multiple SAPs (Multiple locations – OS-SAP & IN-SAP) and multiple SCI programs through annual evaluations, growth professionally and personal, time off requests, and assigning to different billets within intelligence cell and security program to ensure milestones were achieved.
- Program Special Security Officer (SSO) in multiple locations; SCI and SAP, managed daily SCIF/SAPF operations, assist personnel in completion of investigation questionnaires, in-doc, debrief, troubleshoot and/or expedite clearance issue-place high-value on-time effectiveness to include SAP PSQs templates process and DD254 processing for contractors embedded within unit.
- Inherited failing security programs at 2 units, restructure and draft new policies and guidelines, implement a tracker for 3000+ personnel and clearances and resolved issues with government agencies for annual inspection.
- Managed and passed multiple Inspection General Evaluations with superior ratings and enhanced understanding of information and program to include a best practice (note-worthy) implemented throughout PACOM.
- Revised, updated, and maintained standard operating procedures (SOP) for daily inspections, ensure security of all classified workspaces on base-train department in new SOP'S and attain optimal administrative output.
- Managed and oversaw security activities throughout multiple locations – SCIFs – SAPFs for multiple Air Wings, Regiments and Multi-branch deployed environments.
- Managed a team of 5 instructors and taught Primary Military Education for 30+ Marines by providing all coordination and direction for the conduct of the course, educational milestones and policy was met and adhered to, and oversaw the promotion of every Marine. Received Certificate of Commendation.
- Managed units IPSP (Information Personnel and Industrial Security Program), to include establishing an industrial security program to engage Staff Agency/Activity and DoD contractors within program.

REGIONAL SALES MANAGER-Mobile Mania | Lake City, FL

5/2013-1/2016

Directed a staff of 10+ in daily operations, managed sales, and coached in executing exceptional customer service.

- Managed a staff of 10+ individuals and oversaw 3 locations with hiring, annual compensations, performance evaluations and personal time off requests to ensure staffing requirements were met.
- Enhanced customer experience, implemented best procedures to improve sales and quality of work-within three years store location moved twice and two more added to the franchise due to store model of customer excellence.
- Organized and developed inventory system to track products coming in/out, tracked seasonal products, and electronic parts-in three months reduced overstocked stagnant inventory by 30%.
- Strengthened opening/closing procedures, implemented viable changes to enhance efficiency of daily operations-successfully managed multiple tasks and competing priorities.
- Lead, trained, and created schedules based on store needs, delegated assignments to meet customer service demands and demonstrated decisive leadership.
- Exceeded sales goals with over \$1million USD in net profit, three years in a row.

CDSE

FSO Program Management for Possessing/Non-Possessing | 65 hours

Intro to SAP Security Management | 7 Days

DoD Security Specialist Course Certification | 40 hours

Industrial Security for Government Security Specialist | 31.5 hours

Non-Government Security Specialist | 16 hours

American Military Uniu

On the recommendation of the Faculty of American Public University
and by the virtue of the authority vested in them, the Board of Trustees of t
have conferred upon

Justin Cale Shaw

the degree of

Bachelor of Arts, Security Management


with all the Rights, Privileges, and Honors thereunto appertaining. In testimu
seal of the University and the signatures of its officers are hereunto aff


December 1, 2023

This digital credential is an official document of American Military University.



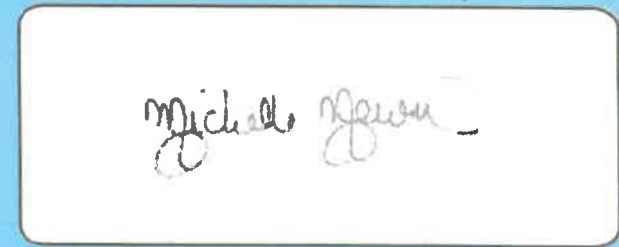
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University Registrar

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CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

This Report Contains Information Subject to the Privacy Act of 1974, As Amended.

1. NAME (Last, First, Middle) SHAW, JUSTIN CALE		2. DEPARTMENT, COMPONENT AND BRANCH USMC-11		3. SOCIAL SECURITY NUMBER [REDACTED]		
4a. GRADE, RATE OR RANK SGT	b. PAY GRADE E5	5. DATE OF BIRTH (YYYYMMDD) 19960411	6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD) 20231021			
7a. PLACE OF ENTRY INTO ACTIVE DUTY JACKSONVILLE, FL 32256		b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known) 262 SOUTHWEST WHITETAIL CIRCLE, LAKE CITY, FL 32024				
8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND HQ CO 4THMAR 3D MARDIV FPO, AP 96602			b. STATION WHERE SEPARATED IPAC MCB CAMLEJ (45020)			
9. COMMAND TO WHICH TRANSFERRED Commander, Marine Forces Reserve, 2000 Opelousas Ave., New Orleans, LA 70146-5400 RUC 36005				10. SGLI COVERAGE <input type="checkbox"/> NONE AMOUNT: \$ 400,000		
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.) 0231, INTELLIGENCE SPECIALIST, 04 YEARS, 03 MONTHS 0271, AVIATION INTEL SPECIALISTS, 02 YEARS, 00 MONTHS		12. RECORD OF SERVICE		YEAR(S)	MONTH(S)	DAY(S)
		a. DATE ENTERED AD THIS PERIOD		2016	02	01
		b. SEPARATION DATE THIS PERIOD		2021	01	31
		c. NET ACTIVE SERVICE THIS PERIOD		05	00	00
		d. TOTAL PRIOR ACTIVE SERVICE		00	00	00
		e. TOTAL PRIOR INACTIVE SERVICE		00	00	00
		f. FOREIGN SERVICE		01	07	03
		g. SEA SERVICE		00	08	02
		h. INITIAL ENTRY TRAINING		00	04	21
i. EFFECTIVE DATE OF PAY GRADE		2019	08	01		
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service) MARINE CORPS GOOD CONDUCT MEDAL, NATIONAL DEFENSE SERVICE MEDAL, GLOBAL WAR ON TERRORISM EXPEDITIONARY MEDAL (CLASSIFIED), GLOBAL WAR ON TERRORISM SERVICE MEDAL, SEA SERVICE DEPLOYMENT RIBBON (2), CERTIFICATE OF COMMENDATION (INDIVIDUAL AWARD), LETTER OF APPRECIATION (4), MERITORIOUS MAST, EXPERT RIFLE QUALIFICATION BADGE (3)			14. MILITARY EDUCATION (Course title, number of weeks and month and year completed) MAGTF INTELLIGENCE SPECIALIST ENTRY (OJA), 12 WKS. 10:2016			
15a. COMMISSIONED THROUGH SERVICE ACADEMY <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO						
b. COMMISSIONED THROUGH ROTC SCHOLARSHIP (10 USC Sec. 2107b) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO						
c. ENLISTED UNDER LOAN REPAYMENT PROGRAM (10 USC Chap. 109) (If yes, years of commitment: _____) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO						
16. DAYS ACCRUED LEAVE PAID NONE		17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO				
18. REMARKS SERIAL # 7447299-0 /EDIP: 1517375183. WHILE A MEMBER OF THE MARINE CORPS RESERVE, YOU WILL KEEP THE COMMANDER, MARINE FORCES RESERVE (TOLL FREE 1-800-255-5082) INFORMED OF ANY CHANGE OF ADDRESS, MARITAL STATUS, NUMBER OF DEPENDENTS, CIVILIAN EMPLOYMENT, OR PHYSICAL STANDARDS. SUBJECT TO ACTIVE DUTY RECALL AND OR ANNUAL SCREENING. THIS IS NOT A FINAL DISCHARGE. GOOD CONDUCT MEDAL PERIOD COMMENCES 20190201. MEMBER CONTRIBUTED \$1,200.00 TOWARDS THE MGIB. NON-CREDITABLE DELAYED ENTRY PROGRAM TIME 20151022 TO 20160131.						
The information contained here in is subject to computer matching within the Department of Defense or with any other affected Federal or non-Federal agency for verification purposes and to determine eligibility for, and/or continued compliance with, the requirements of a Federal benefit program.						
19a. MAILING ADDRESS AFTER SEPARATION (Include ZIP Code) 282 SOUTHWEST WHITETAIL CIRCLE, LAKE CITY, FL 32024			b. NEAREST RELATIVE (Name and address - Include Zip Code) KAREN A. WILLIAMS (MOTHER) 282 SOUTHWEST WHITETAIL CIRCLE, LAKE CITY, FL 32024			
20. MEMBER REQUESTS COPY 6 BE SENT TO (Specify state/locality) FL		OFFICE OF VETERANS AFFAIRS		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
a. MEMBER REQUESTS COPY 3 BE SENT TO THE CENTRAL OFFICE OF THE DEPARTMENT OF VETERANS AFFAIRS (WASHINGTON, DC)				<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
21a. MEMBER SIGNATURE 	b. DATE (YYYYMMDD) 2021031	22a. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title, signature)  A. D. CHARLES GYSGT, USMC ADMIN CHIEF		b. DATE (YYYYMMDD) 2021021		

SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)

23. TYPE OF SEPARATION RELEASED FROM ACTIVE DUTY		24. CHARACTER OF SERVICE (Include upgrades) HONORABLE	
25. SEPARATION AUTHORITY MARCORSEPMAN 1005		26. SEPARATION CODE MBK1	27. REENTRY CODE RE-1A
28. NARRATIVE REASON FOR SEPARATION COMPLETION OF REQUIRED ACTIVE SERVICE			
29. DATES OF TIME LOST DURING THIS PERIOD (YYYYMMDD) NONE			30. MEMBER REQUESTS COPY 4 (Initials) JS

Philip Sherer

Hawthorne, Florida

Bachelor's Degree in Accounting & Computer Science

Meets minimum years of Senior Level Management Experience

Experience in the field of Technology, Transportation, Infrastructure.

Philip Sherer
Hawthorne, 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)
Mon, 12/11/2023 - 3:20pm
174.194.134.74

Today's Date Mon, 12/11/2023

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): \$ Negotiable

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 am writing to you regarding the City Manager position for The City of Lake City. I have recently relocated to Florida and am interested in speaking with you concerning this important position with the city. I bring to the table a wealth of knowledge in management of public concerns, stewards of the taxpayers trust, programs and projects as well as leadership roles in various organizations. In addition to being a retired firefighter and Fire Department Chief of Finance, I have worked in leadership roles spanning federal, state, city, and municipal agencies as a consultant, most recently in oversight of federal awards to public entities. My background and education will make me an excellent candidate for the City Manager position.

Applicant Information + Driver's History

Applicant Information

Full Name:

Philip A Sherer

Social Security Number

Current Address

208 Sally Street

City, State Zipcode

Hawthorne, FL 32640

Home phone number

7325987749

Cell phone number

7325987749

Email address

philip.sherer@outlook.com

Driver's History**Can you operate a motor vehicle?** Yes**Do you possess a valid Florida driver's license?** No**Have you ever possessed a driver's license or CDL of any kind from any other state?** Yes**If YES, give state:** GA, NJ, NY**Have you ever had your driver's license SUSPENDED or REVOKED?** No**List all traffic citations and crashes in the last five (5) years:****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

Canarsie High School

City and State

Brooklyn, NY

Date Graduated

06/1979

College or Technical School 1

Name of School

Queens College

City and State

Queens, NY

Years attended

1979 - 1986

Major

Accounting

Degree obtained

BA

College or Technical School 2

Name of School

Monmouth County Fire Academy

City and State

Freehold, NJ

Years attended

1994

Major

Firefighter

Degree obtained

Yes

Certificates or additional training completed:

Various first responder and emergency management

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

Street Address

City, State, Zip

Phone Number

Dates Employed

Supervisor's Name

Pay Rate

Brief Description of Duties

Reason for Leaving

Employer 2

Name of Company

Street Address

City, State, Zip

Phone Number

Dates Employed

Supervisor's Name

Pay Rate

Brief Description of Duties

Reason for Leaving

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.)

Philip A Sherer

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[philip_sherer_2023_pepm_gf.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?

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?

Other

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.

Philip A Sherer

Today's Date

Mon, 12/11/2023

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:

Philip A Sherer

Today's Date

Mon, 12/11/2023

Source URL: <https://www.lcfla.com/node/6533/submission/16793>

Links

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

https://www.lcfla.com/system/files/webform/philip_sherer_2023_pepm_gf.docx

PHILIP A. SHERER

6111 Sequoia Lane | Douglasville, Georgia 30135
208 Sally Street | Hawthorne, Florida 32640
(732) 598-7749 | philip.sherer@comcast.net

PROGRAM MANAGEMENT EXECUTIVE

Program, Project & Fiscal Management | Design, Implementation, Safety

Results-driven, technically proficient leader with a stellar record of streamlining processes, identifying deficiencies, and implementing on-time corrective action. Capable of driving complex initiatives from inception to completion with expertise in leveraging hands-on experience, analytical data, and resources to deliver and implement innovative solutions. Logical troubleshooter with the ability to multitask and excel in demanding and fast-paced environments. Strong communicator, effective collaborator, and dynamic trainer with the ability to influence and motivate others to peak performance.

Reputation for integrity, reliability, and accountability with the attention to detail, initiative, and drive to produce results above and beyond what is expected. Core strengths include:

- Engineering and Construction Services
- Financial & Fiscal Management
- Planning & Project Scope Development
- Project/Program Budgeting & Cost Controls, Scope & Schedule
- Cross-Functional Collaboration
- Risk Assessment & Mitigation
- Grant Writing & Compliance
- Public Private Partnership - Financing
- Land Acquisition and Easement Agreements and Eminent Domain
- Railroad & Transit Critical and Non-Critical Systems & Protocols
- Railroad & Transit Fire/Life Safety/Security Systems & Protocols
- Train Control Systems CBTC, ATC, PTC
- Reviewing & Advising on Project Scope to Meet Program & Grant Requirements
- Planning Alternative Transportation Infrastructure
- Alternative Fuel Vehicles, Pedestrian, Bicycle Paths, and Trails
- Regional Transportation and Intermodal Planning
- Research & Data Analysis
- Process Optimization
- Professional Presentations
- Training & Development
- Quality Control/Assurance
- Regulatory Compliance
- Leadership & Team Building Workshops

CAREER SUMMARY

TFC Consulting, Inc.; Rockville, MD (Remote) *Manager* 2021 to Present

- Oversee and participate in reviews and audits of FTA Grants
- Project Management Oversight Committee Services
- Management and delegation of contractor work assignments; review invoices, progress reports, and issue logs; developing work plans and budgets; ensuring all work is professional, error-free, and completed within established timelines and budgets; participate as requested in meeting and conferences; develop program and training content in alignment with program scope.
- Management of the Project and Program Management Comprehensive Oversight Review, Special Assignment, Technical Assistance, and Corrective Action Implementation and Support tasks; authoring reports and technical memoranda; reviewing deliverables for assigned tasks to ensure completion and accuracy; developing program and training content in alignment with FTA policy and guidance; participate in conference calls, meetings, and conferences as needed; attending and provide expertise during project workshops; and other responsibilities to ensure successful execution of all work assignments.

Chicago Transit Authority.; Chicago, IL *Program Manager, Systems Certifications* (6-month assignment) 2021 to 2021

- Develop, implementation, and management of the FTA Safety and Security Certification process for Infrastructure Capital Improvement Projects.
- Provide guidance to CTA engineers, contractors, and relevant internal departments during all phases of a project to ensure the Safety and Security Management Plan, Safety and Security Certification Plan and Safety Policies are effectively implemented.
- Ensures Safety related requirements are included in all contract documents as applicable to all phases of a project.
- Serves as the point person for information and resolution of issues regarding safety-related technical documents and the Safety and Security Certification process between CTA engineers, contractors, and relevant internal and external departments and agencies.
- Ensures all requirements are documented, adhered to, and reflect the organization's safety culture goals to ensure employee, riding public and citizenry are protected from life altering critical and non-critical events.

Sherer Family Hardware, Inc.; Warrenton, GA *Owner* 2017 to 2020

- Perform all aspects of day-to-day business operations for a family owned and operated construction supply, fabrication, and repair shop inclusive of customer service, vendor/supplier relations, contract negotiations, sales, marketing, advertising, accounting, reporting, budgeting, P&L, planning & scheduling, and delivery of bill-of-materials to trade professionals at various construction and maintenance locations.

CAREER SUMMARY (Continued)

- Review drawings and designs to determine best product options while also managing construction schedules.
- Maximize sales and valuable relationships through tenacious follow up, product knowledge expertise, regular connection with clients, and customer referrals.

Kratos; Fair Lawn, NJ *East Side Access Systems Integration Director* 2016 to 2017

- Spearheaded program management of the transit communications systems designs, budging, construction, commissioning, implementation, and testing for the LIRR East Side Access, a New York State Metropolitan Transit Authority project.

AECOM; Baltimore, MD *US Rail Director, Program Director* 2002 to 2015

- Developed and managed a portfolio of railroad and transit systems programs for ground-up and rehabilitation construction, integrated solutions, and business continuity with responsibility for supervising a diverse team of project managers, engineers, and staff in establishing requirements, providing risk assessments, project/program budgets, delivering estimates, controlling costs, adhering to strict regulatory standards and guidelines, and completed projects on-time and within budget.
- Prepared grant applications, oversight, status reports, meeting agendas and minutes, administered programs to fulfil statutory obligations, presided over and attended status meetings, schedule reviews, project audits, and other statutory and special meetings in compliance with Federal Grants requirements.
- Public Private Partnership financing arrangements.

NetVersant; Baltimore, MD *Program Director* 2001 to 2002

- Recruited to spearhead and oversee program initiatives that included the development and implementation of program management framework, requirement standards, and reporting guidelines for ground-up and rehabilitation construction, integrated systems, and business contingency programs.

ADT / TYCO; New York, NY *Regional Director, North America Install & Service* 2001 to 2001

- Selected to facilitate a smooth transition of former Mosler's customers and employees to ADT in order to minimize service interruptions.

Mosler, Inc.; Hamilton, OH *National Director of Major Projects* 1997 to 2001

- Responsibilities included program management, system designs, ground-up and rehabilitation construction, commissioning, implementation, and testing of various large scale, high-value build projects.

Kraus Hi-Tech Security; New York, NY *Project Manager* 1996 to 1997

- Developed fire and life safety and security project scope, scheduled and managed specifications, design, standard operating procedures, ground-up and rehabilitation construction, and system solutions for HUD housing in New York, NY and Detroit, MI.

Shorrock Electronic Systems, Inc.; Baltimore, MD *Project Manager* 1994 to 1996

- Completed the design, construction, installation, testing, and system maintenance of the Hudson County Correctional Center's integrated fire/life safety/security solutions; developed response policies and procedures, intrusion/escape detection, CCTV perimeter detection, roof intrusion detection, PLC control of sally-port, cell and interior/external doors and gates. Integrated fire notification and suppression systems to ensure life safety, maintain secure facilities and safeguard the public good.

Englishtown Fire Department, Inc.; Englishtown, NJ 1994 to 2015

Chief of Finance / Treasurer (1999 to 2015)

- Managed department budget and funding of operations, training, equipment, and field activities for first responders and public property.
- Prepared, monitored, reported, administered Federal grants programs to fulfil grant statutory and oversight requirements.

Firefighter / Engine Operator (1994 to 2015)

- Responded to fire alarms and emergency calls, assessed conditions, and acted quickly to extinguish fires, rescue victims, and administer life-saving medical interventions within the Borough of Englishtown.
- Responded to hundreds of motor vehicle accidents, vehicle fires, brush fires, structural fires, and technical rescues in homes, apartment complexes, and commercial buildings.
- Collaborated and worked closely with other first responders to gain control of emergency situations, pre-analyze buildings, perform victim searches and rescues, administer first aid, and avert further injuries by keeping bystanders out of danger.
- Operated emergency vehicles, engines, and air trucks in a safe, efficient manner while obeying all traffic laws.
- Ensured operational readiness, cleanliness, and functionality of fleet vehicles and equipment.
- Continually recognized by supervisors for excellence in job performance, strong leadership, preparation tactics, team collaboration, and problem-solving skills.

CAREER SUMMARY (Continued)

- Northeast Intercom & Video; Manalapan, NJ** *Project Manager* 1992 to 1994
- Charged with oversight for system designs, planning, scheduling, and construction of various high rise commercial and office buildings.
- Sherer Security Systems, Inc.; Manalapan, NJ** *Owner / Operator* 1982 to 1992
- Led all corporate operations for a high-volume, independently owned security solutions firm; duties included Profit & Loss, hiring, training, planning, and forecasting, product and vendor selection, sales, contract negotiations, and marketing.
 - Directed on-site installations and ongoing service of integrated security systems and programs.
- Health & Hospitals Corporation; New York, NY** *Emergency Medical Specialist* 1979 to 1985
- Provided systemwide deployment of units to maintain emergency medical response coverage throughout New York City for the Office of the Chief; acted as a liaison to other operational units to support field responses during planned and emergency events.
 - Supported Internal Affairs during investigations, developed incident tabletop exercises and response procedures, and aided medical support staff in caring for the sick and injured as needed.

EDUCATION & TRAINING

Queens College | New York, NY | 1986 Graduate
Bachelor of Arts, Accounting & Computer Science

Professional Training: Sales Strategy, Contract Negotiations, Written & Verbal Communication, Interpersonal Skills, Vulnerability / Risk / Hazard Analysis & Mitigation, Security & Breach Analysis, Security Planning & Execution, Financial Responsibility, Physical Protection Management, Office Administration, Operational / Emergency Response Procedures & Guidelines, Integrated Electronic Systems, System Certification Plan / Testing / Final Certification, Concept Through Final Design, Incident Response, Business Continuity, Resiliency Planning

Computer Skills: Microsoft Office Suite, Oracle, Sage, SAP, Dynamics 365, Primavera, P3/P3e, Microsoft Project, Drafting Software

CERTIFICATIONS & LICENSES

OSHA 10 Hour Construction | 2016 | International Association for Continuing Education and Training

Homeland Security Level III | 2005 | American College of Forensic Examiners and American Board for Certification in Homeland Security

State of New Jersey Firefighter | 1995 | Monmouth County Fire Academy

Security Systems Management | 1992 | Commercial Technical Institute

PROFESSIONAL AFFILIATIONS

American Society for Industrial Security

National Fire Protection Association

American College of Forensic Examiners

Xaviera White

Lake City, FL

Bachelor's in Management

Experience with Department of Children and Families Review Specialist

Child Protective Investigations

Experience not relevant to City Government

Xaviera G. White
127 NW Wiregrass Ct.
Lake City, FL 32055
zaywhite@yahoo.com
(904) 566-8162

February 2, 2024

Dear Hiring Board,

I am writing to express my enthusiasm for the City Manager position at the city of Lake City. With a robust background in leadership, community experience, a commitment to excellence, and a passion for community, I am confident in my ability to drive strategic growth and foster a culture of success within Lake City.

Throughout my career, I have consistently demonstrated an unwavering dedication to cultivating trust, transparency, and a compelling vision. I firmly believe that fostering a workplace environment built on trust is foundational to a thriving organization. My leadership style places a strong emphasis on transparent communication, empowering teams, and aligning efforts with a clear and compelling vision.

In one of my previous roles as Family Safety & Community Services Director, I spearheaded initiatives that propelled organizational success by promoting teamwork and elevating morale. Collaborating with diverse teams, community partners, I facilitated an environment where innovative ideas flourished, fostering a cohesive community partnership and motivated workforce.

At the core of my leadership philosophy lies the belief that a visionary leader inspires others to achieve greatness. I am committed to leveraging my experience from Department Children and Families to lead Lake City toward its strategic objectives while ensuring the highest standards of operational excellence.

I am excited about the opportunity to bring my expertise and passion to the City of Lake City and contribute to its continued growth and success. I am eager to discuss how my skills align with the vision and goals of your organization in more detail.

Thank you for considering my application. I look forward to the possibility of contributing to the exceptional work being done.

Warm regards,

Xaviera White, CPM

Xaviera White Leadership Philosophy:

My leadership philosophy is simple. My leadership is centered on trust emphasizing building relationships based on reliability and confidence, fostering open communication and accountability. Transparency involves sharing information openly and creating an environment of honesty. A clear vision guides the team towards common goals, inspiring motivation, and direction. Emphasizing teamwork cultivates collaboration, synergy, and support among team members enhancing overall morale and productivity. I have core values I use to inspire myself and my teams. These core values are simple yet necessary in daily operations to lead an organization. The core values I have used over the past 10 years are Accountability, Integrity, Respect, and Sense of Urgency (AIRS). I have utilized AIRS and have been able to decrease turnover, increase morale, and bring staff joy in their daily roles. I have a lot of great skills, one of my strongest skills is the ability to pull together unlikely teammates, identify common goals, and achieve them. I can utilize all the formal leadership styles: transformational, delegative, authoritative, transactional, participative and servant leadership style. To be a successful leader, you must be able to be adaptive based on the team or team member's skill set. My resume, reputation, and work history display my ability to consistently do more than enough to get by. I am a hard worker who teaches and displays that no job is too hard or too small. I understand as an executive leader in the city every role under my supervision is important, it is beneficial for the company when the team feels valued and gets value from their work. I am an optimistic positive professional who believes in getting the job done but also having fun, and building work environments where people love to work. I would love an opportunity to interview for the vacant City Manager position.

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)
Fri, 02/02/2024 - 9:14am
73.192.72.18

Today's Date Fri, 02/02/2024

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? 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 21 years of State Government experience. I have managed the Northeast Child Welfare Program for the last 2 years which consists of 20 counties with 464 staff. I have the experience, business acumen, relationship and communication skills to successfully fill the role of county manager. I would like to bring stability to the role and fill it for at least the next 5-10 years. I would like to work with the commissioners, mayor, and constituents to set goals and exceed goals for the City. I would like to be a part of the administration to create Lake City as a destination city. I have resided in Lake City since 2014. I grew up in Wellborn and spent much of my life in this area. I want to impact my community in a professional realm.

Applicant Information + Driver's History

Applicant Information

Full Name:
Xaviera G White

Social Security Number

Current Address

127 NW Wiregrass Court

City, State Zipcode

Lake City

Home phone number

9045668162

Cell phone number

9045668162

Email address

zaywhite@yahoo.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?****Have you ever had your driver's license SUSPENDED or REVOKED?** No**List all traffic citations and crashes in the last five (5) years:** redlight ticket 2022 Clay County**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

Duncan U Fletcher Senior High

City and State

Jacksonville, FL

Date Graduated

05/1995

College or Technical School 1

Name of School

University of Phoenix

City and State

Phoenix, AZ

Years attended

2

Major

Business

Degree obtained

BS

College or Technical School 2

Name of School**City and State****Years attended****Major****Degree obtained****Certificates or additional training completed:**

Certified Public Manager- Florida State University

Supervising for Excellence- Florida State University

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

State of Florida- Department Children and Families

Street Address

5920 Arlington Expressway

City, State, Zip

Jacksonville

Phone Number

3522846961

Dates Employed

04/2003-Present

Supervisor's Name

Mario Rubio

Pay Rate**Brief Description of Duties**

Family Safety & Community Services Director (Department of Children & Families - DCF) | 10/2021-11/2023

- Lead DCF Northeast Region's Family Safety Program Office, Child Protective Investigations, and Child Care Regulation programs by providing direct leadership resulting in an influential impact on the workforce, community, and the safety and well-being of children and families involved in our one system of care.
- Direct a team of 6 direct reports, including (3) Operations Managers and (1) Regional Program Manager, (1) Administrative Assistant, (1) Retention Specialist, and 460+ indirect team members responsible for child protective investigations, contracts, child care regulation, quality assurance, foster care licensing, training, and staff development.
- Accountable for a \$39 M Operating Expense budget overseeing 14 offices across 20 counties and a 2.6M+ population, developing and implementing solutions to ensure overall operations were executed with maximum efficiency, cost-effectiveness, sense of urgency, integrity, and quality.
- Accelerate programmatic high performance on state and federal measures and lead operational efficiencies by developing and empowering program leadership teams, providing hands-on guidance and support with innovative approaches, ensured continuity and sustainability of solid operations.
- Spearheaded employee professional development program for in-service to post-service training with practice experts, coaches, mentors, and support protocols.
- Cultivate partnerships with a diverse team of international, national, and community stakeholders to further the agency's mission.
- Set up a Family Navigation program that integrates mental health assessments and services upfront for clients.
- Implemented a Statewide program to assist with turnover and increase the applicant pool by changing the requirements for the frontline Child Protective Investigator Position.

Key Achievements 2021-2023

- Decreased vacancy rate from 35.8% to 8.7%.
- Increased victim-seen percentage from 86.6% to 92.5%.
- Decreased average caseload from 12.8 to 9.2 cases.
- Decreased CPI with open investigation over 20 from 7.88% to 0.0%

State-Wide Operations Review Specialist (Department of Children & Families-DCF) | 11/2023-Present

- Provide Quality office Reviews regarding Child Abuse and Neglect cases around the state.

- Provide Training to front-line state, Supervisors, and Program Administrators regarding Child Safety.
- Complete consultation to guide safety decision

Reason for Leaving
Still Employed

Employer 2

Name of Company

Street Address

City, State, Zip

Phone Number

Dates Employed

Supervisor's Name

Pay Rate

Brief Description of Duties

Reason for Leaving

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

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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?

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 Investment Plan

Agency Name

Department Children and Families

Current or Former FRS Employer

Department Children and Families

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

Xaviera G White

Are you retired as defined in the statement above?

No

Section III

I am NOT retired from any State of Florida administered retirement plan. I understand that if it is later determined that I was a retiree and was reemployed during the first 6 calendar months after I retired or after my DROP termination date, or at any time during the 7th through the 12th months after I retired or after my DROP termination date, I must repay all unauthorized benefits received (see Section IV for details), or, if in the Investment Plan, terminate my employment. My employer may also be liable for repaying any unauthorized benefits I received.

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

Xaviera G White

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

xavierawhite_11.23.docx [2]

High School Diploma

xw_hs_diploma.pdf [3]

Driver's License

xw_id.pdf [4]

Birth Certificate

College Degrees/Transcripts

xw_transcript.pdf [5]

Other Certificates

xw_certificate.pdf [6]

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)

Black (not of Hispanic origin): All persons having origins in any of the black racial groups.

Sex

Female

Individual with Disabilities?

No

Special Disabled Veteran?

No

Vietnam Era Veteran?

No

Other Eligible Veteran?

No

How did you learn of the job opening?

Job Posting

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.

Xaviera G White

Today's Date

Fri, 02/02/2024

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:

Xaviera G White

Today's Date

Fri, 02/02/2024

Source URL:<https://www.lcfla.com/node/6533/submission/16893>

Links

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

https://www.lcfla.com/system/files/webform/xavierawhite.23_0.docx [3]

https://www.lcfla.com/system/files/webform/xw_hs_diploma.pdf [4] https://www.lcfla.com/system/files/webform/xw_id.pdf [5]

https://www.lcfla.com/system/files/webform/xw_transcript.pdf [6]

https://www.lcfla.com/system/files/webform/xw_certificate.pdf

XAVIERA G. WHITE

127 NW Wiregrass Ct., Lake City, FL 32055 • (904) 566-8162 • zavwhite@yahoo.com • <https://www.linkedin.com/in/xavier-white-a6718a43/>

EXECUTIVE LEADER | CHILD & YOUTH DEVELOPMENT ◦ CARE ◦ WELFARE ◦ OUTREACH ◦ EDUCATIONAL PROGRAMS

- 18 Years Child/Youth Development | Social Services
- Workforce Planning | Development | Programs
- Interagency | External Agency Relationships
- Complex Situation | Conflict Resolution
- Leadership | Interpersonal Competence
- Budget Management | Cost Reduction
- Program Management | Design
- Business Analysis | Best Practices
- Employee Retention Initiatives
- Executive | Stakeholder Presentations
- Leadership | Team Management
- Coaching | Training | Development
- Background Investigations
- Process Improvement
- Organizational Management

PROFESSIONAL EXPERIENCE

STATE OF FLORIDA

04/2003-Present

State-Wide Operations Review Specialist (Department of Children & Families-DCF) | 11/2023- Present

- Provide Quality office Reviews regarding Child Abuse and Neglect cases around the state.
- Provide Training to front line state, Supervisors, Program Administrator regarding Child Safety.
- Complete consultation to guide safety decision

Family Safety & Community Services Director (Department of Children & Families - DCF) | 10/2021-11/2023

- Lead DCF Northeast Region's Family Safety Program Office, Child Protective Investigations, and Child Care Regulation programs by providing direct leadership resulting in an influential impact on the workforce, community, the safety and well-being of children and families involved in our one system of care.
- Direct a team of 6 direct reports, including (3) Operations Managers and (1) Regional Program Manager, (1) Administrative Assistant, (1) Retention Specialist, and 460+ indirect team members responsible for child protective investigations, contracts, child care regulation, quality assurance, foster care licensing, training and staff development.
- Accountable for a \$39 M Operating Expense budget overseeing 14 offices across 20 counties and a 2.6M+ population, developing and implementing solutions to ensure overall operations were executed with maximum efficiency, cost effectiveness, sense of urgency, integrity, and quality.
- Accelerate programmatic high performance on state and federal measures and lead operational efficiencies by developing and empowering program leadership teams, providing hands on guidance and support with innovative approaches, ensured continuity and sustainability of solid operations.
- Spearhead employee professional development program for in-service to post-service training with practice experts, coaches, mentors, and support protocols.
- Cultivate partnerships with a diverse team of international, national, and community stakeholders to further the agency's mission.
- Set up Family Navigation program which integrates mental health assessments and services upfront for client.
- Implemented Statewide program to assist with turnover and increase applicant pool by changing the requirements for the frontline Child Protective Investigator Position.

Key Achievements 2021-2023

- Decreased vacancy rate from 35.8% to 8.7%.
- Increased victim seen percent from 86.6% to 92.5%.
- Decreased average caseload from 12.8 to 9.2 cases.
- Decreased CPI with open investigation over 20 from 7.88% to 0.0%

Operations Manager - Child Protective Investigations (DCF) | 01/2021-10/2021

Oversight: 14 counties (Circuit 3 & Circuit 8)

- Direct all management and administrative oversight of Child Protective Investigations for Judicial Circuits 3 and 8 across 14 counties encompassing 815K+ residents responsible for contracts, program development, policy implementation and strategic planning success.
- Manage a team of 3 Program Administrators, 1- Staff Assistant, 2- Field Consultants, 1- Retention Specialist providing oversight to 8 service centers and guiding the child abuse investigations, 200 indirect staff, performance measure development, office organization, budgetary planning, and data analysis.
- Responsible for the daily operations, assessing and evaluating the effectiveness of individual and program performance, and identifying opportunities for enhancements.
- Provide guidance, support, and direction to all CPI staff, measuring, analyzing, and identifying trends in performance and implementing strategic action plans to achieve and exceed goals in regional performance.
- Direct operations for the two circuits Child Abuse Investigation program.
- Develop professional relationships within the community including Law Enforcements, Judicial System, School Officials, Hospital Administrators, Social Workers, Community Leaders, Child Welfare professionals, Daycare Directors, Foster Parents, and Mental Health Administrators.
- Provided child protective investigation and agency operational oversight and guidance to staff in Circuit 3 and Circuit 8.

Key Achievements

Trained 3 Child Protective Investigative Supervisor (CPIS) who were promoted from CPIS to Program Administrator and 1 promoted to Senior Human Service Program Specialist

Spearheaded employee Recognition Program for NER driving staff retention

Program Administrator - Child Protective Investigations (DCF) | 04/2018-01/2021

Oversight: 4 Counties - Alachua / Dixie / Gilchrist / Levy Counties (Circuit 8)

- Provided management and administrative oversight for Child Protection Investigation Units across 4 counties with 345 thousand + residents, managing a 12-person team including 8 Child Protective Supervisors, 1-Specialist, 1- Administrative Professional, and 2- Field consultants, provide oversight to 2 service centers.
- Accountable for oversight, fiscal management, quality assurance, policy interpretation training, program development, planning, and technical assistance to operational staff to drive performance in moving investigations to safe closure.
- Led the Service Center by focusing on teamwork, peer support, and promoting a high level of moral support for child abuse and neglect investigations and protective services.
- Responsible for all daily operations involving child abuse investigations and adherence to the rules and regulations of Chapter 39, Florida Statutes: Proceedings Relating to Children.
- Interacted daily with the public and community partners including Law Enforcements, School Officials, Hospital Administrators, Social Workers, Community leaders, Child Welfare professionals, Daycare Directors, Foster Parents, Mental Health Administrators.
- Ensured implementation of procedures and key initiatives to improve the delivery of services to the abused, neglected, abandoned, and indigent in the region.
- Provided community training and awareness for agency professional and volunteer staff.
- Staff-maintained caseloads, within the PA of Circuit 8, of 14 or less for over 15 months.
- Monitored performance metrics for supervisors over the Child Protective Investigations area as defined by the program director.
- Participated in the recruitment of child protective investigators and implemented inspirational leadership resulting in 75% staff retention.

Key Achievements
Trained 8 new investigators leading to them ultimately being promoted to Child Protective Investigative Supervisors
•
Coached investigators to improve efficiency resulting in a reduction of 70% of the backlog in 5-6 months

Child Protective Investigator Supervisor (DCF) | 04/2014-04/2018

Oversight: 2 Counties - Columbia / Baker (Part of Circuit 3) | - 27 Months & Oversight 1 County - Alachua (Part of Circuit 8) - 20 Months

- Supervised and coached ~7 Child Protective Investigators and ~1 Staff Assistant supporting staff by planning workloads, workflows, deadlines, work objectives, and time utilization.
- Directed team on the ongoing investigations of an allegation of child abuse, threatened harm, and neglect, ensuring requirements are met, allegations of abuse are addressed, and a disposition of the case occurs within a reasonable time frame specified by the agency.
- Conducted risk assessment reviews, provided guidance, trained new staff, and utilized data to monitor staff performance and increase staff output and effectiveness within the unit.
- Possessed a thorough knowledge of child developmental patterns at all ages and the ability to interview children of any age, training new employees to evaluate abuse claims.
- Participated in the recruitment, selection, and hiring of child protective investigators and provided individual coaching which resulted in staff retention in a stressful occupation.
- Provided community education through public presentations to the daycares, schools, hospitals, and law enforcement partners.
- Offered subject matter expertise regarding complex domestic violence, medical neglect, human trafficking, and death cases.

Key Achievement
Certificate of Commendation as a 2015 Davis Productivity Awards recipient for improving the Case transfer process for judicial cases in Circuit 3

Child Protective Investigator (DCF) | 12/2010-04/2014

Oversight: 1 County - Duval

- Conducted child abuse investigations for ~20 cases at a time within the Duval County Florida Department of Children and Families, responding to allegations of abuse, neglect, abandonment, or maltreatment of the vulnerable.
- Interacted with attorneys for Child Welfare Legal Services and the Guardian Ad Litem's program to conduct child risk and safety assessments and appear in court when necessary.
- Completed consultations with child welfare stakeholders such as caregivers, children, school personnel, law enforcement officials, and medical professionals to obtain information pertinent to investigative findings.
- Created and updated various reports, including contact notes, assessments, and court documents regarding the investigative and case management process.

Key Achievement
Ensured that caseloads remained low by organizing and closing up to 15+ cases within the first 60 days

- Performed needs assessments to determine the level of service intervention required for families and counseled family members regarding community resources available for counseling services, mental health services, and medical case management within their local communities.

Economic Self Sufficiency Specialist Supervisor (DCF) | 07/2009-12/2010

Oversight: All Florida Counties

- Supervised a team of ~12 within Economic Self Sufficiency Specialists (Level I and II), coaching and developing team members by providing frequent feedback on all aspects of performance.
- Monitored workers through the Data and Reports system, tracking and reporting daily statistics of calls handled, average talk time, average DND time, and feedback on how the team member handled difficult client calls.
- Oversaw casework to ensure team was qualifying eligibility for the public assistance programs, including cash, food stamps, and Medicaid.

Economic Self Sufficiency Specialist (DCF) | 09/2005-06/2009

Oversight: All Counties (28 Months) / Oversight: 3 Counties – Madison / Taylor / Jefferson (27 Months)

- Conducted comprehensive interviews to determine clients' eligibility for public assistance programs across all Florida counties.
- Consulted up to 65 clients daily to determine the eligibility of applicants and recipients for public assistance programs, including food assistance (SNAP), Medicaid, and temporary cash assistance (TANF).

Previous Role: Secretary Specialist (Department of Corrections) | 04/2003-09/2005

EDUCATION / CERTIFICATIONS / PROFESSIONAL DEVELOPMENT

Certified Public Manager | Florida State University

Business Science Management | University of Phoenix

Professional Certification: Trauma & Resilience: Level 1 / Mandell Safe and Together Model / Supervising for Excellence

Training: Child Welfare Safety Practice / Safety Planning Expert / Present Danger Assessment Professional/ Lean Six Sigma White Belt

TECHNICAL SKILLS

Access | Accurint | ACT | Advanced Excel, Word, Outlook, PowerPoint | Avaya Internet Telephony System | Aventa | Case Management Systems (CMS) | CCIS (Florida Court record system) | CJIS | CLEAR (thomasoneruters.com) | Court Net | Court View | DAVID system. | DCF portal | Delinquency and Crystal Report | DJJ | E-docket | Electronic Benefits Transfer (EBT) | Florida Blue Zone Access Program | Florida Department of Transportation (DAVE) | Florida Medicaid Management Information System (FMMIS) | Florida Safe Family Network (FSFN) | Government Information Systems | Home SafeNet | Kronos | Lexis Nexis | Link analysis | Microsoft Office Suite | My Florida Market Place | OneNote | Publisher | Qualtrics | The Work Number | TJAIL | Vital Statistics

American U. Fletcher Senior High School

Neptune
Bearly



Maitha

This Certifies That

Kaviera Guindiline Brown

having satisfactorily completed all requirements of laws and standards for high school graduation as prescribed by the State Board of Education and the District School Board is hereby awarded this

Diploma

by order of the Duval County District School Board

June 8, 1995



Jerry F. Zenke
Superintendent of Schools

Bill Cook
Chairman, School Board

Jerry J. Dumble
Principal





Date Issued: 01/13/2020
 Record of: XAVIERA G WHITE
 Student Number: 9015803446
 Birthdate: 11/21/1976
 Enrollment Status: Graduated
 Effective Date: 07/06/2009

SENT TO:
 XAVIERA WHITE
 1370 SW INDIAN GLEN
 LAKE CITY, FL 32025
 US

Prior Schools Attended	Credits	Degrees
FLORIDA GATEWAY COLLEGE	59.00	
NORTH FLORIDA COMMUNITY COLLEGE	6.00	

Mo/Yr	Course ID	Course Title	Grade	Credits Attempted	Credits Earned	Quality Points	Rep
UNIVERSITY OF PHOENIX							
01/2007	GEN/300	SKILLS FOR PROFESSIONAL DEVELOPMENT	B	3.00	3.00	9.00	
02/2007	MGT/330	MANAGEMENT THEORY, PRACTICE, AND APPLICATION	W	0.00	0.00	0.00	
03/2007	MGT/330*	MANAGEMENT THEORY, PRACTICE, AND APPLICATION	B+	3.00	3.00	9.99	
04/2007	MGT/350	CRITICAL THINKING: STRATEGIES IN DECISION MAKING	B	3.00	3.00	9.00	
05/2007	RES/320	FOUNDATIONS OF RESEARCH	A-	3.00	3.00	10.98	
06/2007	COMM/470	COMMUNICATING IN THE VIRTUAL WORKPLACE	B-	3.00	3.00	7.98	
08/2007	PSY/320	HUMAN MOTIVATION	W	0.00	0.00	0.00	
09/2007	PHL/323	ETHICS IN MANAGEMENT	W	0.00	0.00	0.00	
01/2008	PSY/320	HUMAN MOTIVATION	C+	3.00	3.00	6.99	
02/2008	SOC/315	CULTURAL DIVERSITY	D	3.00	3.00	3.00	
03/2008	PHL/323	ETHICS IN MANAGEMENT	B+	3.00	3.00	8.01	
05/2008	MTH/203	COLLEGE MATHEMATICS I	B+	3.00	3.00	9.99	
07/2008	PSY/428	ORGANIZATIONAL PSYCHOLOGY	B+	3.00	3.00	9.99	
08/2008	PHL/458	CREATIVE MINDS AND CRITICAL THINKING	B	3.00	3.00	9.00	
09/2008	PSY/430	TEAM DYNAMICS FOR MANAGERS	B-	3.00	3.00	8.01	
10/2008	TBC/401	HUMAN FACTORS IN TECHNOLOGY	B+	3.00	3.00	9.99	
11/2008	FIN/324	FINANCIAL ANALYSIS FOR MANAGERS I	C	3.00	3.00	6.00	
01/2009	GEN/480	INTERDISCIPLINARY CAPSTONE COURSE	A-	3.00	3.00	11.01	
02/2009	REL/133	WORLD RELIGIOUS TRADITIONS I	A-	3.00	3.00	11.01	
03/2009	COMM/215	DIVERSITY ISSUES IN COMMUNICATION	A-	3.00	3.00	11.01	
04/2009	SOCC/105	INTRODUCTION TO POPULAR AMERICAN CULTURE	B-	3.00	3.00	8.01	
06/2009	PSY/310	HISTORY AND SYSTEMS IN PSYCHOLOGY	C+	3.00	3.00	6.99	

GPA	Credits Attempted	Credits Earned	Quality Points
Total Cumulative Credits:			
	57.00	57.00	165.96
UORX Cumulative:	2.91	57.00	57.00

BSHS/M Program GPA : 2.91
 BSM Program GPA : 2.91

An official signature is white with a blue background A raised seal is not required

This officially sealed and signed transcript is printed on blue SCRIP-SAFE® security paper with the name of the university printed in white type across the face of the document. When photocopied, the name of the institution appears on one line and the word "COPY" appears on the next. A BLACK ON WHITE OR A COLOR COPY SHOULD NOT BE ACCEPTED!

University of Phoenix

University of Phoenix
Registrar's Office
4035 S. Riverpoint Parkway
Phoenix, AZ 85046
1-800-856-3919

Date Issued: 01/13/2020
Record of: XAVIERA G WHITE
Student Number: 99158054467
Birthdate: 11/21/1976
Enrollment Status: Graduated
Effective Date: 07/06/2009

UNIVERSITY OF PHOENIX
DEGREES, CERTIFICATES

BACHELOR OF SCIENCE IN MANAGEMENT: COMPLETED 07/06/2009, CONFERRED 07/2009

*****End of Transcript*****

Academic Record **Xaviera Gwendiline White**

Date of Birth: 21-NOV-1976

North Florida Community College

Soc. Sec. No: [REDACTED]

325 NW Turner Davis Drive

NFCC Student ID: G00408772

Madison, FL 32340

Date issued: 27-AUG-2010

Voice: 850-973-1620 Fax: 850-973-1697

Course Level: Credit

High School: In-State High School 09-JUN-1995
Florida Resident

CLAST SCORES

Test	Test Date	Score
Math		
Read		
Write		
Essay		

Xaviera White
5350 Arlington Exprwy #3110
Jacksonville, FL 32211

High School: In-State High School 09-JUN-1995

SUBJ NO. COURSE TITLE CRED GRD PTS R

TRANSFER CREDIT ACCEPTED BY THE INSTITUTION:

Spring 2002 Florida Gateway College

ENC 0010C	Bas Write Skills I	3.00	A
FIN 2001	Prin of Finance	3.00	C
IDG 1030	Cult Anthrop	3.00	B

Hrs: 9.00 GPA-Hrs: 6.00 QPts: 15.00 GPA: 2.50

Summer 2002 Florida Gateway College

AMH 2020	Amer History II	3.00	B
DEP 2004	Human Development	3.00	B
IDG 1031	Phil & Rel	3.00	C

Hrs: 9.00 GPA-Hrs: 9.00 QPts: 24.00 GPA: 2.66

Fall 2002 Florida Gateway College

ENC 1103	Kyesh English I	3.00	C
ENC 1003	Western Civ II	3.00	A
IDG 1032	Art & Music	3.00	C
PSY 2012	Gen Psychology	3.00	C

Hrs: 12.00 GPA-Hrs: 12.00 QPts: 30.00 GPA: 2.50

Spring 2003 Florida Gateway College

EUR 1000	Western Civ I	3.00	C
SYG 2410	Marriage & Family	3.00	A

Hrs: 6.00 GPA-Hrs: 6.00 QPts: 18.00 GPA: 3.00

Fall 2003 Florida Gateway College

BSC 2085C	Human A&P I	4.00	B
IDG 1033	Child Dev	3.00	B
MAT 0002C	Dev Arithmetic	3.00	B
SYG 1000	Intro Sociology	3.00	B

Hrs: 13.00 GPA-Hrs: 10.00 QPts: 30.00 GPA: 3.00

***** CONTINUED ON NEXT COLUMN *****

SUBJ NO. COURSE TITLE CRED GRD PTS R

Transfer Information continued:

Spring 2004 Florida Gateway College

BSC 2086C	Human A&P II	4.00	C
MAT 0024C	Intro Algebra	3.00	C
SPC 1500	Fund of Speech	3.00	C
SYG 2010	Social Problems	3.00	A

Hrs: 13.00 GPA-Hrs: 10.00 QPts: 26.00 GPA: 2.60

INSTITUTION CREDIT:

Spring 2006

ENC 1102	Fresh English II	3.00	F	0.00
MAT 1033	Inter Algebra	3.00	F	0.00

Hrs: 0.00 GPA-Hrs: 3.00 QPts: 0.00 GPA: 0.00
Good Standing

Fall 2006

ECO 2013	Princ Economics I	3.00	C	6.00
MAT 1033	Inter Algebra	3.00	C	6.00

Hrs: 6.00 GPA-Hrs: 6.00 QPts: 12.00 GPA: 2.00
Good Standing

***** TRANSCRIPT TOTALS *****

	EARNED HRS	GPA HRS	POINTS	GPA
TOTAL INSTITUTION	6.00	9.00	12.00	1.33
TOTAL TRANSFER	62.00	53.00	143.00	2.69
OVERALL:	68.00	62.00	155.00	2.50

***** END OF TRANSCRIPT *****

AN OFFICIAL SIGNATURE ENVELOPE ON A BURGUNDY BACKGROUND



MARY ANNE WHEELER
REGISTRAR

This officially sealed and signed transcript is printed on burgundy security paper with the name of the college printed in small white type across the face of the document. A raised seal is not required. When the word VOID should appear. A BLACK ON WHITE OR A COLOR COPY SHOULD NOT BE AC

Date Issued: 30-AUG-2010
 Student Name: Xaviera G. White
 Student ID: 10052862
 Date of Birth: 21-NOV-1976
 SSN: [REDACTED]
 Residency: Florida Resident

PLACEMENT SCORES

Test	Score	Test Date

CLAST SCORES

Test	Score	Test Date
Math		
Read		
Write		
Essay		

Issued To: Xaviera White
 5350 Arlington Expy Apt 3110
 Jacksonville, FL 32211-6823

Course Level: Undergraduate

SUBJ NO.	COURSE TITLE	CRED	GRD	PTS	R	SUBJ NO.	COURSE TITLE	CRED	GRD	PTS	R
INSTITUTION CREDIT:						Institution Information continued:					
Spring Term 1996						PSY 2012 GENERAL PSYCHOLOGY 3.00 C 6.00 I					
ENC 1101	FRESHMAN COMP 1	3.00	W	0.00		Ehrs: 12.00 GPA-Hrs: 12.00 QPts: 30.00 GPA: 2.50					
MAT 0025	INTERMEDIATE ALGEBRA	3.00	F	0.00		Good Standing					
REA 0001	PREPARATORY READING	4.00	W	0.00		Spring Term 2003					
SPC 1025	ORAL COMMUNICATIONS	3.00	W	0.00		CTEX 0933	SPECIAL TOPICS 16	0.00	NC	0.00	
Ehrs: 0.00 GPA-Hrs: 3.00 QPts: 0.00 GPA: 0.00						CTEX 0934					
Good Standing						SPECIAL TOPICS 24 0.00 NC 0.00					
Spring Term 2002						ECO 2023					
ANT 2410	CULTURAL ANTHROPOLOGY	3.00	B	9.00		PROBLEM ECONOMICS 2 3.00 W 0.00					
WR 0010	PRINCIPLES OF WRITING	3.00	A	12.00		ENC 1102					
FIN 2001	PRINCIPLES OF FINANCE	3.00	C	6.00		FRESHMAN COMP 2 3.00 D 3.00					
WR 0001	PRINCIPLES OF READING	3.00	A	12.00		EUH 2000					
Ehrs: 12.00 GPA-Hrs: 12.00 QPts: 39.00 GPA: 3.25						WESTERN CIVILIZATION I 3.00 C 6.00					
Good Standing						MARRIAGE AND THE FAMILY 3.00 A 12.00					
Summer I 2002						Ehrs: 9.00 GPA-Hrs: 9.00 QPts: 21.00 GPA: 2.33					
AMH 2020	U.S. SINCE 1865	3.00	B	9.00		Good Standing					
PSY 2012	GENERAL PSYCHOLOGY	3.00	F	0.00 E		Fall Term 2003					
Ehrs: 3.00 GPA-Hrs: 3.00 QPts: 9.00 GPA: 3.00						BSC 2085					
Good Standing						ANAT & PHYSIOLOGY 1 3.00 B 9.00					
Summer II 2002						BSCI 2085					
DEP 2004	HUMAN GROWTH & DEVELOP	3.00	B	9.00		ANAT/PHYSIO I LAB 1.00 C 2.00					
HUM 2551	PHILOSOPHY & RELIGION	3.00	C	7.50		DEP 2001					
Ehrs: 6.00 GPA-Hrs: 6.00 QPts: 16.50 GPA: 2.75						CHILD DEVELOPMENT 3.00 B 9.00					
Good Standing						MAT 0002					
Fall Term 2002						DEVELOP ARITHMETIC W/ALGEBRA 3.00 B 9.00					
ENC 1101	FRESHMAN COMP 1	3.00	C	6.00		SYG 1000					
EUH 2001	WESTERN CIVILIZATION II	3.00	A	12.00		SOCIOLOGY 3.00 B 9.00					
UM 2511	ART AND MUSIC	3.00	C	6.00		Ehrs: 13.00 GPA-Hrs: 13.00 QPts: 39.00 GPA: 2.92					
***** CONTINUED ON NEXT COLUMN *****						Good Standing					
Spring Term 2004						BSC 2086					
GLY 1001						EARTH SCIENCE 3.00 F 0.00					
MAT 1033						INTERMEDIATE ALGEBRA 3.00 W 0.00					
***** CONTINUED ON PAGE 2 *****						BSCI 2086					
						ANAT/PHYSIO II LAB 1.00 C 2.60					
						MAT 0024					
						ELEMENTARY ALGEBRA 3.00 C 6.00					
						SPC 2600					
						PUBLIC SPEAKING 3.00 C 7.50					
						SYG 2010					
						SOCIAL PROBLEMS 3.00 A 12.00					
						Ehrs: 13.00 GPA-Hrs: 13.00 QPts: 33.50 GPA: 2.57					
						Good Standing					
						Fall Term 2004					
						GLY 1001					
						EARTH SCIENCE 3.00 F 0.00					
						MAT 1033					
						INTERMEDIATE ALGEBRA 3.00 W 0.00					
						***** CONTINUED ON PAGE 2 *****					

STUDENT PRIVACY:

This transcript cannot be released to a third party without the written consent of the student. This is in accordance with the Family Educational Rights and Privacy Act of 1974. If you have additional questions about this document, please contact The Registrar's Office at 388-754-4205.

Gale Hunter
 REGISTRAR

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Date Issued: 30-AUG-2010
Student Name: Xaviera G. White
Student ID: 10052862
Date of Birth: 21-NOV-1976
SSN: [REDACTED]
Residency: Florida Resident

PLACEMENT SCORES

Test	Score	Test Date

CLAST SCORES

Test	Score	Test Date
Math		
Read		
Write		
Essay		

SUBJ NO.	COURSE TITLE	CRED	GRD	PTS	R
----------	--------------	------	-----	-----	---

Institution Information continued:
 NUR 1192 NUTRITION 3.00 W 0.00
 PSC 1341 PHYSICAL SCIENCE 3.00 W 0.00
 Ehrs: 0.00 GPA-Hrs: 3.00 QPts: 0.00 GPA: 0.00

Good Standing

Spring Term 2005

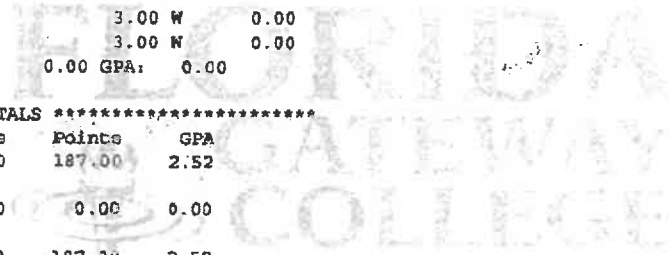
1102 FRESHMAN COMP 2 3.00 W 0.00
 1033 INTERMEDIATE ALGEBRA 3.00 W 0.00
 Ehrs: 0.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00

Good Standing

***** TRANSCRIPT TOTALS *****

	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	68.00	74.00	187.00	2.52
TOTAL TRANSFER	0.00	0.00	0.00	0.00
TOTAL	68.00	74.00	187.00	2.52

***** END OF TRANSCRIPT *****



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Dale Hunter
 REGISTRAR

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The State of Florida

AND

THE FLORIDA CENTER FOR PUBLIC MANAGEMENT

AT THE FLORIDA STATE UNIVERSITY

HEREBY CONFER UPON

Xavieria G. White

THE DESIGNATION OF

Certified Public Manager

WITH ALL THE RIGHTS, PRIVILEGES, AND HONORS THEREUNTO APPERTAINING IN TESTIMONY WHEREOF WE SUBSCRIBE OUR NAMES AND AFFIX THE SEALS OF THE STATE OF FLORIDA AND THE FLORIDA STATE UNIVERSITY

July 2011



GOVERNOR



DIRECTOR



PRESIDENT



VICE PRESIDENT



The State of Florida

AND

THE FLORIDA CENTER FOR PUBLIC MANAGEMENT

AT THE FLORIDA STATE UNIVERSITY

CERTIFY THAT

Xaviera G. White

HAS SATISFACTORILY COMPLETED ALL OF THE REQUIREMENTS
IN THE SUPERVISORY MANAGEMENT CURRICULUM
OF THE FLORIDA CPM PROGRAM FOR THE

Certificate in Supervisory Management

July 2011



Handwritten signature of the Governor.

GOVERNOR

Handwritten signature of the Director.

DIRECTOR

Handwritten signature of the President.

PRESIDENT

Handwritten signature of the Vice President.

VICE PRESIDENT



Ronald Williams

Lake City, FL

Master's in Social Work

Bachelor's in Social Work

Experience not relevant to position.

Does not meet the minimum Senior Level Management Experience

Ronald W. Williams II

ronwms2@gmail.com • (386) 365-5933

Lake City, FL 32055

February 1, 2024

Dear Hiring Manager,

I am writing to express my sincere interest in the City Manager position at City of Lake City, as advertised. As a passionate individual for city and community service, I am eager to contribute my skills and enthusiasm to the dynamic role of City Manager.

Throughout my previous roles and internships, I have gained comprehensive transferable skills notably, people management and administration of municipal management. I am equipped with knowledge in policy development, budgeting, and infrastructure management, which I am eager to apply in a real-world setting. Additionally, I have honed my analytical and problem-solving skills, preparing me to address the multifaceted challenges that come with city management.

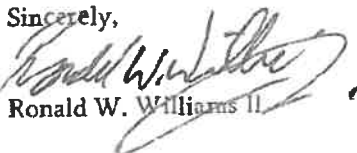
My commitment to fostering community development is underscored by my involvement in social work, business creation, governmental service, community relevant projects, and extracurricular activities. These experiences have sharpened my ability to collaborate with diverse stakeholders, engage with the public, and implement initiatives that enhance the quality of life for residents.

What excites me most about the opportunity at City of Lake City is the chance to contribute to the sustainable growth and well-being of the community. I am particularly drawn to your department's focus on directing city affairs and implementing policies, and I am eager to bring my skills and fresh perspective to support these efforts.

I am confident that my academic background, combined with my passion for civic engagement and community development, make me a strong fit for this role. I am enthusiastic about the opportunity to contribute to City of Lake City and would welcome the chance to further discuss how my skills align with your department's goals.

Thank you for considering my application. I look forward to the possibility of discussing how my background and aspirations align with the needs of City of Lake City Government Department. Please find my resume attached for your reference.

Sincerely,



Ronald W. Williams II

Equal Opportunity Employer, ADA, Veterans Preference, and Drug Free Workplace

APPLICATION FOR GENERAL EMPLOYMENT

PLEASE NOTE: *Complete all areas of the application, please print clearly. *Under Florida Law, employment applications are open for public inspection. *False statements may cause rejection of the application or if employed, termination of employment.

***Application must be completed in full and signed or it WILL NOT be processed.**

Position applied for: City Manager Salary Expected \$ _____ Date: February 1, 2024

Name: Ronald W. Williams II SS#: [REDACTED]
First M.I. Last

Address: 352 NW Belvin Way City/St/Zip: Lake City, FL 32055

Phone #1: (386) 365-5933 Phone #2: (386) 365-5941

e-mail address: ronwms2@gmail.com

Have you read the full job description of the position for which you are applying? Yes No

Are there any duties you are unable to perform? Yes No If yes, please explain: _____

Do you possess a valid Florida driver's license? Yes No CDL Level: No *You must be able to provide proof (if position is offered.)*

Have you ever been employed by the City of Lake City Yes No If yes, please give dates and job title held _____

Do you have any relatives currently employed by the City of Lake City Yes No

If yes, please list names and their Department Corey L. Williams, Public Works

EDUCATION

Depending on the position sought, you may be required to provide a copy of your high school or college transcript/degree and/or professional registration. Give years of college completed, type of degree and major/minor. Be sure to list all technical and/or trade courses or programs you have completed.

Do you currently have a High School Diploma or a GED? Yes No

Name of School (include City and State)	# Of Yrs. Attended	Major	Diploma/ Degree Obtained
Florida Gateway College, Lake City, FL	Two (2)	General Studies	Associate
Saint Leo University, Gainesville, FL	Two (2)	Social Work	Bachleors
Saint Leo University, Saint Leo, FL	Two (2)	Social Work	Masters/Clinical Social Work

Technical skills or other training acquired: 22 Years of Administrative/Legal Management. Resume attached.

List certificates or trade licenses you possess: FL Registered Clinical Social Worker Intern. License# ISW17980, 10/27/22

Applicant Name: Ronald W. Williams II

RECORD OF EMPLOYMENT

Please give complete name and address of all employers, including military employment. Describe major duties performed. A resume may be attached as a supplement; however, you MUST complete all information requested on the application. Begin with your current or most recent employer and list all previous employers in chronological order. Include a minimum of 5 years of employment; attach additional sheet(s) as needed.

Employer: DaVita Kidney Care Phone: (386) 365-8989

Address: 1389 Us Hwy 90 West, Suite 100A, Lake City, FL 32055

City/State/Zip: _____ Supervisor: Mark Anderson

Position Held: Facility Social Worker
Dates Employed: From February 2023 to Present Rate of Pay: Yearly Gross
Yearly Gross/Hourly (circle one)

Brief Description of Duties: • Interdisciplinary team member, • Participates in care planning in collaboration with the patient and healthcare team, • Utilize patient education programs established social work theory, methods, and quality of life measurement instruments to resolve barriers and meet goals.

Reason for Leaving: _____

Employer: Alachua County, Court Services Phone: (352) 374-5219

Address: 12 SE 1st Street 1st Floor, Gainesville, FL 32601

City/State/Zip: _____ Supervisor: Diana Harrington

Position Held: Drug Counselor
Dates Employed: From July 2017 to June 2018 Rate of Pay: Yearly Gross
Yearly Gross/Hourly (circle one)

Brief Description of Duties: • Provided leadership, training and counseling to under-served, primarily minority program participants, • Maintained all client records in accordance with state statutes and HIPAA compliance guidelines, • Served as liaison with various community agencies to arrange referrals for needed services.

Reason for Leaving: Resigned, pursuit of political office.

Employer: Columbia County School Board, Columbia High School Phone: (386) 755-8000

Address: 372 West Duval Street, Lake City, FL 32055

City/State/Zip: _____ Supervisor: Donnie Harriston

Position Held: Custodian
Dates Employed: From January 2012 to July 2012 Rate of Pay: Yearly Gross
Yearly Gross/Hourly (circle one)

Brief Description of Duties: • Performed all cleaning duties for the department, • Reported to senior management regarding needed repairs or capital improvements, • Identified and reported construction maintenance requirements, • Provided defensive protection in and around construction.

Reason for Leaving: College Enrollment

Employer: United States Marine Corps Phone: (800) 268-3710

Address: 2008 Elliott Road, Quantica, VA 22134

City/State/Zip: _____ Supervisor: Colonel Anthony Manuel

Position Held: Administrative & Legal Manager
Dates Employed: From January 1989 to August 2011 Rate of Pay: Yearly Gross
Yearly Gross/Hourly (circle one)

Brief Description of Duties: • Provided critical program management, administration, and consultation directly for the Commanding Officer, • Managed execution of Commanding officer's objectives amongst internal and external agencies, • Managed employees and deployed personnel while deployed, Helmand Providence, Afghanistan.

Reason for Leaving: Retirement

Applicant Name: Ronald W. Williams II

PERSONAL INFORMATION

Are there any days or hours you are unable to work? ___ Yes No If yes, Please list them: _____

Are you able to travel if required? Yes ___ No

Are you 18 years of age or older: Yes ___ No

Type of employment desired: Full-Time ___ Part-Time ___ Temporary

With reference to the Immigration Control and Reform Act (IRCA), are you eligible to work in the United States?
 Yes ___ No (Verification will be required before Employment)

Have you ever been convicted of, or pled guilty, no contest or *nolo contendere* to a crime? ___ Yes No If yes, explain fully:

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 now pending? ___ Yes No

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

Have you ever been ticketed due to a traffic accident? ___ Yes No

Why are you interested in working for the City of Lake City? My passion and vision for the development of Lake City stems from having been born and living here my entire life. As well as motivation to achieve goals that benefit the citizens of Lake City.

Have you ever served in the military? Yes ___ No

Was any formal disciplinary action taken against you while in the military? Yes ___ No

Under Florida law, certain individuals may be eligible for "Veteran's Preference" for employment purposes. Please read and complete the VETERANS PREFERENCE CERTIFICATION SHEET then answer the following questions.

Are you claiming Veteran's Preference? Yes ___ No Have you attached a copy of your DD-214? Yes ___ No

Applicant Comments: Thank you for an opportunity to serve again.

I hereby certify that all the 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 or 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.

Ronald W. Williams II
Applicant Signature

February 1, 2024
Date

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

RECORD CHECK AUTHORIZATION & CERTIFICATE OF APPLICANT

Name: Ronald Winston Williams II
PRINT FULL LEGAL NAME

Please Read Carefully Before Signing

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.

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 education 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.

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 screen 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.

I FULLY UNDERSTAND AND VOLUNTARILY AGREE WITH THE ABOVE

Ronald W. Williams II
Signature of Applicant

February 1, 2024
Date

VETERANS' PREFERENCE CERTIFICATION

Date: January 6, 2024

Name: Ronald W. Williams II

Section 295.07(1), Florida Statutes, provides for Veterans' Preference in employment appointment and retention, if qualified under one of the following categories and not exempt under Section 295.07(4), Florida Statutes. Section 295.09, Florida Statutes, also provides Veterans' Preference for reinstatement, reemployment, and promotion. If you seek Veterans' Preference, please "check" the appropriate box, and provide this form and documentation of your status along with your employment application, no later than the position advertisement closing date.

I certify that I am qualified to claim Veterans' Preference under the category checked below:

(a) A disabled veteran:

1. Who has served on active duty in any branch of the United States Armed Forces, has ^{Yearly Gross} received an honorable discharge, and has established the present existence of a service-connected disability that is compensable under public laws administered by the United States Department of Veterans Affairs; or
2. Who is receiving compensation, disability retirement benefits, or pension by reason of public laws administered by the United States Department of Veterans Affairs and the United States Department of Defense.

(b) The spouse of a person who has a total disability, permanent in nature, resulting from a service-connected disability and who, because of this disability, cannot qualify for employment, and the spouse of a person missing in action, captured in line of duty by a hostile force, or forcibly detained or interned in line of duty by a foreign government or power.

(c) A wartime veteran as defined in s. 1.01(14), who has served at least 1 day during a wartime period. I acknowledge that active duty for training may not be allowed for eligibility under this paragraph.

(d) The unmarried widow or widower of a veteran who died of a service-connected disability.

(e) The mother, father, legal guardian, or unmarried widow or widower of a member of the United States Armed Forces who died in the line of duty under combat-related conditions, as verified by the United States Department of Defense.

(f) A veteran as defined in s. 1.01(14), F.S. I acknowledge that active duty for training may not be allowed for eligibility under this paragraph.

(g) A current member of any reserve component of the United States Armed Forces or the Florida National Guard. If so, please attach FDVA form VP2, signed by your immediate military supervisor, to document your status.

Please submit this certification with your application, or as soon as possible, prior to the date that the position advertisement closes. In order to receive Veterans' Preference and to complete your application, this form and documentation to prove your status must be returned to the Human Resources ("HR") office in accordance with Rule 55A-7.013, Florida Administrative Code.

This statement is true to the best of my knowledge and belief.

By Ronald W. Williams II

Printed Name Ronald W. Williams II
55A-7.013, FAC

s. 295.07, FS

FDVA Form VP-1

If you qualify for the Veteran's Preference, the City of Lake City will give you special consideration during the employment selection process. The City of Lake City shall give preference to and shall hire a person entitled to Veteran's Preference ahead of other equally qualified applicants.

Should the position for which you are applying be filled by someone who does not qualify for Veteran's Preference and should you feel that proper consideration of the Veteran's Preference law has not been provided to you by the City of Lake City or the City of Lake City has not complied with the Veteran's Preference rules, please notify the City of Lake City, Human Resources Department, (386) 719-5804.

You also have the right to initiate an investigation by the Florida Division of Veteran's Affairs. You may do so by notifying the State of Florida, Department of Administration, Division of Veteran's Affairs, PO Box 1437, St Petersburg FL 33731, within 21 calendar days from the date you received notice that you were not selected for the position.

Revised 12/2016

Page 5

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

The information collected is for census purposes only. If you choose, you may complete this information and mail it to Human Resources, 205 N. Marion, Lake City, FL 32055 at your convenience. Thank you.

Date Completed: February 1, 2024 Position for which you are applying: City Manager

Division/Department: City Manager

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. Therefore, your cooperation is requested in providing the following information:

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

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

Black (not of Hispanic origin): All persons having origins in any of the black racial groups.

Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Asian or Pacific Islanders: All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Pacific Islands, This area includes, for example, China, Japan, Korea, the Philippine Islands, Samoa, and the Indian Subcontinent.

American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.

Decline to Answer.

Sex: Male Female

Vietnam Era Veteran? Yes No

Special Disabled Veteran? Yes No

Other Eligible Veteran? Yes No

Individual with Disabilities? Yes No

*****I do not wish to Self-Identify:_____**

Name: Ronald W. Williams II

How did you learn of the opening?

Job Opportunity Posting

Friend

Advertisement Where? _____

Other

[Editor's note: According to 41 CFR 60-741.42, there are only two circumstances when an employer may ask a disabled applicant to self-identify on a pre-offer basis:**

Type text here

(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 the 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 there from 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, a service medal, or an expeditionary medal has been awarded.

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.

Name Ronald W. Williams II SSN (last 4 digits) [REDACTED]

Agency Name _____

Previous or Current FRS Employer City of Lake City

**Complete Section I if you have never been a member of a State of Florida administered retirement plan.
Complete Section II if you are a current or previous member AND Section III if not retired OR Section IV if retired.**

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

STOP HERE

SIGNATURE _____

DATE _____

II. I was or currently am a member of the following State of Florida administered retirement plan (also complete Section III or IV)¹

FRS Pension Plan (incl. DROP) FRS Investment Plan State University System Optional Retirement Program (SUSORP)
 State Community College System Optional Retirement Program (SCCSORP) Senior Management Service Optional Annuity Program (SMSOAP)
 Other

III. I am **not retired** from any State of Florida administered retirement plan. I understand that if it is later determined that I was a retiree and was reemployed during the first 6 calendar months after I retired or after my DROP termination date, or at any time during the 7th through the 12th months after I retired or after my DROP termination date, I must repay all unauthorized benefits received (see Section IV for details), or, if in the Investment Plan, terminate my employment. **My employer may also be liable for repaying any unauthorized benefits I received.**

SIGNATURE _____

DATE _____

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 _____

Effective July 1, 2017, retirees of the Investment Plan, SUSORP, SCCSORP, and SMSOAP are eligible for renewed membership in the Investment Plan, SUSORP, or SCCSORP.

I understand that as a Pension Plan retiree:

- If I am employed by an FRS-covered employer in **any type of position**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**,³ and I must reapply for retirement in order to receive future benefits.
- 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 suspended⁴ and any unauthorized benefits received must be repaid.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:

- If I am employed by an FRS-covered employer in **any type of position**² during the first 6 calendar months after I retired, I **must repay**³ any benefits received or terminate employment for an additional period to satisfy the 6 calendar month termination requirement.
- 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.⁴

SIGNATURE _____

DATE _____

Retiree Definition

You are considered retired if:

- You have received any benefits under the FRS Pension Plan including DROP (does not include a withdrawal of employee contributions), or
- You have taken any distribution (including a rollover) from the FRS Investment Plan, or other state administered retirement programs offered by state universities (SUSORP), state community colleges (SCCSORP), state government for senior managers (SMSOAP), or local governments for senior managers.

¹If 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.

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

³Florida 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.

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.

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES

THIS IS AN IMPORTANT RECORD. SAFEGUARD IT.

ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

This Report Contains Information Subject to the Privacy Act of 1974, As Amended.

1. NAME (Last, First, Middle) WILLIAMS Ronald Winston II		2. DEPARTMENT, COMPONENT AND BRANCH USMC-11		3. SOCIAL SECURITY NUMBER	
4a. GRADE, RATE OR RANK GrSgt		b. PAY GRADE E-7		5. DATE OF BIRTH (YYYYMMDD) 19691216	
6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD) 20190201		7a. PLACE OF ENTRY INTO ACTIVE DUTY Jacksonville MEPS Jacksonville, FL 32055		b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known) Route 4 Box 515 Lake City, FL 32055	
8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND MALS-31 MAG-31 MCAS BEAUFORT SC 29904		b. STATION WHERE SEPARATED MCAS BEAUFORT SC 29904 (RUC 01086)		9. COMMAND TO WHICH TRANSFERRED CMC (MMSB-20) RUC 54881	
10. SGLI COVERAGE AMOUNT: \$400,000		NONE			
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.) 0111- Administrative Specialist (22 years, 1 month) 8538- Substance Abuse Coordinator (3 years, 6 months)		12. RECORD OF SERVICE		YEAR(S) MONTH(S) DAY(S)	
		a. DATE ENTERED AD THIS PERIOD		1989 01 11	
		b. SEPARATION DATE THIS PERIOD		2011 08 31	
		c. NET ACTIVE SERVICE THIS PERIOD		22 07 20	
		d. TOTAL PRIOR ACTIVE SERVICE		00 00 00	
		e. TOTAL PRIOR INACTIVE SERVICE		00 00 00	
		f. FOREIGN SERVICE		00 00 00	
		g. SEA SERVICE		00 00 00	
		h. INITIAL ENTRY TRAINING		00 02 23	
		i. EFFECTIVE DATE OF PAY GRADE		2004-07-01	
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service) Navy And Marine Corps Achievement Medal (4th Award), Military Outstanding Volunteer Service Medal, Navy And Marine Corps Commendation Medal (3d Award), Afghanistan Campaign Medal With Campaign Star, Sea Service Deployment Ribbon (3d Award), Navy And Marine Corps Overseas Service Ribbon (6th Award), Global War On Terrorism Service Medal, Armed Forces Service Medal,		14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed) Advanced Personnel Administration (2004), Civilian Professional License/Certificate/Teacher (2002), Navy Drug Abuse Counselor (2001), Basic Typing And Personnel Administration (1989), Administrative Clerk (1989).			
15a. COMMISSIONED THROUGH SERVICE ACADEMY		YES		X NO	
b. COMMISSIONED THROUGH ROTC SCHOLARSHIP (10 USC Sec. 2107b)		YES		X NO	
c. ENLISTED UNDER LOAN REPAYMENT PROGRAM (10 USC Chap. 109) (If yes, years of commitment:)		YES		X NO	
16. DAYS ACCRUED LEAVE PAID 24.5		17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION		YES X NO	
18. REMARKS Block 18 Cont: Marine Corps Good Conduct Medal (6th Award), National Defense Service Medal (2d Award), Navy Unit Commendation, Navy Meritorious Unit Commendation (3d Award), North Atlantic Treaty Organization Medal International Security Assistance Force Afghanistan, Certificate Of Appreciation, Letter Of Commendation, Certificate Of Commendation (Individual Award) (5), Letter Of Appreciation (9), Meritorious Mast, Rifle Sharpshooter Badge, Pistol Expert Badge (6th Award). Member participated in Operation Enduring Freedom from 20090416-20100326 and Operation Khanjar from 20090701-20090907. SER: 45184-2011-0295 The information contained here is subject to computer matching within the Department of Defense or with any other affected Federal or non-Federal agency for verification purposes and to determine eligibility for, and/or continued compliance with, the requirements of a Federal benefit program.					
19a. MAILING ADDRESS AFTER SEPARATION (Include ZIP Code) 352 NW Belvin Way Lake City, FL 32055		b. NEAREST RELATIVE (Name and address - Include Zip Code) Ronald Williams Sr (Father) 440 NW Winfield St Lake City, FL 32055			
20. MEMBER REQUESTS COPY 4 BE SENT TO (Specify state/locality) FL		OFFICE OF VETERANS AFFAIRS		X YES NO	
a. MEMBER REQUESTS COPY 3 BE SENT TO THE CENTRAL OFFICE OF THE DEPARTMENT OF VETERANS AFFAIRS (WASHINGTON, DC)				X YES NO	
21a. MEMBER SIGNATURE <i>Ronald Williams II</i>		b. DATE (YYYYMMDD) 20110618		22a. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title, signature) M. D. THOMAS, WO, PERSONNEL OFFICER	
				b. DATE (YYYYMMDD) 20110618	

SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)					
23. TYPE OF SEPARATION TRANSFER TO FMCR		24. CHARACTER OF SERVICE (Include upgrades) HONORABLE			
25. SEPARATION AUTHORITY MARCORSEPMAN par 7008		26. SEPARATION CODE NBD6		27. REENTRY CODE RE-2C	
28. NARRATIVE REASON FOR SEPARATION SUFFICIENT SERVICE FOR RETIREMENT					
29. DATES OF TIME LOST DURING THIS PERIOD (YYYYMMDD) NONE				30. MEMBER REQUESTS COPY 4 (Initials) <i>[Signature]</i>	

Ronald W. Williams II

ronwms2@gmail.com • (386) 365-5933

[Ronald LinkedIn Profile](#) • Lake City, FL 32055

City Manager Profile

Dynamic and dedicated professional, well-prepared to leverage people management and administration expertise to manage city's priorities. Ability to quickly comprehend, develop, and implement processes related to bureaucratic functioning. Capable of supporting council members in formulating policies for general direction of city affairs and facilitate informed administrative decisions. Persuasive communicator, possessing aptitude to interact with department heads to streamline operations and various city programs. Capacity to manage budgets, foster interdepartmental collaboration, and navigate intricacies of local government regulations.

Relevant Competencies

- Public Administration
- Stakeholder Engagement
- Operating Procedures
- Policy Implementation
- Strategic Planning
- Teamwork & Leadership
- Community Outreach
- Interrelationships Building
- Regulatory Compliance

Professional Experience

Facility Social Worker - DaVita Medical Care, Lake City/Madison, FL

Feb 2023 — Present

Analyze patients' psychosocial strengths and challenges to evaluate their impact on rehabilitation and treatment outcomes. Collaborate with interdisciplinary team and patients to develop effective care plans that address rehabilitation goals and enhance quality of life. Conduct psycho-educational counseling sessions focused on specific areas for improvement, such as treatment adherence and vocational/educational rehabilitation. Facilitate discussions about advance directive wishes with healthcare team and family/support persons when necessary.

- Spearheaded patient education programs and managed social work theory, methods, and quality of life measurement instruments as part of assessment and care planning to resolve barriers and meet patient treatment goals.
- Improved patient awareness of advance directives by providing education and guidance on accessing relevant forms and information.

Facility Social Worker, Fresenius Medical Care, Starke/Alachua/Palatka, FL

Jan 2023 — Feb 2023

Conducted thorough assessments of patients' psychosocial status, identifying strengths and areas of improvement that may impact their rehabilitation and overall treatment outcomes. Implemented patient education programs, employing established social work theories, methods, and quality of life evaluation tools to address obstacles and support patients in achieving treatment goals. Evaluated patients' familiarity with advance directives, assisting them in obtaining relevant forms and information, and facilitating open discussions about their wishes with both the healthcare team and their family/support system.

- Participated in interdisciplinary care planning, collaborating with patients and healthcare team to develop effective interventions that align with rehabilitation goals and enhance patients' quality of life.
- Delivered psycho-educational counseling using evidence-based techniques to target specific areas of need, promote treatment adherence, and facilitate vocational and educational rehabilitation.

Social Worker – The Vines Hospital, Ocala, FL

Feb 2022 — Aug 2022

Facilitated individual, group, and family therapy sessions to effectively support adult clients in achieving positive outcomes. Assessed patients' psychosocial status, identifying strengths and areas of need that could impact rehabilitation and treatment outcomes. Collaborated with an interdisciplinary team as an integral part of the comprehensive patient assessment process. Conducted thorough discussions regarding advance directive wishes with the healthcare team, as well as the patient's family/support persons, when required.

- Devised comprehensive treatment plans for adult clients, including Individual Treatment Planning (IEP), mental health treatment, and discharge planning.

Presiding Prelate – W2 Ministries Inc, Lake City, FL

Jun 2009 - Present

Developed and implemented community outreach programs. Served as a dedicated Member of the Board of Bishops for New Beginnings International Ministries, Inc., contributing to the strategic decision-making and growth of the organization. Provided leadership and guidance as the Overseer of Mentoring Young Minds, Inc. in Beaufort, SC, including various ministries throughout the North American Country. supporting young individuals in their personal and educational development. Trained and supervised staff in operating policies and core values.

- Created procedures, policies, and directives for company incorporation.
- Designed performance measures to monitor and achieve ministry objectives.
- Established and instructed at the School of Ministry to develop future leaders.

Drug Counselor, Court Services - Court Services, Alachua County, FL

Jul 2017 -- Jun 2018

Led and guided under-served, predominantly minority program participants, providing them with training and counseling. Acted as a liaison between various community agencies, coordinating referrals for essential services. Taught Mental Health First Aid training to Alachua County Departments as a certified instructor. Assisted in creating a multimedia presentation format for effective substance abuse treatment. Maintained client records, ensuring compliance with state statutes and HIPAA guidelines.

- Revamped and improved the process for managing necessary documentation for annual audits conducted by DCF.
- Recognized as "Employee of the Month" for boosting workplace morale with positive contributions.

Social Worker Intern – Gator Team Child Juvenile Clinic, UF

Jan 2017 — Jun 2017

Advocated for rights and well-being of juveniles in various settings, including courts, schools, mental health placements, and foster care placements. tutoring. Acquired extensive knowledge of Florida's policies, laws, and statutes pertaining to youth involved in the Department of Juvenile Justice and Foster Care systems. Facilitated effective treatment planning for youth, encompassing areas such as Individual Treatment Planning (IEP), mental health treatment, and juvenile dependency status. Utilized combination of individual, group, and family sessions to foster positive outcomes and growth for the youth.

- Played key role in ensuring that youth received necessary school-based services, such as I.E.P.
- Collaborated with a legal firm to craft comprehensive and efficient Predisposition Reports (PDRs).

Custodian, Columbia County School Board Lake City, Florida

Jan 2012 – Jul 2012

Executed all cleaning tasks to maintain cleanliness and orderliness within the department. Provided regular updates to senior management regarding necessary repairs and opportunities for capital improvements. Determined and reported construction maintenance needs promptly to prevent any potential issues. Ensured defensive protection measures were implemented in and around construction areas.

- Offered on-call support to fill in for team members who were absent, ensuring continuous service delivery.

Various Roles | U. S. Marine Corps

Jan 1989 – Aug 2011

Administrative/Legal Manager

Oversaw daily executive-level administrative operations for effective coordination among the Commanding Officer, Executive Officer, and Senior Enlisted Advisor. Delivered insightful recommendations on Command-level operations, executive summaries, and policies to senior-level executives. Identified potential problem areas and implemented corrective actions or preventive measures, effectively resolving complaints at the lowest level. Organized all incoming and outgoing correspondence, ensuring proper staffing and timely responses to deadline-driven communication. Managed legal reviews and cases for hundreds of employees ensuring compliance with Manual of Court Martial. Additionally, conducted extensive research and analysis to provide comprehensive responses and guidance to veterans, their dependents, and survivors on the wide range of benefits offered by the Dept of Veterans Affairs and other veterans' organizations. Assisted individuals through personal interviews, telephone consultations, and online platforms, delivering personalized counsel to ensure they are fully informed about available benefits.

- Streamlined workflow processes, analyzed daily productivity, and made necessary adjustments to enhance the overall effectiveness of administrative and personnel activities.

- Developed and presented informative briefings on manpower data, greatly contributing to executive decision-making processes.
- Educated clients on the necessary documents required for efficient processing of claims and facilitated their acquisition, assisting in the accurate completion of forms in adherence to relevant regulations.

Substance Abuse Control Officer/Counselor

Coordinated intensive outpatient group therapy sessions for at-risk Marines, addressing substance abuse termination, recovery plans, relapse prevention, mental health assessments, and life-skills development, while also considering social, family, professional, and educational dynamics. Maintained compliance with substance abuse regulations and Marine Corps Orders by strictly adhering to mandated training and collaborating with healthcare professionals, substance abuse counselors, and staff members to assess clients' progress.

- Played integral role in planning, handling, provisioning, oversight, and accountability of substance abuse test samples and legal documents, while utilizing a SharePoint system to track personnel availability for testing.

Education & Credentials

Master of Social Work, Saint Leo University, Saint Leo, Florida

Bachelor of Social Work, Saint Leo University, Gainesville, Florida

Associate in General Studies, Florida Gateway College, Lake City, Florida

Registered Clinical Social Worker Intern. License# ISW17980 effective Oct 27, 2022, State of Florida

Recognitions & Affiliations

LCPD Civilian Police Academy

Founder, New Beginnings Restoration Church

Employee of Month, Alachua County

Member NAACP

2018 FL Chamber of Commerce #1 Candidate

Forensic Social Work Club

DaVita Facility Administrator Program

Phi Alpha Honor Society

Founder, GHA Day Care Center & K-12 School

President, Bass Hunters of Lake City

Member Gateway Ministerial Alliance, Lake City

Omega Nu Lambda Honor Society

2018 Democratic Nominee FL House Rep District 10

2023 Region 1 Social Work Core Value Award

Jason Wright

Did not complete employment application. Was emailed on 12/7/23 with instructions.

No degree listed.

Jason Wright

Lake City, FL

Received via
email 12/7/23

Jason Wright

386-628-6995

1423 SE Lanvale St.

Lake City FL 32025

Objective:

Highly experienced and results-driven warehouse and inventory management professional with a track record of success in optimizing operations, reducing costs, and improving efficiency. Inventory Manager with 15 years of experience in the warehousing industry. Seeking a challenging position that allows me to utilize my extensive knowledge and skills to drive warehouse and inventory performance while contributing to the overall success of the organization.

Summary of Qualifications:

- Over 15 years of progressive experience in continuous improvement, warehouse and inventory management roles.
- Proven ability to lead and supervise teams, ensuring optimal performance and productivity while reinforcing safety practices.
- Proficient in inventory control methodologies.
- Skilled in implementing and improving warehouse processes and KPIs, resulting in increased efficiency and reduced operational costs.
- Expertise in utilizing warehouse management systems (WMS) and other web-based sites to manage inventory and streamline operations.
- Strong problem-solving and analytical skills, with the ability to identify and resolve issues quickly and effectively.
- Excellent communication and interpersonal skills, fostering positive relationships with cross-functional teams, vendors, and customers.
- Skilled in multiple computer programs Microsoft office (Excel, outlook, word, power point, etc)
- High level Internal auditing experience.

Professional Experience:

Inventory Manager – United States Cold Storage, Lake City Florida. Oct. 2022 - Present

- Develop and implement warehouse procedures, ensuring smooth operations and adherence to quality and safety standards.

- Oversee all aspects of inventory management, including receiving, storage, distribution, and fulfillment.
- Utilize WMS to optimize inventory levels, reduce shortages, and improve order accuracy.
- Conduct regular cycle counts and implement inventory reconciliation strategies, reducing discrepancies and increasing productivity
- Train and mentor warehouse staff, fostering a culture of accountability and continuous improvement.

Continuous Improvement Analyst- United States Cold Storage Lake City June 2015 – October 2022

- Led continuous improvement initiatives to enhance warehouse operations, streamline processes, and drive cost savings.
- Conducted data analysis and performed root cause analysis to identify process inefficiencies and bottlenecks.
- Collaborated with cross-functional teams to develop and implement process improvements, resulting in increased productivity.
- Implemented performance metrics and tracking systems to monitor progress and measure the effectiveness of process improvements.
- Provided training and coaching to warehouse staff on continuous improvement methodologies and best practices.
- Prepared and presented reports to senior management, highlighting key findings, improvement opportunities, and cost-saving initiatives.

Warehouse Supervisor- United States Cold Storage Lake City FI Feb 2008-June 2015

- Supervised a team of 20 warehouse associates, ensuring optimal performance and productivity.
- Managed inbound and outbound shipments, coordinating with carriers and resolving any logistics issues.
- Implemented and maintained barcode scanning system, reducing picking errors and improving order accuracy.
- Conducted regular inventory audits and reconciliations, ensuring accurate stock levels and minimizing discrepancies.
- Collaborated with cross-functional teams to streamline warehouse processes and improve operational efficiency.

References:

Available upon request

References:

Available upon request

File Attachments for Item:

5. City Council Resolution No. 2024-021 - A resolution of the City Council of the City of Lake City, Florida, authorizing the execution of Task Assignment Four with Passero Associates, LLC, for professional services for the reconstruction of existing pavement and storm sewer on the Northern half of Industrial Loop Road at the Lake City Gateway Airport; providing for a total cost not-to-exceed \$98,333.00; and providing for an effective date.

CITY COUNCIL RESOLUTION NO. 2024-021

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AUTHORIZING THE EXECUTION OF TASK ASSIGNMENT FOUR WITH PASSERO ASSOCIATES, LLC, FOR PROFESSIONAL SERVICES FOR THE RECONSTRUCTION OF EXISTING PAVEMENT AND STORM SEWER ON THE NORTHERN HALF OF INDUSTRIAL LOOP ROAD AT THE LAKE CITY GATEWAY AIRPORT; PROVIDING FOR A TOTAL COST NOT-TO-EXCEED \$98,333.00; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Lake City, Florida (hereinafter the "City") has heretofore entered into a Continuing Contract (hereinafter the "Agreement") with Passero Associates, LLC (hereinafter "Passero" or "Consultants"), authorized by City Council Resolution No. 2022-091 for Professional Consulting Services with the Lake City Gateway Airport (hereinafter the "Project"); and

WHEREAS, the Continuing Contract provides that Passero shall perform services to the City only when requested and authorized in writing by the City and that each request for services shall be for a specific project and be defined by and embodied in a separate Task Assignment; and

WHEREAS, the City desires to enter into Task Assignment Four to its Continuing Contract with Passero for services related to the reconstruction of existing pavement and storm sewer on the Northern half of Industrial Loop Road at the Lake City Gateway Airport for a total cost not to exceed ninety-eight thousand, three hundred thirty-three dollars and zero cents (\$98,333.00), in accordance with the terms and conditions of Task Assignment Four, a copy of which is attached hereto as "Exhibit A" and made a part of this resolution ("Task Assignment Four"), and the Continuing Contract.

WHEREAS, the City Council has determined that it is in the best interests of its citizens to enter into Task Assignment Four.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AS FOLLOWS:

Section 1. The above recitals are all true and accurate and are

incorporated herein and made a part of this resolution.

Section 2. The City is hereby authorized to enter into Task Assignment Four with Passero Associates, LLC, for the additional services.

Section 3. The City Manager and City Attorney are authorized to make such reasonable changes and modifications to Task Assignment Four as may be deemed necessary to be in the best interest of the City and its citizens. The Mayor is authorized and directed to execute and deliver Task Assignment Four in the name and on behalf of the City, with such changes, amendments, modifications, omissions, and additions made by the City Manager and City Attorney, if any. Execution by the Mayor and Passero shall be deemed to be conclusive evidence of approval of such changes, amendments, modifications, omissions, and additions, if any.

Section 4. Effective Date. This resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED at a meeting of the City Council this ___ day of February 2024.

CITY OF LAKE CITY, FLORIDA

By: _____
Stephen M. Witt, Mayor

ATTEST:

APPROVED AS TO FORM AND LEGALITY:

By: _____
Audrey E. Sikes, City Clerk

By: _____
Thomas J. Kennon, III,
City Attorney

TASK ASSIGNMENT FOUR TO THE CONTINUING CONTRACT BETWEEN THE CITY OF LAKE CITY, FLORIDA AND PASSERO ASSOCIATES, LLC, FOR PROFESSIONAL SERVICES RELATED TO THE RECONSTRUCTION OF EXISTING PAVEMENT AND STORM SEWER ON THE NORTHERN HALF OF INDUSTRIAL LOOP ROAD AT THE LAKE CITY GATEWAY AIRPORT

THIS TASK ASSIGNMENT FOUR is made and entered into this ____ day of _____ 2024, by and between the CITY OF LAKE CITY, FLORIDA, a municipal corporation, located at 205 North Marion Avenue, Lake City, Florida 32055 (herein referred to as "City") and PASSERO ASSOCIATES, LLC, a Florida limited liability company, having a mailing address of 13453 North Main Street, Suite 106, Jacksonville, Florida 32218 (herein referred to as "Consultant")

RECITALS

A. City and Consultant have heretofore entered into a Continuing Contract dated August 22, 2022, for professional consulting services as authorized by City Council Resolution No. 2022-091 (the "Continuing Contract").

B. The Continuing Contract provides that Consultant shall perform services to the City only when requested to and authorized in writing by City and that each request for services shall be for a specific project, with the scope of the work to be performed by and compensation to be paid to Consultant for each separate project and be defined by and embodied in a separate Task Assignment.

C. The City is in need of additional assistance related to the reconstruction of existing pavement and storm sewer on the Northern half of Industrial Loop Road at the Lake City Airport, and desires to enter into this Task Assignment Four with Consultant for related services pursuant to the terms and conditions included herein and the Consultant's *Supplemental Agreement 23-26 Industrial Loop Road Rehabilitation (Design Only) Lake City Gateway Airport, Lake City, Florida* (hereinafter "Supplemental Agreement 23-26"), a copy of which is attached as "Exhibit A".

NOW, THEREFORE, in consideration of the premises and the mutual covenants and agreements herein contained, the parties hereto agree as follows:

1. **RECITALS**: The above recitals are all true and accurate and are incorporated

herein and made a part of Task Assignment Four.

2. **PROJECT:** The City hereby engages Consultant and Consultant agrees to furnish to the City the services and work as set forth in Exhibit A attached hereto.

3. **COMPENSATION TO CONSULTANT:** City shall pay Consultant a fixed fee for services rendered, each of which are specified within Exhibit A, at a total projected cost not to exceed ninety-eight thousand, three hundred thirty-three dollars and zero cents (\$98,333.00).

4. **PROVISIONS OF CONTINUING CONTRACT:** The terms, provisions, conditions, obligations, and requirements of the Continuing Contract are incorporated in and made a part of this Task Assignment and shall be binding on, and complied with by, Consultant. Should any conflict arise between the terms and conditions set forth herein and the Continuing Contract, the terms and conditions of the Continuing Contract shall be controlling. Should any conflict arise between the terms and conditions set forth in the attached exhibit with either the Continuing Contract or this Task Assignment, the conflicts shall be construed in favor of the Continuing Contract first and then, if applicable, this Task Assignment.

5. **ATTORNEYS' FEES AND COSTS.** In the event of breach by either party of the Continuing Contract or Task Assignment, the breaching party shall be liable for, and agrees to pay, all costs and expenses incurred in the enforcement of this Continuing Contract or Task Assignment Four, including reasonable attorneys' fees.

6. **ENTIRE AGREEMENT.** This Task Assignment Four and the Continuing Contract constitute the entire agreement between City and Consultant and supersedes all prior written or oral understandings with respect to the project. Should any term or condition of Exhibit A be found to conflict with a term or condition of either this Task Assignment or the Continuing Contract the term or condition of either this Task Assignment or the Continuing Contract shall prevail and be binding. This Task Assignment Four may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

7. **PARTIES BOUND.** This Task Assignment Number Four shall be binding

upon and shall inure to the benefit of City and Consultant, their successors and assigns.

8. **Execution in Counterparts and Authority to Sign.** This Task Assignment, any amendments, or change orders related to the Task Assignment, may be executed in counterparts, each of which shall be an original and all of which shall constitute the same instrument. In accordance with the Electronic Signature Act of 1996, electronic signatures, including facsimile transmissions, may be used and shall have the same force and effect as a written signature. Each person signing this Task Assignment warrants that he or she is duly authorized to do so and to bind the respective party to the Task Assignment.

[Remainder of this page left blank intentionally. Signature page to follow.]

IN WITNESS WHEREOF, the parties hereto have made and executed this Task Assignment Number Four as of the day and year first above written.

CITY OF LAKE CITY, FLORIDA

By: _____
Stephen M. Witt, Mayor

ATTEST:

APPROVED AS TO FORM AND LEGALITY:

By: _____
Audrey E. Sikes, City Clerk

By: _____
Thomas J. Kennon, III,
City Attorney

ATTEST:

PASSERO ASSOCIATES, LLC

By: _____
Angela Witt,
Contracts Administrator

By: _____
Bradley Wente
Vice President

City of Lake City



Lake City Gateway Airport (LCQ)

Industrial Loop Road Rehabilitation (Design Phase)

Grants Administration, Design, Topographic Survey, and Geotechnical Investigation

by

Passero Associates, LLC

(PA Project No. 20070044.0026)

Supplemental Agreement 23-26

Supplemental Agreement 23-26
Industrial Loop Road Rehabilitation (Design Only)
Lake City Gateway Airport, Lake City, Florida

PASSERO ASSOCIATES, LLC (PA or "Consultant") agrees to perform the following services, in accordance with the terms and conditions of this Supplemental Agreement and the Contract for Professional Airport Engineering Services, dated August 22, 2022, with the of City of Lake City (City or "Client"), all of which terms and conditions are incorporated herein by reference:

Project Location: Lake City Gateway Airport, 3524 East US Highway 90, Lake City, Florida, 32055

Project Description: Reconstruction of existing pavement and storm sewer on the Northern half of Industrial Loop Road (approximately 1,325 LF). The project includes replacement of storm sewer and inlets and repair of bituminous pavement to make the roadway operational again and an asset to the Airport.

Scope of Basic Services: Professional Civil Engineering Design Services, Grants Administration Assistance, Topographic Survey, Geotechnical Investigation (Attachment A-1: Scope of Work).

Scope of Special Services: Topographic Survey and Geotechnical Investigation.

Interim City Manager: Mr. Demetrius Johnson

City Project Coordinator: Mr. Ed Bunnell, Airport Manager

PA Program Manager: Mr. Bradley Wente

PA Project Manager: Ms. Leona Lewis

Basic Services Compensation: Lump Sum Not-to-Exceed: \$ 80,118.00

Special Services Compensation: Lump Sum Not-to-Exceed: \$ 18,215.00

Total Project Cost (See Attachment A-1: Schedule B): Lump Sum Not-to-Exceed: \$ 98,333.00

Schedule: TBD

Meetings: Project Design Kick-off Meeting.
Site Inspection of project area.
Project Pre-Final Design Review Meeting with Airport, FAA, FDOT.
Project Final Design Review Meeting with Airport, FAA, FDOT.

Deliverables:
3 Sets of Pre-Final Plans and Specifications, Cost Estimate.
3 Sets of Construction Safety Phasing Plan.
3 Sets of 100% (Bid Set) Plans.
3 Sets of Bid Specifications.

SIGNATURES ON NEXT PAGE

"Client" - City of Lake City

By: _____

Stephen M. Witt, Mayor
Typed Name, (Title)

ATTEST:

BY: _____

Audrey E. Sikes, City Clerk
Name, (Title)

Date: _____

"Consultant" - Passero Associates, LLC

By: Bradley J. Wentz
6E57873F5463471...

Bradley Wentz, Vice President
Typed Name, (Title)

ATTEST: DocuSigned by:

BY: Angela Witt
DA6F1FF9B3A7494...

Angela Witt, Grant/ Contracts Administrator
Name, (Title)

Date: 01/04/24

Attachment A-1: Scope of Work
Industrial Loop Road Rehabilitation (Design Phase)
Lake City Gateway Airport, Lake City, Florida

I. Project Description

Reconstruction of existing pavement and storm sewer on the Northern half of Industrial Loop Road (approximately 1,325 LF). The project includes replacement of storm sewer and inlets and repair of bituminous pavement to make the roadway operational again and an asset to the Airport. The anticipated construction cost of the project is \$820,000.00.

II. Basic Services

Passero Associates, LLC (Consultant) will provide the following basic services to assist the City of Lake City (City) with the Design Phase of Industrial Loop Road Rehab Project: Grant Administration Assistance; Data Collection and Preliminary Design; Final Design (See Schedule A: Scope of Work).

A. Joint Automated Capital Improvement Program (JACIP) and FAA Obstruction Evaluation / Airport Airspace Analysis (OE/AAA) Assistance

The Consultant shall assist the City in the update to the Airport JACIP in the following areas:

1. Coordinate the Engineer's opinion of probable costs for design and construction with existing input in the JACIP.
2. Update the JPM with Engineer's certifications of plans and specifications.
3. Upload plans and specifications into JPM.
4. Assist City in uploading signed task orders and third-party agreements.
5. Create "Non-Rule making Airport" (NRA) case on FAA OE/AAA site for FAA review of the project construction.

B. Grant and Administration Phase:

The Consultant shall aid the City by acting as its liaison and Project coordinator with FAA and FDOT during the Project's design. In addition, the Consultant shall assist the City in the preparation of paperwork required to secure funds for the Project. The specific services to be provided or furnished for this Phase of the Project are the following:

1. Preparation of grant application packages; coordination of their execution by the City; and submission to the funding agencies.
2. During the Design Phase, to aid the City by acting as its liaison and Project coordinator with the funding agencies.
3. The Consultant shall evaluate and validate the proposed construction budget and keep the City apprised during each phase of the Project of the results of such evaluation. The Consultant shall advise the City as to options available for reducing construction costs to maintain the budget, if it appears likely that contractor bid prices will exceed this budget.
4. Perform Project management duties such as Project planning, invoice preparation, schedule coordination, coordination of design team and internal cost control.
5. Schedule coordination: Consultant shall provide continued coordination so that Project schedules are met for each phase of work included in this contract. Phases of design may be delayed by the FAA or other review agencies.

C. Schematic Design Phase:

The Schematic Design Phase is intended to identify and evaluate alternatives to provide cost-effective and practical solutions for the work items identified. The Consultant will evaluate pavement rehabilitation alternatives through contacts with local authorities, review of the pre-application, field investigations, and a practical design approach. The Project's design will take advantage of local knowledge and experience and will utilize expertise from recent construction Projects to design a cost-effective Project. The specific services to be provided or furnished for this Phase of the Project are the following:

1. Schedule and conduct a pre-design meeting with the City, FAA, and FDOT to review the scope of services and become familiar with the Project requirements and operational concerns during the Project's construction. Prepare and distribute meeting minutes.
2. Acquire and review record documents (such as plans, specifications, reports, and studies) to become familiar with data that is available for the Project.
 - i. It is understood that the drainage structures were recently evaluated by Enviro Waste Services Group. The City shall provide all documents related to this study.
3. Perform a preliminary Project site inspection to further familiarize the design team with the Project areas.
4. Prepare preliminary plans identifying required topographic field surveys, subsurface soils investigations, and other field investigative programs. Develop a schedule of completion of required surveys and investigations to minimize interference with airport and tenant operations.
5. Acquire the necessary topographic survey of and utility data for the Project site including related office computations and drafting.
6. Acquire the necessary soils and existing pavement investigation data, including borings, pavement cores, and test pits, as well as field and laboratory tests, to identify existing pavement conditions and subsurface soil characteristics.
7. Perform a preliminary environmental review, including review of the previous Master Plan. Complete appropriate NEPA forms and submit to the FAA, as required. A CATEX is assumed to be the appropriate documentation.
8. Analyze data obtained from subsurface soils and existing pavement investigation program and determine properties of existing pavement and soil materials. Document results of program, existing conditions, and recommendations in the design report.
9. Develop pavement rehabilitation design.
10. Develop schematic designs.
11. Develop schematic construction safety phasing plans to support the above referenced pavement designs, including preliminary pavement horizontal geometric layouts, as needed.
12. The Consultant shall provide the Airport with a report identifying the appropriate pavement rehabilitation method and drainage improvements and develop an estimate of probable construction cost.

D. Pre-Final (60%) Design Phase

The services to be performed during this Phase consist generally of services required to furnish the City with a set of Pre-Final Plans, Contract Document, Technical Specifications, and Engineer's Report.

The specific services to be provided or furnished for this Phase of the Project are the following:

1. Finalize horizontal pavement geometrical layouts and place sufficient information on drawings to layout proposed pavements in field during construction, as needed.

2. Develop a preliminary design to develop pavement centerline profiles, typical sections, and other grading details for the proposed work, as needed.
3. Evaluate the existing roadway drainage including any drainage improvements that may be required.
4. Develop roadway marking layouts, as needed.
5. Develop preliminary designs of structural Project elements, such as catch basins and manholes as needed.
6. Meet with Airport personnel to develop a draft construction phasing and operations plan that endeavors to limit interference by the Project's construction with airport and tenant operations.
7. Develop a draft storm water pollution prevention plan that encompasses all phases of the Project.
8. Prepare preliminary Contract Drawings (approximately 60% complete) providing sufficient detail for review of design concepts by the City, FAA, and FDOT.
9. Develop general provisions and overall City contract documents, as necessary.
10. Develop technical specifications expected to be required for the proposed work. Standard technical specifications shall be used whenever possible, with supplemental specifications developed by the Consultant.
11. Prepare a detailed opinion of probable construction cost to reflect the outcomes of Project design.
12. Prepare written design report documenting items such as design concepts, assumptions, and alternative designs.
13. Perform an internal quality control review on all design documents.
14. Submit sufficient copies of preliminary design documents to the City, FAA, and FDOT for their review and comment.
15. Schedule and conduct a pre-final design review meeting to discuss and resolve any City comments and perform a site visit to verify pre-final design.

E. Final Design Phase

The services included under this Phase shall generally consist of services required to furnish the City with a complete set of Contract Documents for the Project, including Final Plans, Specifications, Engineer's Design Report, and opinion of probable construction costs. Services to be performed or furnished during this Phase may include revising the preliminary submittal information to comply with City, FAA and FDOT comments and then completion of the final design. Plans and Specifications will be completed; final design will be coordinated with the City; and a complete set of bid documents will be furnished to the City. A final opinion of probable construction cost and the final Design Report will also be prepared and submitted. A final Construction Safety Phasing Plan (CSPP) will be provided as well.

The specific services to be provided or furnished for this Phase of the Project are the following:

1. Finalize the grading and drainage system design.
2. Prepare final construction plans, supplemental documents such as construction phasing plans.
3. Prepare final quantity takeoffs for the bid schedule. This will include items shown on the drawings and/or described in the technical specifications.
4. Prepare a final probable construction cost utilizing the quantity takeoff and bid items previously developed.
5. Prepare final contract agreements and technical specifications.
6. Submit advance final documents to the City, FAA, and FDOT for final review and comment. The design team and the City will conduct a final design review meeting to discuss contents, costs and other comments.

7. Reproduce copies of the bid documents which include plans, specifications, and construction phasing plans, soil boring logs and typical cross sections. These documents will be supplied to the City.

After final comments are provided by the City, FAA and FDOT, Passero will develop a complete BID Set of contracts plans and specifications.

III. Special Services

1. Special services associated with this project are topographic survey and geotechnical investigation.
2. This Phase of the Project does not include any other special services. However, if during the later stages of the design phase of this project, other special services are needed, such services shall be performed by the Consultant for additional compensation and only as requested and agreed to by the Consultant and City, and approved, in writing, by the City.

IV. Meetings, Presentations and Deliverables

1. Passero Associates will prepare for and attend the following meetings:
 - ◇ Project Design Kick-off Meeting
 - ◇ Site Inspection of project area
 - ◇ Project 60% Design Review Meeting with Airport, FAA, FDOT.
 - ◇ Project 100% Design Review Meeting with Airport, FAA, FDOT.
2. Passero Associates will provide the following deliverables to the City, FAA and FDOT:
 - ◇ 3 Sets of Pre-Final Plans, Specifications, and Cost Estimate.
 - ◇ 3 Sets of Construction Safety Phasing Plan.
 - ◇ 3 Sets of 100% (Bid Set) Plans.
 - ◇ 3 Sets of Bid Specifications.

V. Exclusions

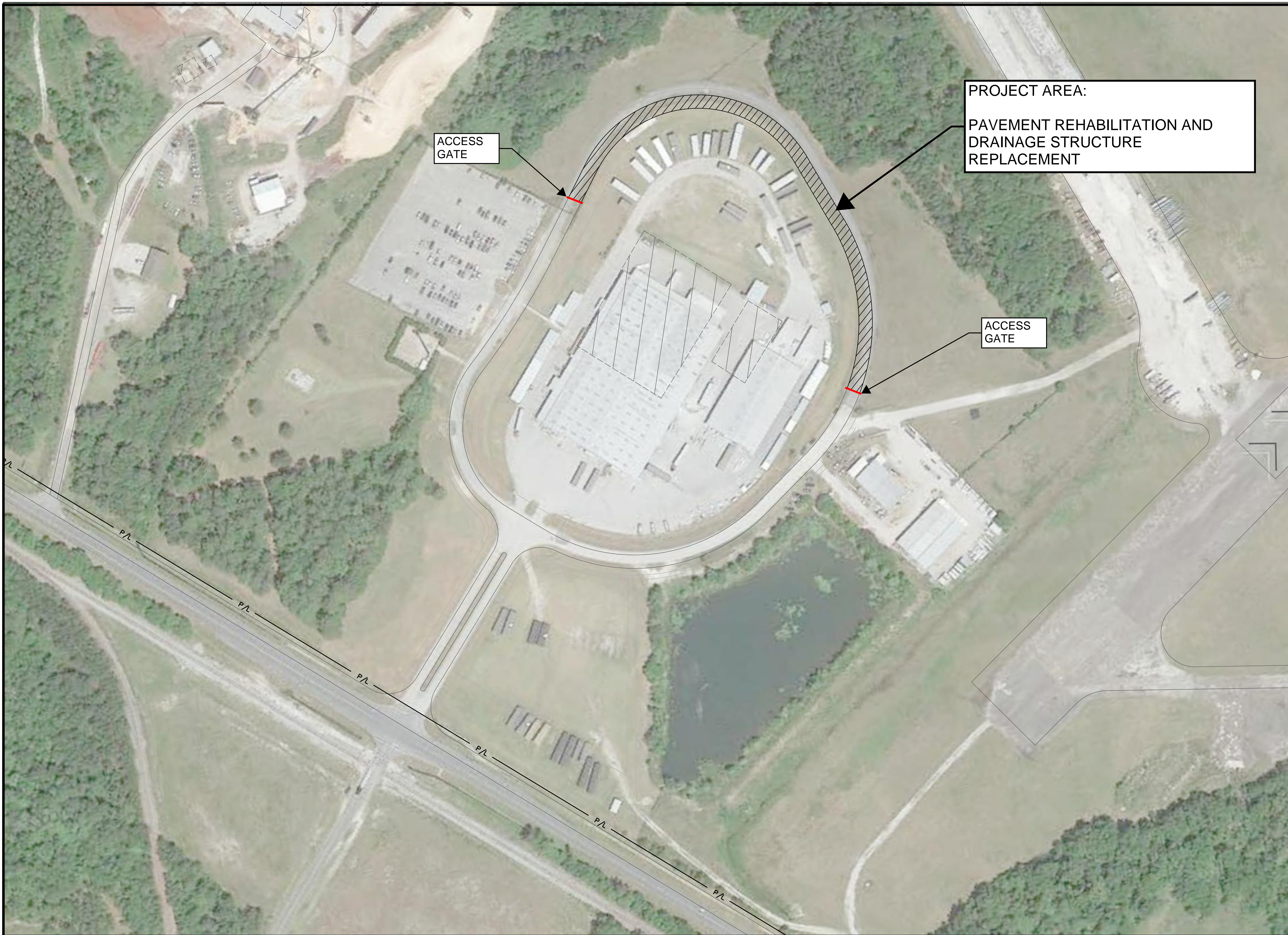
This project does not include any form of special or basic services other than those specified above. For example, the project does not include:

- ◇ Bid Phase Services
- ◇ Construction Administration
- ◇ Resident Project Representation or Construction Observation services.
- ◇ FDEP/Water Management District Environmental Resource Permitting (not anticipated to be required).
- ◇ Environmental Assessment

Additional Services that may be required during the life of the project shall be performed, as agreed upon by the Client and Consultant, and as approved, in writing, by the Client prior to such services being rendered or performed.

The Client is responsible for providing complete and thorough data in a timely fashion as requested by Consultant, including all necessary data from Client archives. Consultant shall have the right to rely on this data and Consultant is not responsible for data that is not provided for in the course of this Agreement.

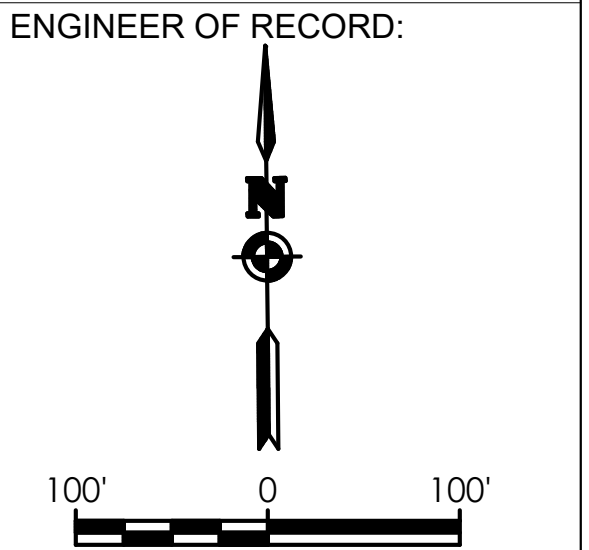
End of Scope of Services



PROJECT AREA:
PAVEMENT REHABILITATION AND DRAINAGE STRUCTURE REPLACEMENT

ACCESS GATE

ACCESS GATE



ENGINEER OF RECORD:
LAKE CITY MUNICIPALITY



3524 EAST U.S. HIGHWAY 90
 LAKE CITY, FL 32055

PASSERO ASSOCIATES
 4730 CASA COLA WAY, SUITE 200
 ST. AUGUSTINE, FL 32095
 TELEPHONE: (904) 757-6106

PRINCIPAL: BJW
 PROJECT MANAGER: MS
 PREPARED BY: BCB

WWW.PASSERO.COM

REVISIONS		
NO.	DATE	DESCRIPTION OF REVISION

These documents ARE COPY RIGHT PROTECTED and have been specifically prepared on behalf of the Project's Owner under the supervision of the Engineer of Record, as sealed by these Drawings. Any reproduction or reuse of these drawings, either electronically or otherwise, without written authorization of the Engineer of Record is strictly prohibited.

LOCATION:
LAKE CITY GATEWAY AIRPORT (LCQ)

CITY: LAKE CITY COUNTY: COLUMBIA
 STATE: FLORIDA COUNTRY: U.S.A.

PROJECT TITLE:
INDUSTRIAL PARK LOOP ROAD REHABILITATION

PROJECT NUMBER:
PA PN 20070044.0026

DRAWING TITLE:
PROJECT SKETCH

DRAWING NUMBER:
1

\$ 220.00	Crew per Hr.
\$ 115.00	CAD per Hr.
\$ 180.00	PSM per Hr.
\$ 80.00	Clerical per Hr.

Crew CADD PSM Office

Lake City Airport Industrial Loop Road
Dec. 21, 2023
DRMP

Beg Sta. 0
End Sta 0
Dist. In Feet 0
Wetlands 0 Assumed LF
Trees 0 Assumed #

GPS/RTK Horiz. Ctl	1	0	0	0	RTK 3 min. Set Horizontal
BM to Site	1	1	0	0	FDOT shows BMS near the site
Topo Road	22	15	2	0	Approx. 2700' of existing roadway. Topo to 20' outside of existing edge of pavement. Therefore a swath approx. 60' wide centered on the existing roadway.
Verify Existing Drainage	4	2	0	0	Only those within TOPO limits
7 Boring Locations	2	1	0	0	Stake (x,y) and record existing Z at each Boring. This will be done at the time of the TOPO and will not require an additional mobilization.
Misc. Mapping	0	15	4	1	ACAD delivery & signed/sealed hardcopies
	0	0	0	0	
	0	0	0	0	
Drive Time	7.25				2.5 hrs. per day - 1.25 hr. each way 7.25
Total Hrs.	37.25	34	6	1	\$ 13,265.00 Survey Total

Trees - NOT Tagged by others \$10 \$ - **Make sure to zero out \$ on one of the TREE Unit Prices**

Trees - Tagged by others \$7 \$ -

Wetlands \$ 0.75 \$ - **\$ per LF x LF - Adjust \$ accordingly**

Notes: Approx. 2700' of existing roadway. NO UNDERGROUND UTILITY LOCATES ARE INCLUDED.



Cal -Tech Testing, Inc.

- Engineering
- Geotechnical
- Environmental

LABORATORIES

P.O. Box 1625 • Lake City, FL 32056
Tel. (386) 755-3633 • Fax (386) 752-5456

450 SR 13N, Suite 106-308, Jacksonville, FL 32259
Tel. (904) 381-8901 • Fax (904) 381-8902

February 2, 2023

Mrs. Leona Lewis, P.E.
Passero Associates
4730 Casa Cola Way, Suite 200
St. Augustine, Florida 32095

**RE: Proposal for Geotechnical Engineering Roadway Soil Survey
Lake City Gateway Airport-Industrial Park Roadway Loop
Lake City, Florida**

Dear Mrs. Leona Lewis, P.E.;

Cal-Tech Testing, Inc. (CTTI) is pleased to submit this proposal to perform a geotechnical engineering roadway soil survey at a segment of the referenced roadway loop within the Lake City Gateway Airport in Lake City, Florida.

SITE & PROJECT INFORMATION

Based on your request for proposal and Project Sketch, determination of subsurface soil conditions is required to facilitate the design and construction of the Industrial Park Roadway Loop. and information you provided to us, the referenced roadway.

SCOPE OF SERVICES

Per your request, our scope of services will consist of drilling 10-ft-deep Standard Penetration Test (SPT) borings and pavement cores at seven (7) locations along the roadway loop. The boring and core locations will be laid out by our field crew from coordinates approximately obtained by superposition of the provided sketch on a web-available mapping system and using a hand-held GPS device.

We will provide Maintenance of Traffic (MOT) during the pavement cores and borings. The boreholes will be backfilled with soil cuttings and asphalt-patched immediately at completion.

We will contact the Sunshine State On-Call System to mark out known underground utilities prior to drilling.

The boring soil samples and pavement cores specimens will be delivered to our laboratory for review and classification by our geotechnical engineer.

Proposal for Geotechnical Engineering Roadway Soil Survey
Lake City Gateway Airport-Industrial Park Roadway Loop
Lake City, Florida

At completion of the field and laboratory work, we will prepare a report summarizing the work done and providing the material and thickness of the pavement surface and base courses and the subgrade soil conditions to the explored depth along with our geotechnical engineering recommendations for the rehabilitation work.

ESTIMATED FEE

Based on the proposed scope of services and presuming equipment accessibility to the boring locations without delay the fee for our roadway soil survey is as follows:

Mobilization	\$ 400.00
Pavement Core (7 cores @ \$125 each)	\$ 875.00
SPT borings (70 ft. @ \$14.5/ft)	\$1,015.00
Laboratory (Soil Classification)	\$ 700.00
Maintenance of Traffic	\$ 780.00
Management (Coordination, layout, etc.)	\$ 180.00
Report Preparation	\$ 945.00
Administration	\$ 55.00
Total	\$4,950.00

Schedule

We anticipate that our field work will encompass one (1) working day. Our report should be issued within 5 working days of completion of the field and laboratory work.

Authorization


If this proposal is acceptable, please authorize us to proceed with the proposed services by signing below and return to our office.

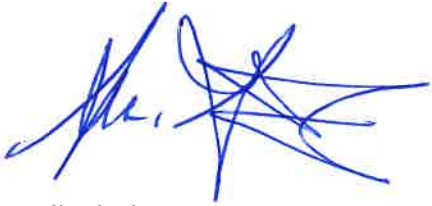
Closing

CTI appreciates the opportunity to provide this proposal and we look forward to serving you on this and future projects. Should you have any questions concerning this proposal, please do not hesitate to contact me at our Lake City, FL office (386) 755-3633.

Sincerely,

Cal-Tech Testing, Inc.


Ivan E. Marcano, MSCE, P.E.
Sr. Geotechnical Engineer


Mike Stalvey, Jr.
Vice-President

Proposal for Geotechnical Engineering Roadway Soil Survey-Lake City Gateway Airport, Industrial Park Roadway Loop, Lake City, Florida

Name of Representative
Print:

Date

Title:

Representative Signature:

File Attachments for Item:

6. Discussion and Possible Action - Approval to use a maximum amount of \$1.8 million of the remaining ARPA funds to replace the 18-year-old Ladder 1 truck. Currently the build time after purchase of a new replacement ladder truck is two (2) years. (Chief Josh Wehinger)

MEETING DATE
3/18/2024

CITY OF LAKE CITY

Report to Council

COUNCIL AGENDA	
SECTION	
ITEM NO.	

SUBJECT: Request funds to replace aging Ladder truck

DEPT / OFFICE: Fire Department

Originator: Joshua Wehinger, Fire Chief

City Manager Demetrius Johnson	Department Director Joshua Wehinger	Date 2/21/2024
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Recommended Action:

Utilize a portion of the remaining ARPA funds to purchase/replace Ladder 1

Summary Explanation & Background:

I am requesting permission to utilize a portion of the remaining ARPA funds to replace our 18 year old ladder truck. This truck was purchased in 2006 and is a 75 foot reach ladder. Due to the age and use, we currently are spending a lot of money each year in maintenance costs in order to keep it in service. This truck with it's limited reach is holding back some of the growth within our City. Currently we can only build a structure that is 6 stories as this is the highest our ladder will reach. The foot print of the Lake City HCA hospital currently does not allow us to reach all areas of the extended floors. This restricts us if there was ever a need for a rescue or to fight a large fire.

Currently the build time after purchase of a new replacement ladder truck is 2 years. It is my opinion that we utilize funds that we currently have in the ARPA in order to purchase this new truck as soon as possible. I am requesting a maximum amount of 1.8 million to replace Ladder 1 immediately.

Alternatives: continue to fund repairs and limit the growth of our community

Source of Funds: ARPA

Financial Impact: None

Exhibits Attached:

