

CITY OF PAHOKEE



AGENDA

City Commission Special Meeting

Monday, May 06, 2024, at 5:00 PM

Pahokee Commission Chambers
360 East Main Street
Pahokee, Florida 33476

CITY COMMISSION:

Keith W. Babb, Jr., Mayor
Clara Murvin, Vice Mayor
Derrick Boldin, Commissioner
Sanquetta Cowan-Williams, Commissioner
Everett D. McPherson, Sr., Commissioner

CITY STAFF:

Rodney D. Lucas, City Manager
Tijauna Warner, City Clerk
Burnadette Norris-Weeks, Esq., City Attorney
Joseph R. Martin, Interim Director of Finance

[TENTATIVE: SUBJECT TO REVISION]

AGENDA

A. INVOCATION AND PLEDGE OF ALLEGIANCE

B. ROLL CALL

C. TOPIC

1. INTERVIEWS/SELECTION OF INTERIM CITY MANAGER
2. RESOLUTION 2024 - 12 A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, APPOINTING AN INTERIM CITY MANAGER; PROVIDING AN EFFECTIVE DATE.

D. ADJOURN

Any citizen of the audience wishing to appear before the City Commission to speak with reference to any agenda or non-agenda item must complete the “Request for Appearance and Comment” form and present completed form to the City Clerk prior to commencement of the meeting.

Should any person seek to appeal any decision made by the City Commission with respect to any matter considered at this meeting, such person will 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. Reference: Florida Statutes 286.0105)

In accordance with the provisions of the Americans with Disabilities Act (ADA), this document can be made available in an alternate format upon request. Special accommodations can be provided upon request with three (3) days advance notice of any meeting, by contacting City Clerk Tijauna Warner at Pahokee City Hall, 207 Begonia Dr. Pahokee, FL 33476 Phone: (561) 924-5534. If hearing impaired, telephone the Florida Relay Service Number, 800-955-8771 (TDD) or 800-955-8770 (Voice), for assistance. (Reference: Florida Statutes 286.26).

Howard W. Brown, Jr., ICMA-CM

West Palm Beach, FL

☎: 305-788-9647 | ✉: howardwbrownjr@gmail.com

Section C, Item 1.

April 25, 2024

City of Pahokee
Attn: Mayor and City Commission Members
171 North Lake Avenue
Pahokee, FL 33476

RE: City Manager Vacancy – Pahokee, FL

Dear Honorable Mayor Babb and City Commission Members:

I am keenly interested in the City Manager role for the City of Pahokee. My extensive career in local government, spanning over two decades, includes transformative roles as City Manager and Senior Manager, with meaningful impact in South Florida, Los Angeles County, CA, and the Atlanta, GA metro area. My expertise is particularly relevant to Pahokee, given its unique challenges and opportunities.

While serving as the Village Manager for the Village of Indiantown, FL, I was instrumental in executing pivotal initiatives such as negotiating a multimillion-dollar interlocal agreement that achieved significant savings for our residents and leading the creation and implementation of a 5-year strategic action plan, which was realized three years ahead of schedule. My successful negotiation to purchase a water and sewer plant, followed by managing to have the majority of the loan forgiven, stands as a testament to my dedication to fiscal responsibility and innovative municipal management. These experiences honed my skills in strategic planning and executing large-scale projects that resonate well with the future objectives of Pahokee.

In my current role as CEO of Local Government Consulting Group, LLC, I apply a strategic lens to empower city managers and planning directors to advance their communities effectively. This role complements my practical experience by providing a broader perspective on municipal management challenges nationwide.

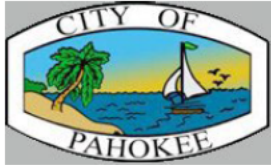
My approach to city management marries rigorous fiscal oversight with a genuine commitment to public service, ensuring all initiatives underpin a high quality of life for residents. I hold a Master's Degree in Public Administration and continue to engage in professional development, which has imbued me with the essential principles of public administration.

The City of Pahokee's commitment to sustainable growth, financial stewardship, and vibrant community participation aligns perfectly with my professional values. I am eager to contribute my blend of strategic acumen, operational expertise, and a passion for public service to the City of Pahokee.

I appreciate your consideration of my application. I am enthusiastic about the possibility of sharing how my experience and vision for effective governance can benefit Pahokee.

Sincerely,

Howard W. Brown, Jr.



City of Pahokee

207 Begonia Dr., Pahokee, FL 33476 phone 561-924-5534 fax 561-924-8140

Please Print Clearly **APPLICATION FOR EMPLOYMENT**

Please Answer All Questions. Résumés Are Not A Substitute for A Completed Application.

We are an equal opportunity employer. Applicants are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other category protected by applicable federal, state, or local laws.

THIS CITY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE CITY MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE PURSUANT TO CITY CODES AND POLICIES THAT MAY BE AMENDED FROM TIME TO TIME.

Applicant Name Howard W. Brown, Jr.

Position Applied For (list only one) City Manager

Telephone Number () _____ - _____ Alternate/Cellular Telephone Number () 3057889647

Present Address: How long have you lived here? 5 years 2 months Years/Months

Street, Apartment, or Unit Number 11875 Dunbar Court

City/State/Zip: Palm Beach Gardens, FL 33412

Email Address (optional) howardwbrownjr@gmail.com

Type of employment desired? Full-time Part-time (Specify Hours) _____

Are you willing to work overtime? Yes No

Date on which you can start work if hired _____

Have you previously applied for employment with this City? Yes No

If Yes, when and for what position did you apply? N/A

Have you ever been employed by this City? Yes No

If Yes, provide dates of employment, position and reason for separation from employment. _____
N/A

If applicable, below list any other names by which you have been known which may be necessary to allow us to confirm your work and educational record. For example, change of name, use of an assumed name, nickname, etc.

N/A

SPECIAL SKILLS

List any licenses or certifications you have that relate to this job: American Planning Association; American Institute of Certified Planners, International City Manager's Association, etc

Education	School Name and Location (Address, City, State)	Course of Study or Major	Graduate? Y or N	# of Years Completed	Honors Received
High School	Pensacola High School	General	Y	4	No
College	Florida State University	BA, Criminology	Y	4	No
Graduate/ Professional	University of West Florida	MPA	Y	2	No
Trade or Correspondence					

WORK EXPERIENCE

Please list the names of your present and/or previous employers in chronological order with present or most recent employer listed first. Provide information for at least the most recent seven (7) year period. If self-employed, supply firm name and business references. You may include any verifiable work performed on a volunteer basis, internships, or military service. Your failure to completely respond to each inquiry may disqualify you for consideration from employment. Please do not answer "see resume." (You may attach additional sheets if needed.)

1. Name of Current or Last Employer Village of Indiantown
 Address: 15516 SW Osceola Street Telephone: (772)597-9900
 Job Title: Village Manager Supervisor Name: Mayor Janet Hernandez
 From 01/19 To: 01/23 Hours Worked: 40
 Duties: oversee day-to-day operations of municipal government includes but not limited to managing all employees

Reason for Leaving: Resigned
 May we contact? Yes No If No, why not? N/A
 Were you ever disciplined? If so, for what? No

2. Name of Former Employer: City of Bell
 Address: 6330 Pine Ave Telephone: 3235886211
 Job Title: City Manager Supervisor Name: Fidencio Gallardo
 From 01/16 To: 10/18 Hours Worked: 40 hrs per week
 Duties: oversee management and day to day operations of municipal government.

Reason for Leaving: Resigned May we contact? Yes No If No, why not? _____

Were you ever disciplined while employed? If so, for what? No

3. Name of Former Employer: City of Muskogee

Address: 221 Okmulgee Avenue Telephone: () _____ - _____

Job Title: City Manager Supervisor Name: Bob Coburn

From 01/14 To: 01/16 Hours Worked: 40 hours per week

Duties oversaw the management and day to day operations of municipal government

Reason for Leaving: Resigned

May we contact? Yes No If No, why not? _____

What will this employer say was the reason your employment terminated? that I resigned

Were you ever disciplined? If so, for what? No

Have you ever been terminated or asked to resign from any job? Yes No

Has your employment ever been terminated by mutual agreement? Yes No

Have you ever been given the choice to resign rather than be terminated? Yes No

If you answered Yes to any of the above three questions, please explain the circumstances of each occasion.

At the Village of Indiantown, I negotiated my departure after the last election. In Bell, CA, I moved back to Florida and had mutual separation

PROFESSIONAL REFERENCES

Please list the names of additional work-related references we may contact. Individuals with no prior work experience may list school or volunteer-related references.

Name	Position	Company	Work relationship (i.e. Supervisor, co-worker)	Telephone
Alfred Lott	City Manager	City of Bowie, MD	Supervisor	2408259124
Ivory Vann	Former Council Member	City of Muskogee	Supervisor	9183609191
Fidencio Gallardo	Mayor	City of Bell, CA	Supervisor	5626595668

PERSONAL REFERENCES

Please list names of personal references (not previous employers or relatives) who you know that we may contact.

Name	Occupation	Address	Telephone	Number of Years Known
Jonathan Allen	Govt. Employee	4300 NW 36th Street	9546840471	24
Jason Riley	Social Worker	1400 Belair Road	8505251583	41
Celeste Dunmore	Govt. Employee	324 NW Cypress Street	9546324178	24

DRIVING INFORMATION [Optional]

(Complete only if driving is an essential function of the job for which you are applying).

Do you have a current valid driver's license? Yes No

If yes, License No.: XXXXXXXXXX State: FL Expiration Date: 06-08-2027

If you do not have a Florida driver's license, why not? _____

_____ Has your license ever been suspended or revoked?

Yes No

If yes, explain: N/A

Please list all moving traffic violations in the last five (5) years:

Offense	Date	Location	Comments
N/A		N/A	N/A

APPLICANT ACKNOWLEDGEMENT & AUTHORIZATION

I hereby certify that the answers to the foregoing are true and correct to the best of my knowledge. I understand that CITY OF PAHOKEE ("the CITY") will attempt to verify statements made on my application.

I understand that the CITY requires certain information about me to evaluate my qualifications for employment and to conduct its business if I become an employee. I understand that false, incomplete or misleading statements or omissions on this application or any other pre or post-employment form, or in any interview or other oral communication, may be considered sufficient cause for dismissal, if and when discovered. The use of this application does not indicate there are positions open and does not in any way obligate the CITY.

I authorize personal references, as well as professional references, other persons, companies, corporations, schools, and law enforcement agencies identified in this application to furnish to the CITY and/or its representatives any information they have concerning me.

I understand that I may be required to submit to drug testing now or at any time in the future and I agree to such testing. Moreover, I understand that my failure or refusal to undergo such testing will result in the withdrawal of my employment application.

I will be able, if hired, to certify that I am authorized to work in the United States of America. The Immigration Reform and Control Act of 1986 requires that, upon hiring, employers verify the authorization to work and identity of all new employees. An offer of employment is contingent upon the CITY's ability to verify this necessary information.

I understand that if I am hired, confidential information regarding the CITY, and/or its customers and employees may be available to me and that this information must not be disseminated or used except for the CITY's benefit. If employed, I agree to keep all information about the CITY, including such information regarding its business methods, protocols, customers and employees, confidential and shall not disclose this information to any unauthorized personnel whether within or without the CITY.

I understand that this application or subsequent employment does not create a contract of employment nor does it guarantee employment for any definite period of time. Should I be hired, I understand that my employment is at-will and my employment may be terminated at any time with or without cause, and with or without notice.

EXEMPTION FROM PUBLIC RECORDS DISCLOSURE

Are you a current or former law enforcement officer, other employee or the spouse or child of one, who is exempt from public records disclosure under 119.07, F.S.? Yes No**

If yes, explain: Former Code Enforcement Officer

****Other covered jobs include: correctional and correctional probation officers, firefighters, certain judges, assistant state attorneys, state attorneys, assistant and statewide prosecutors, personnel of the Department of Revenue or local governments.**

Complete Signature of Applicant Date

Thank you for completing this application form and for your interest in employment with the City of Pahokee. Due to the volume of applications received, we may not interview every applicant. In the event you are selected for interview, we will contact you.

Applications will not be considered active after one hundred eighty (180) days from date of application unless renewed, in writing, by the applicant.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

VETERANS NOTICE & CONSENT FORM

Check appropriate item to claim Veterans' Preference. Documentation substantiating your claim **MUST** be furnished at the time of application or your claim for veterans' preference will be invalid.

- 1. A Veteran who has served duty in any branch of the Armed Forces who has a presently existing service- connected disability 30% or more compensable under public laws administered by the Veterans' Administration; or who is receiving compensation, disability retirement benefits, or pension by reason of public laws administered by the Veterans' Administration and the Department of Defense; **or**
- 2. The spouse of a veteran who cannot qualify for employment because of a total and permanent disability, or the spouse of a veteran missing in action, captured or forcibly detained or interned in line of duty by a foreign government of power; **or**
- 3. A veteran of any war who has served on active duty for at least one (1) day during the wartime era, including but not limited to the following:
 - (a) Spanish-American War: April 21, 1898 to July 4,1902;
 - (b) Mexican Border Period: May 9, 1916 to April 5,1917;
 - (c) World War I: April 6, 1917 to November 11, 1918; extended to April 1, 1920, for those veterans who served in Russia; also, extended through July 1, 1921, for those veterans who served after November 11, 1918, and before July 2, 1921, provided such veterans had at least 1 day of service between April 5, 1917, and November 12, 1918;
 - (d) World War II: December 7, 1941, to December 31,1946;
 - (e) Korean Conflict: June 27, 1950, to January 31,1955;
 - (f) Vietnam Era: February 28, 1961, to May 7,1975;
 - (g) Persian Gulf War: August 2, 1990 and ending on the date thereafter prescribed by Presidential proclamation or by law; **or**
- 4. The unmarried widow or widower of a veteran who died of a service-connected disability.

Have you claimed and been employed through Veterans' Preference since October 1, 1987? Yes No
If yes, give name of Employer: _____

Note: Under Florida law, preference in appointment and employment shall be given, by the State and its political subdivisions, first to those persons included in #1 and #2 above, and second to those persons included under #3 and #4 above. If any applicant claiming a veterans' preference for a vacant position is not selected for the position, they may file a complaint with the **Division of Veterans' Affairs, P. O. Box 1437, St. Petersburg, Florida 33731**. A complaint shall be filed within 21 days after notice of a hiring decision. If notice of a hiring decision is not given, a complaint may be filed at any time.

Applicant's Full Name (Please Print) _____

BRANCH OF SERVICE	DATA ENTRY	DATE OF DISCHARGE

SIGNATURE FORM

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF ONE HUNDRED EIGHTY (180) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY. DO NOT SIGN UNTIL YOU HAVE READ ALL OF THE INFORMATION CONTAINED IN THE APPLICATION.

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE, ACCURATE, AND COMPLETE.

Applicant Signature: Howard W. Bump **Date:** 04252024

If the applicant is a minor, the foregoing release and consent must be signed by the applicant's parent or legal guardian. Signature by the applicant's parent or legal guardian constitutes acknowledgment by the applicant and the parent or legal guardian that the City, to the extent permitted by federal, state, and local law, can test the applicant for illegal or controlled substances, conduct inspections of property without notice, and communicate test results to City personnel who need to know, the applicant, and the applicant's legal guardian.

Parent/Legal Guardian **Witness**

Date **Date**

HOWARD W. BROWN, JR., ICMA-CM

Howardwbrownjr@gmail.com

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

CITY MANAGER & CHIEF ADMINISTRATIVE OFFICER

A visionary leader and turnaround expert with 25+ year's leadership experience in both municipal government and the private sector. Proficient in planning, organizing, directing, coordinating, and evaluating results of day-to-day municipal operations focused on implementing policy directives by working independently and coordinating with various departments, agencies, and the public within the city. Adept at labor negotiations, community development, project management, and financial and budget knowledge to accomplish a vision.

- Leadership** □ **Budgeting and financial management** □ **Staff Mentoring & Development**
- **Program Implementation** □ **Verbal and Written Communication**
- Office Administration** □ **Relationship management** □ **Contract Negotiation** □ **Municipal Management**

CAREER HISTORY

As Village Manager, Village of Indiantown, FL **January 2019 – January 2023**

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

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

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

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

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

As CITY MANAGER, City of Muskogee, Oklahoma **January 2014 – January 2016**

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

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

*City of Opa-Locka, FL**January 2010– January 2014**The City of Opa-Locka, FL, is an incorporated city in Miami-Dade County, FL.***ACTING ASSISTANT CITY MANAGER (2013-2014)**

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

DIRECTOR, PLANNING AND COMMUNITY DEVELOPMENT (2010- 2013)

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

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

EDUCATION

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

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

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

CERTIFICATION & PROFESSIONAL DEVELOPMENT

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

BOARD APPOINTMENTS / MEMBERSHIPS

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

VOLUNTEER ACTIVITIES & CIVIC CONTRIBUTIONS

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

HONORS – AWARDS – PROFESSIONAL RECOGNITION

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

April 30, 2024

City of Pahokee
Attention: Carlos Mangual
Interim Human Resource Director
207 Begonia Drive
Pahokee, FL 33476

Re: City Manager Position

Dear Mr. Mangual,

I am writing to you in response to the city of Pahokee's City Manager's job advertisement as listed on the city's website. I would like to highlight and clearly express my interest in the position, as I am confident that I possess all of the necessary qualifications to fulfill the position.

Over my professional career, I have worked and gained measurable experiences in many of the preferred skills, experiences and knowledge that's highlighted in the advertisement and application documents. These experiences as a former City Manager, elected City Commissioner, Executive Director, Chief Executive, Community & Business Developer and Business owner comprehensively and uniquely speaks to my abilities to be successful within your organization.

Additionally, as a former City Manager, I have a vast understanding of what knowledge, skills and abilities are being required in this position namely; knowledge of principles and practices of municipal governance, municipal projects and funding and the local, state, and federal agency coordination needed to be successful as a small, rural municipality. I am also a former member of both the Palm Beach County and the International City Managers' Associations, former committee member and chair of The Florida League of Cities Quality City's Committee and served as City Manager during the tenure of former Mayor Clarence Anthony's Presidencies of both the Florida League and National League of Cities. My tri-city regional advocacy and board participations are just as extensive.

I've attached a copy of my resume to better acquaints you with the totality of my experiences, skills and abilities. I would be delighted to hear back from you and schedule a time to interview for this position. Feel free to reach me at Mejconsult@gmail.com and/or 561.723.5652.

Sincerely,



Michael E. Jackson

Enclosure



City of Pahokee

207 Begonia Dr, Pahokee, FL 33476 Phone: (561) 924-5534 Fax: (561) 924-8140

Application for Employment

Please thoroughly complete application and attach a copy of documents required to determine minimum eligibility. Failure to do so, hinders our ability to properly assess eligibility thus eliminating your application for employment consideration.

The City of Pahokee does not engage in any form of unlawful discrimination. If you feel you have been discriminated against for any reason, please call this to the attention of the Director of Human Resources so that we may address your concern(s).

NOTE: All applicants are required to furnish proof of identity and legal work authorization within 3-days of appointment.

Position Applying For: City Manager
(Please only list one position per application)

When are you available to start work? Negotiable

Type of Employment desired? Full Time Part Time Temporary

Applicant's Full Name: Michael E. Jackson

List any other names you have used or currently use, and the dates you used those names. Please use additional pages as necessary.

NAME	DATE USED

Residence Address: 430 SE 2nd Avenue

City / State / Zip Code: South Bay, FL 33493

Mailing Address: P.O. Box 941

City / State / Zip Code: South Bay, FL 33493

Home Phone Number: 561.723.5652 - cell Alt. Phone Number: _____

Do you have a valid Driver's License that you will be able to produce upon offer of employment, for verification of driving privilege? YES x NO If the position for which you are applying requires a valid driver's license, please provide driver's license information below:

Driver's License #: Type of License: Class E

State Issued: Florida Date of Birth: 09/28/65

Check the type of vehicles you are qualified, through experience to operate:

Passenger Car Light Truck Heavy Truck or Tractor

Other: _____

Names of relatives employed by the City of Pahokee and Department Names.

Name	Department	Relationship

Have you ever been employed with the City of Pahokee? YES NO

If necessary for the job, I am able to work overtime? YES NO

IF YES PLEASE LIST ALL POSITIONS HELD, DATES OF EMPLOYMENT, DEPARTMENT NAME, SUPERVISOR AND THE REASON FOR SEPARATION.

EDUCATION

Please include Name and Address of school, years attended, date graduated and degree obtained, if any. If more space is needed, please attach an additional page.

	Name & Location	Dates	Graduated (?)	Major Study/ Degree
High School	Glades Central High Belle Glade, FL 33430	1980 - 1983	Yes	High School Diploma
College	Florida A&M University Tallahassee, FL 32307	1983 - 1987	Yes	Political Science Bachelor's of Science
Additional Education	Florida A&M University Tallahassee, FL 32307	1989 - 1990	Yes	Social Sciences/Public Admin Master's Degree

EMPLOYMENT

Please list, beginning with your most recent employment (prior employer), any and all prior work experience you have had during the past 15 years. Be sure to account for any periods in which you have been unemployed. Please describe your job duties in full detail. If you are no longer employed, please explain reason for separation, (If separation was voluntary, state why. If terminated or involuntary separation, state reasons you were given).

Employer: *L&MJ Consulting, Inc. / Presently known as MEJ Consulting, LLC.

Address: 430 SE 2nd Avenue South Bay, FL 33493

Date Employed FROM: February 2005 **Date Employed TO:** Present

Position Held: CEO / Principal Consultant

Supervisor's Name: Self Employed **Supervisor's Title:** Chief Executive Officer

Job Duties: Serve as CEO and Principal Consultant, supervise and oversee governmental, private and non-profit organizations' projects; assist with the creation and development of business start-ups, recommend and manage economic and comprehensive strategies for business expansions, coordinate permitting, planning and zoning matters and provide fiscal, administrative and management strategies for governmental and private clients.

Reasons for separation or seeking new employment:
N/A *L&MJ Consulting, Inc, was renamed as MEJ Consulting, LLC in 2019



Employer: Street Beat, Inc.

Address: 205 SE 3rd Avenue - Suite C South Bay, FL 33493

Date Employed FROM: 2013 **Date Employed TO:** Present

Position Held: Interim Executive Director / Grants Administrator

Supervisor's Name: Board of Directors **Supervisor's Title:** Board Members

Job Duties: Serve as Chief Executive, Administrative and Fiscal Officer for an Arts' based NPO; manage arts and mentor projects; grants administrator; and supervise employee and volunteer staff and coordinate programs and events with local cities throughout the tri-city region.

Reasons for separation or seeking new employment:

N/A



Employer: South Florida Water Management District

Address: 3301 Gun Club Road West Palm Beach, FL 33406

Date Employed FROM: February 2002 **Date Employed TO:** 2005

Position Held: Service Center Director - Broward County

Supervisor's Name: Humberto Alonso

Supervisor's Title: Director of Service Center

Section C, Item 1.

Job Duties: Directed and supervised a senior professional staff of engineers, budget analyst, outreach specialist and administrative assistants; assisted in the delivery of regulatory services, water supply planning, and land management; provided direct and indirect financial assistance to local governments and special water control districts; served as SFWMD spokesperson with all municipal and county governmental entities and managed annual budgets in excess of 50 million dollars.

Reasons for separation or seeking new employment:

To launch consulting company.



Employer: City of South Bay

Address: 335 SW 2nd Avenue South Bay, FL 33493

Date Employed FROM: 1996

Date Employed TO: December 2001

Position Held: City Manager

Supervisor's Name: City Commission

Supervisor's Title: Mayor and Commissioners

Job Duties: Served as Chief Executive and Fiscal Officer for the City of South Bay; day-to-day administrator under the auspices of a Manager-Commission form of government; directed and supervised a multi-disciplined workforce and employees; trained and directed department heads and senior level managers and recommended theoretical framework to the elected commission for policy development consideration.

Reasons for separation or seeking new employment:

To seek other professional employment opportunities.

OTHER

Please describe any other experiences or skills for which you feel qualify you for the position of which you have applied for with the City of Pahokee.

I have over 30 years of educational and professional experiences that adequately qualify me for the position of City Manager. I have attached a resume that gives a full listing of these experiences to include positions of lobbyist, liaison/ombudsman, educator and city management, with all of these experiences being in and/or for the Glades region, to include as a teacher at Pahokee High School. These experiences have also allowed me to work and interface with all aspects of the communities of the Glades, namely the business, educational, non-profit, governmental and the clergy communities. I have also served on executive and regional boards as an advocate for local health/mental health, youth, utilities, infrastructure and business diversification and development interest and services.

Please Explain, In Your Own Words,

Why would you like to work for the City of Pahokee, in what position, and what qualifications you may possess, or other reasons you may feel should be considered.

It would be an extreme honor to work for the City of Pahokee as its City Manager. I was born in Belle Glade and am a lifelong resident of the Glades region. I have intentionally committed my entire professional career to improving the lives of the people and institutions of this region. As a former City Commissioner and City Manager, I have experienced being a municipal policy maker and chief executive tasked to carryout municipal policy. I would like to be a part of a team that creates better and meaningful opportunities for the advancement of people, institutions and overall community. I am fully committed to excellence and helping others to achieve success. I give 100% effort in everything that I commit to and will always give my very best effort.

STOP!

- 1. Did you attach a copy of your driving history, if required? YES NO
- 2. Did you attach a copy of your HS Diploma / GED, Degree or Applicable Training Certification, if required? YES NO



READ CAREFULLY AND INITIAL



MJ I UNDERSTAND that this application will only be considered “active” for 1 year from the date of the application. I understand that I must notify the City of Pahokee in writing of the desire for my application to be considered for any additional positions available.

MJ I ALSO UNDERSTAND that all statements made on this employment application may be checked by the City of Pahokee, and I authorize such prior employers to answer any and all questions regarding my prior employment. I hereby indemnify the City of Pahokee and each of my prior employers and hold them harmless from any claims arising from such authorization.

MJ I UNDERSTAND further that any misstatements or omissions in this application may result in a decision not to hire, or discharge if discovered at any time after being hired.

MJ IF EMPLOYED, I AGREE to conform to the rules and regulations of the City of Pahokee.

MJ I ACKNOWLEDGE and AGREE that any time I am to subject to any type of discrimination or harassment, I will contact the City of Pahokee’s Human Resources Director or the City of Pahokee’s City Manager immediately to obtain assistance in the resolution of such matters.

MJ I FUTHER ACKNOWLEDGE and AGREE that upon receiving an offer of employment, I will be required to submit proof of authorization to work in the United States and that I may be required to submit other documentation necessary for any background checks required for the position for which I have applied.

MJ I UNDERSTAND that any offer of employment is conditional upon the verification of authorization to work in the United States and upon a successful background check.

MJ I ACKNOWLEDGE and AGREE that I must submit to, and successfully complete, a drug test in compliance with the City’s Drug Free Workplace Policy as a condition of employment.

I HEREBY REPRESENT AND WARRANT that I have read or had the above statements read to me and fully understands the foregoing. I further state that I would like to continue the process to seek employment under the above stated guidelines of the City’s conditions of my own free will and accordance with my own judgment.

Michael Jackson

Applicants Signature

April 30,2024

Date

Fanny Jackson

Witness

April 30, 2024

Date



ATTENTION APPLICANT



Please be advised that Florida State Statute regulates the collection and use of your social security number as defined in Chapter 119. This serves as written notification to the collection and purpose thereof:

This office must request your social security number for the specific purpose and for no other purpose as listed below, if your application is considered for further consideration:

To process and report wages pursuant to the Social Security Administration Act:

To report income pursuant to the Federal Department of Internal Revenue Service;

To initiate and process application or employee background checks to include consumer reports, educational institutions, government agencies companies, corporations and credit reporting agencies in compliance with the Fair Credit Reporting Act;

For Drug Screening Test Identification; and

To process your Employment Benefits.

Should you have any questions, please feel free to contact the Human Resources Department personnel.

Jacqueline Ramsay
Human Resources Manager

MICHAEL E. JACKSON

430 SE 2ND Avenue * South Bay, FL 33493 * (561) 723.5652 * Meiconsult@gmail.com

PROFILE

Talented, accomplished and experienced Senior Administrator/Executive, with a broad background in directing municipal, governmental and non-profit entities. Exhibit excellent communication, organizational, computer/technical and interpersonal skills with the ability to relate to people of various ethnic, socio-economic, and cultural experiences; Strategic thinker, able to create, develop and communicate vision, using collaborative and team building processes; Ability to see the big picture and determine the necessary steps to achieve it; Effective and efficient at recognizing the strengths and abilities of individuals/teams and motivating them to establish vision and accomplish mission through goal setting; Intelligent, dedicated, highly energetic individual with strong work ethic and moral principles; and Exceptional presentation, leadership and communication skills.

PROFESSIONAL BACKGROUND

Covenant Arts Academy Charter School, Inc. South Bay, FL 2018 - Present
Consultant/Advisor

- * Chaired Charter School Applicant Team – Received Charter October 2018 – Palm Beach County
- * Secured and Negotiated Site Location
- * Marketing, Planning and Recruitment Manager
- * Grant Administrator/Writer
- * Community Outreach Specialist
- * Estimated Annual Budget - 2 million

Merrick Damon Real Estate family of Companies Wilton Manors, FL 2016 - Present
Consultant/Advisor

- * Serves as the Manager for Business Startups and Expansions
- * Direct and Manage Business Affiliates in the states of Florida and Georgia
- * Promote/Market MD Real Estate Schools and Foundation
- * Work directly with team of Attorneys for both residential and commercial properties

Street Beat, Inc. South Bay, FL 2013 – Present
Consultant/Grants Administrator

- * Serve as Administrative and Fiscal Officer for an Arts’ based NPO
- * Manage after and out of school Arts and Mentoring Projects
- * Oversees day to day administrative and management functions
- * Serve as grant writer and administrator
- * Complete Annual Fiscal/Management Accreditation Review
- * Coordinate programs and events with local schools and other entities involved with youth and families

Florida Crystals Corporation Glades Region 2016 – 2020
Community Liaison/Outreach Specialist/Lobbyist

- * Facilitated, Coordinated and Presented in Community Meetings/Workshops
- * Served as Municipal Liaison/Lobbyist with Tri-Cities (Belle Glade, South Bay, Pahokee)
- * Coordinated services with Palm Beach County Government and appropriate Regulatory Agencies
- * Developed Strategic Partnerships with NPOs, Economic and Business Development entities
- * Coordinated meetings and presentations with Land Use Attorneys and Municipal Officials

Board of County Commission – District 6 West Palm Beach, FL 2007 – 2010**Liaison/Ombudsman (Independent Contractor)**

- * Coordinated efforts between elected and community representatives of Western Palm Beach County, namely South Bay, Belle Glade, Pahokee and all contiguous unincorporated areas and the District 6 County Commissioner to develop and enhance working relationships
- * Identified and facilitated, with county administrators and senior level staff and appropriate regional representatives, the timely completion of municipal capital projects throughout western Palm Beach County
- * Identified and developed plans with municipalities to evaluate redevelopment and revitalization needs and services, from basic infrastructure to social services programs, in order to enhance the quality of life of residents within the region
- * Coordinated with the appropriate county agencies to address affordable/workforce housing within the region through repair, replacement or new housing efforts and the identification of potential funding sources outside of county funding
- * Developed a strategic workforce plan for training and retraining of citizens in the region through cooperative efforts with Workforce Alliance and coordinated efforts with the county's Economic Development Team, Business Development Board and Tourist Development Council to create a plan to improve the tourist and economic base of the region

L & MJ Consulting, Inc. Palm Beach County, FL 2005 – 2012**Chief Executive Officer / Principal Consultant**

- * Served as Chief Executive and Principal Consultant for company
- * Oversaw governmental, private and non-profit projects from implementation phase throughout project completion
- * Assisted with the creation and development of business start-ups; managed and recommended economic and comprehensive strategies for business expansions
- * Assisted individuals, companies and organizations with permitting, planning and zoning matters
- * Provided fiscal, administrative and management recommendations and strategies to companies and governmental entities throughout the tri-county region
- * Provided leadership training and coaching for middle to senior level executive managers

South Florida Water Management District (SFWMD) Broward County, FL 2002 - 2005**Director**

- * Supervised and directed a senior professional staff of a regional office in Broward County, FL.
- * Primary responsibilities included but were not limited to, budget development and implementation
- * Assisted in the delivery of regulatory services, water supply planning, land management and monitored SFWMD funded/supported programs
- * Provided direct/indirect financial and or technical assistance to local governments and special water control districts throughout Broward County
- * Served as a communication link between the SFWMD and all municipal and county governmental entities within Broward County
- * Implemented/promoted environmental education/awareness programs
- * Assisted in both internal and external agency coordination
- * Assisted local governments in post hurricane disaster recovery efforts
- * Developed and managed annual average Project Budgets in excess of 50 million dollars
- * Coordinated meetings, workshops and presentations with District's Legal Team, Land Use Managers and Municipalities Throughout Broward County

City of South Bay South Bay, FL 1996 – 2001

City Manager

- * Served as Chief Executive and Fiscal Officer for the city of South Bay
- * Primarily responsible as day to day administrative services under the auspices of a Manager-Commission form of government
- * Directed and supervised a multi-disciplined workforce and employees
- * Trained and Directed Department Heads and Senior level Directors/Managers
- * Served as the official administrative spokesman for the city of South Bay
- * Encouraged and promoted Economic and Community Development initiatives
- * Served as the official legislative liaison with County, State and Federal officials/representatives
- * Provided and recommended theoretical framework to an elected body of legislators (Mayor and Commission) for policy development consideration
- * Developed and managed a multimillion-dollar annual budget
- * Supervised, managed and directed Land Use Managers and city Attorneys on all Municipal Projects

Palm Beach County Schools

Palm Beach County, FL 1987-1988 / 1991-1996

Educator/Teacher

- * Developed and implemented educational initiatives as a state of Florida Certified teacher within the Palm Beach County School system (Lake Shore Middle School, Pahokee High School and West Technical Education Center)
- * Served as a GED Instructor and Educational Counselor within the Correctional Educational School Authority system at the Glades Correctional Institute
- * Served as an Adjunct Social Sciences Professor at a Palm Beach County satellite campus of Bethune-Cookman College

EDUCATION

Master of Applied Social Sciences (MASS) - Public Administration
 Florida Agricultural and Mechanical University, Tallahassee, FL.
 Graduated with Honors, earned Dean’s Scholarship

Bachelor of Science (BS) in Political Science
 Florida Agricultural and Mechanical University, Tallahassee, FL

RELATED EXPERIENCES

- * Present and Past Member of several Board of Trustees for local social/civic and non-profit organizations (Street Beat, Inc., Boys and Girls Club, C.L. Brumback Health Center, Palm Beach County Mental Health Services, Glades General Hospital, ARC of the Glades)
- * Serves on the Jackie Robinson Scholarship Committee - Florida Advisory/Selection Committee
- * Served as an inaugural Board Member of the Glades Utility Authority (GUA)
- * Leadership Broward County – Senior Executive Program
- * Served as a two-term elected official, City Commissioner - City of South Bay
- * Elder – Glades Covenant Community Church (Administrator, Finance and Facilities)
- * Former Director of Life-long Solutions for Students Mentoring Program - Lake Shore Middle School
- * Participated in several local, state and federal councils/associations/committees (Palm Beach Community College – Steering Committee, Florida League of Cities, National League of Cities, Florida City and County Management Association – FCCMA and the International City/County Manager’s Association – ICMA)
- * Participated in and represented the United States of America, via the National League of Cities (NLC) in a local government leadership exchange initiative in Ghana, West Africa
- * Served as a legislative intern at the Florida State Senate (Senator A. Girardeau) and US Congress (Congressman William Grant)

REFERENCES

Caroline Villanueva: Florida Crystals Corporations - (561) 366-5125

Jeffery Willis, Jr.: MCA Total Experience - (561) 985-8786

Pastor Kenny Berry: Grace Fellowship Worship Center - (561) 914-1917

Jess R. Santamaria: (former) Palm Beach County Commissioner - (561) 512-4196

April 26, 2024

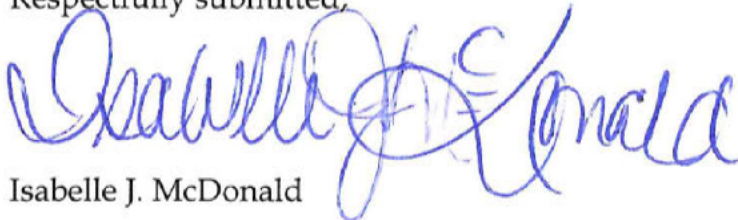
Isabelle J. McDonald
199 North Elm Avenue
Pahokee, FL 33476-1411

Human Resource Manager
City of Pahokee
207 Begonia Drive
Pahokee, FL 33476

Dear Sir/Madame:

I am writing this letter to express my interest in the position of Interim City Manager, for the City of Pahokee. I have given much consideration, again, to the decision to apply. I am confident that my years of professional experience, coupled with my training and education, which includes a semester of coursework in Public Administration, will provide me the tools that I need to become an effective, as well as proficient manager of the City of Pahokee. I realize that additional training and/or orientation may be needed, specific to certain areas of the job, and I am more than willing to undergo any processes needed to further prepare me for the challenge. I also look forward to working with the department heads and all staff, in an effort to take the City of Pahokee and its citizens forward, as this will quite an integral requirement, as we improve our economic, employment, community outlook, as well as the redevelopment in every aspect of our town. Thank you in advance for your consideration.

Respectfully submitted,



Isabelle J. McDonald

City of Pahokee Candidate for City Manager

ISABELLE J. MCDONALD

OBJECTIVE

I am looking to obtain a position as the City Manager of Pahokee, Florida. I welcome the challenge of managing the city's government. I have completed coursework in Public Administration and I also have management experience, having been a supervisor for over twenty years throughout my professional career. I have been exposed to and prepared myself for various aspects of business. I am ready to begin a new chapter as the City Manager of Pahokee.

EXPERIENCE

2022- Present – Retired Palm Beach County Sheriff's Office

2018 – Present Certified Jail Manager, American Jail Association, Hagerstown, MD

2017 – Present I. J. McDonald Insurance Agency, Inc. Licensed Insurance Agent, General Lines (Property & Casualty / Life, Health, and Annuities).

2016 -- 2022 Palm Beach County Sheriff's Office, West Palm Beach, FL

Corrections Lieutenant

- Oversee and insure the overall safety and security of the facility
- Supervise Sergeants in the supervision of line staff and care, custody, and control of inmates
- Insure the necessary documentation and notifications are made via chain of command

- Constantly review policy and procedure and initiate and implement needed changes

2015 -- Set Free Tabernacle of Prayer, Inc.

Pastor & Founder

- Oversee the overall running of the church
- Establish and meet with auxiliaries to encourage maximum operational proficiency
- Pursue opportunities for spiritual as well as holistic growth and well-being
- Insure the overall health and prosperity of the church by proper interaction with the trustee board and community

2014 -- Shiloh Missionary Baptist Church, Inc.

Acting Pastor

- Oversee the overall running of the church
- Address issues that arise
- Meet with auxiliaries to encourage maximum operational proficiency
- Provide regular reports to the pastor

2009 – 2010 Alternatives Unlimited, West Palm Beach, FL 33460

Lead Teacher

- Prepare and provide instruction as needed for students as prescribed in standards and curriculum guidelines
- Initiate parent contacts and provide progress reports as needed and required

1989–1991 Palm Beach County Sheriff's Office West Palm Beach, FL
Corrections Training Officer

- Provide training and orientation for new employees
- Provide updated information regarding new methods and procedures
- Submit the necessary documentation regarding such as required

1986–1989 Palm Beach County Sheriff's Office West Palm Beach, FL
Corrections Deputy

- Provide care, custody, and control of inmates in custody
- Notify supervisors of unusual events
- Submit documentation as warranted

1982–1986 City of Belle Glade Police Belle Glade, FL
Police Dispatcher/Matron

- Take and dispatch complaints
- Respond other emergency personnel as needed
- Type and file shift complaint log

EDUCATION

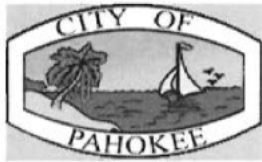
1992-1995 Barry University Miami Shores, FL
 B.S., Business Administration

1999-2001 Nova Southeastern University Ft Lauderdale, FL
 M.S., Mathematics Education.

2009-2009 Evangelical Bible College and Seminary Greenacres, FL
 M.S., Religious Education

2009-2010 Evangelical Bible College and Seminary Greenacres, FL
 TH.D, Theology

2012-2015 University of Louisville Louisville, KY
 M.S., Justice Administration (Criminal Justice)



City of Pahokee

207 Begonia Dr., Pahokee, FL 33476 phone 561-924-5534 fax 561-924-8140

Please Print Clearly **APPLICATION FOR EMPLOYMENT**

Please Answer All Questions. Résumés Are Not A Substitute for A Completed Application.

We are an equal opportunity employer. Applicants are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other category protected by applicable federal, state, or local laws.

THIS CITY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE CITY MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE PURSUANT TO CITY CODES AND POLICIES THAT MAY BE AMENDED FROM TIME TO TIME.

Applicant Name Isabelle Jackson McDonald

Position Applied For (list only one) City Manager (Interim)

Telephone Number (561) 516-0710 Alternate/Cellular Telephone Number () _____ - _____

Present Address: How long have you lived here? 7 years 7 months Years/Months

Street, Apartment, or Unit Number 199 North Elm Avenue

City/State/Zip: Pahokee, FL 33476

Email Address (optional) ijmcd444@gmail.com

Type of employment desired? Full-time Part-time (Specify Hours) _____

Are you willing to work overtime? Yes No

Date on which you can start work if hired immediately

Have you previously applied for employment with this City? Yes No

If Yes, when and for what position did you apply? 08/2021 and 09/2021 / City Manager

Have you ever been employed by this City? Yes No

If Yes, provide dates of employment, position and reason for separation from employment. NA

If applicable, below list any other names by which you have been known which may be necessary to allow us to confirm your work and educational record. For example, change of name, use of an assumed name, nickname, etc.

Isabella Jackson, Isabelle Jackson, Isabelle Jackson McDonald, Nickname - Belle

SPECIAL SKILLS

List any licenses or certifications you have that relate to this job: Administrative Officer's Course, Police Executive Leadership Law Enforcement and Corrections Certification, Leadership West Palm Beach, Florida Leadership Academy, Middle Management, etc.

Education	School Name and Location (Address, City, State)	Course of Study or Major	Graduate? Y or N	# of Years Completed	Honors Received
High School	Pahokee High	Diploma	Y	12	Yes
College	Barry University	Bachelor	Y	2	Yes
Graduate/ Professional	Nova & University of Louisville	Master's	Y	3	Yes
Trade or Correspondence					

WORK EXPERIENCE

Please list the names of your present and/or previous employers in chronological order with present or most recent employer listed first. Provide information for at least the most recent seven (7) year period. If self-employed, supply firm name and business references. You may include any verifiable work performed on a volunteer basis, internships, or military service. Your failure to completely respond to each inquiry may disqualify you for consideration from employment. Please do not answer "see resume." (You may attach additional sheets if needed.)

1. Name of Current or Last Employer I. J. McDonald Insurance Agency, Inc.
 Address: 725 East Main Street, Suite B Telephone: (561) 285-9447
 Job Title: C.E.O. Supervisor Name: NA
 From 07/18 To: 04/24 Hours Worked: Full-Time
 Duties: Manage office, provide insurance quotes and coverage for customers as needed.

Reason for Leaving: NA

May we contact? Yes No If No, why not? _____

Were you ever disciplined? If so, for what? NA

2. Name of Former Employer: Palm Beach County Sheriff's Office
 Address: 3228 Gun Club Road, West Pal Beach, FL 33406 Telephone: (561) 688-3000
 Job Title: Corrections Lieutenant Supervisor Name: Captain John Cardaropoli
 From 06/86 To: 05/22 Hours Worked: Full-Time
 Duties: Watch Commander Supervise and oversee the running and functions of the facility while insuring the safety and security, and care custody and control of incarcerated individuals.

Reason for Leaving: Retired May we contact? Yes No If No, why not? _____

Were you ever disciplined while employed? If so, for what? Yes, off duty conduct 1996 and improper release 2014.

3. Name of Former Employer: City of Belle Glade

Address: 100 SW MLK Blvd, Belle Glade, FL 33430 Telephone: () - (561) 996-0100

Job Title: Disatcher/Matron Supervisor Name: Lee Kielman

From 09/82 To: 06/86 Hours Worked: Full-Time

Duties Take incoming calls for service/complaints for and dispatch to the appropriate zone and also respond emergency services as needed depending on the type of call.

Reason for Leaving: Seek other employment opportunities.

May we contact? Yes No If No, why not? _____

What will this employer say was the reason your employment terminated? Stated above

Were you ever disciplined? If so, for what? No

Have you ever been terminated or asked to resign from any job? Yes No

Has your employment ever been terminated by mutual agreement? Yes No

Have you ever been given the choice to resign rather than be terminated? Yes No

If you answered Yes to any of the above three questions, please explain the circumstances of each occasion.

PROFESSIONAL REFERENCES

Please list the names of additional work-related references we may contact. Individuals with no prior work experience may list school or volunteer-related references.

Name	Position	Company	Work relationship (i.e. Supervisor, co-worker)	Telephone
Eddie Rhodes	Retired Administrator	Palm Beach County Schools	Supervisor	(561) 261-6605
Christopher Cook	Retired Watch Commander	Palm Beach County Sheriff's Office	Supervisor	(800) 408-6724
Michael Devoter	Division Major	Palm Beach County Sheriff's Office	Supervisr	(561) 688-3000

PERSONAL REFERENCES

Please list names of personal references (not previous employers or relatives) who you know that we may contact.

Name	Occupation	Address	Telephone	Number of Years Known
Shirley Moorer	Retired Day Care Director	Belle Glade, FL 33430	(561) 985-1018	19 years
Robbie Everett	Retired Educator	331 East 2nd Street, Pahokee, FL	(561) 914-0280	46 years
Tamara Starks	Program Director	169 S Flame Ave, Pahokee, Fl 33476	(561) 222-3022	45 years

DRIVING INFORMATION [Optional]

(Complete only if driving is an essential function of the job for which you are applying).

Do you have a current valid driver's license? Yes No

If yes, License No.: XXXXXXXXXX State: FL Expiration Date: 10/28/2026

If you do not have a Florida driver's license, why not? NA

_____ Has your license ever been suspended or revoked?

Yes No

If yes, explain: _____

Please list all moving traffic violations in the last five (5) years:

Offense	Date	Location	Comments
NA			

APPLICANT ACKNOWLEDGEMENT & AUTHORIZATION

I hereby certify that the answers to the foregoing are true and correct to the best of my knowledge. I understand that CITY OF PAHOKEE ("the CITY") will attempt to verify statements made on my application.

I understand that the CITY requires certain information about me to evaluate my qualifications for employment and to conduct its business if I become an employee. I understand that false, incomplete or misleading statements or omissions on this application or any other pre or post-employment form, or in any interview or other oral communication, may be considered sufficient cause for dismissal, if and when discovered. The use of this application does not indicate there are positions open and does not in any way obligate the CITY.

I authorize personal references, as well as professional references, other persons, companies, corporations, schools, and law enforcement agencies identified in this application to furnish to the CITY and/or its representatives any information they have concerning me.

I understand that I may be required to submit to drug testing now or at any time in the future and I agree to such testing. Moreover, I understand that my failure or refusal to undergo such testing will result in the withdrawal of my employment application.

I will be able, if hired, to certify that I am authorized to work in the United States of America. The Immigration Reform and Control Act of 1986 requires that, upon hiring, employers verify the authorization to work and identity of all new employees. An offer of employment is contingent upon the CITY's ability to verify this necessary information.

I understand that if I am hired, confidential information regarding the CITY, and/or its customers and employees may be available to me and that this information must not be disseminated or used except for the CITY's benefit. If employed, I agree to keep all information about the CITY, including such information regarding its business methods, protocols, customers and employees, confidential and shall not disclose this information to any unauthorized personnel whether within or without the CITY.

I understand that this application or subsequent employment does not create a contract of employment nor does it guarantee employment for any definite period of time. Should I be hired, I understand that my employment is at-will and my employment may be terminated at any time with or without cause, and with or without notice.

EXEMPTION FROM PUBLIC RECORDS DISCLOSURE

Are you a current or former law enforcement officer, other employeeor the spouse or child of one, who is exempt from public records disclosure under 119.07, F.S.? Yes No**

If yes, explain: Retired Corrections Lieutenant

****Other covered jobs include: correctional and correctional probation officers, firefighters, certain judges, assistant state attorneys, state attorneys, assistant and statewide prosecutors, personnel of the Department of Revenue or local governments.**

Complete Signature of Applicant Date

Thank you for completing this application form and for your interest in employment with the City of Pahokee. Due to the volume of applications received, we may not interview every applicant. In the event you are selected for interview, we will contact you.

Applications will not be considered active after one hundred eighty (180) days from date of application unless renewed, in writing, by the applicant.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

VETERANS NOTICE & CONSENT FORM

Check appropriate item to claim Veterans' Preference. Documentation substantiating your claim **MUST** be furnished at the time of application or your claim for veterans' preference will be invalid.

- 1. A Veteran who has served duty in any branch of the Armed Forces who has a presently existing service- connected disability 30% or more compensable under public laws administered by the Veterans' Administration; or who is receiving compensation, disability retirement benefits, or pension by reason of public laws administered by the Veterans' Administration and the Department of Defense; **or**
- 2. The spouse of a veteran who cannot qualify for employment because of a total and permanent disability, or the spouse of a veteran missing in action, captured or forcibly detained or interned in line of duty by a foreign government of power; **or**
- 3. A veteran of any war who has served on active duty for at least one (1) day during the wartime era, including but not limited to the following:
 - (a) Spanish-American War: April 21, 1898 to July 4,1902;
 - (b) Mexican Border Period: May 9, 1916 to April 5,1917;
 - (c) World War I: April 6, 1917 to November 11, 1918; extended to April 1, 1920, for those veterans who served in Russia; also, extended through July 1, 1921, for those veterans who served after November 11, 1918, and before July 2, 1921, provided such veterans had at least 1 day of service between April 5, 1917, and November 12, 1918;
 - (d) World War II: December 7, 1941, to December 31,1946;
 - (e) Korean Conflict: June 27, 1950, to January 31,1955;
 - (f) Vietnam Era: February 28, 1961, to May 7,1975;
 - (g) Persian Gulf War: August 2, 1990 and ending on the date thereafter prescribed by Presidential proclamation or by law; **or**
- 4. The unmarried widow or widower of a veteran who died of a service-connected disability.

Have you claimed and been employed through Veterans' Preference since October 1, 1987? Yes No

If yes, give name of Employer: _____

Note: Under Florida law, preference in appointment and employment shall be given, by the State and its political subdivisions, first to those persons included in #1 and #2 above, and second to those persons included under #3 and #4 above. If any applicant claiming a veterans' preference for a vacant position is not selected for the position, they may file a complaint with the **Division of Veterans' Affairs, P. O. Box 1437, St. Petersburg, Florida 33731**. A complaint shall be filed within 21 days after notice of a hiring decision. If notice of a hiring decision is not given, a complaint may be filed at any time.

Applicant's Full Name (Please Print) _____

BRANCH OF SERVICE	DATA ENTRY	DATE OF DISCHARGE

SIGNATURE FORM

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF ONE HUNDRED EIGHTY (180) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY. DO NOT SIGN UNTIL YOU HAVE READ ALL OF THE INFORMATION CONTAINED IN THE APPLICATION.

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE, ACCURATE, AND COMPLETE.

Applicant Signature: *Charles J. DeLeon* **Date:** 04/26/2024

If the applicant is a minor, the foregoing release and consent must be signed by the applicant's parent or legal guardian. Signature by the applicant's parent or legal guardian constitutes acknowledgment by the applicant and the parent or legal guardian that the City, to the extent permitted by federal, state, and local law, can test the applicant for illegal or controlled substances, conduct inspections of property without notice, and communicate test results to City personnel who need to know, the applicant, and the applicant's legal guardian.

Parent/Legal Guardian **Witness**

Date **Date**



This is to certify that

Isabelle McDonald

of

Leadership West Palm Beach 2013

*has developed an understanding of the diverse issues facing
the City of West Palm Beach,
the dynamics of urban change,
and has demonstrated a sincere commitment to utilize this knowledge for the
improvement of our City.*

June 10, 2013

Ryan McCabe
Chair, Steering Committee

The Southern Police Institute

Department of Justice Administration
College of Arts and Sciences
University of Louisville

on recommendation of its faculty and by virtue of the authority
vested in it by the trustees of the university has awarded to

Isabelle J. McDonald

this certificate as evidence of the satisfactory completion of the

Administrative Officers Course

Given in the City of Louisville in the Commonwealth of Kentucky
in the United States of America in the year of Our Lord two thousand
and twelve on this eighth day of November.



James A. [Signature]
President of the University of Louisville

[Signature]
Chair, Justice Administration

J. Blaine Hubson
Dean of the College of Arts and Sciences

[Signature]
Director of the Southern Police Institute

The Southern Police Institute

Department of Justice Administration
College of Arts and Sciences
University of Louisville

on recommendation of its faculty and by virtue of the authority
vested in it by the trustees of the university has awarded to

Isabelle J. McDonald

this certificate as evidence of the satisfactory completion of the

Police Executive Leadership Graduate Program

Given in the City of Louisville in the Commonwealth of Kentucky
in the United States of America, in the year of Our Lord two thousand
and twelve on this eighth day of November.



James J. Cannon
President of the University of Louisville

D. Skating

Chair, Justice Administration

J. Blaine Hudson
Dean of the College of Arts and Sciences

Earl Hedges

Director of the Southern Police Institute

PALM BEACH COMMUNITY COLLEGE
AWARD OF ACHIEVEMENT

Criminal Justice Institute

Isabelle J. McDonald

has successfully completed

Florida Leadership Academy



Date of Class: Nov. 5, 2007-Feb. 8, 2008

Contact Hours: 128

CEUs: 12.8

Patrick M. Kelly
Patrick M. Kelly, Director





The University of Louisville

To all to whom these Letters shall come, Greeting:

The trustees of the University on the recommendation of the University faculty and by virtue of the authority vested in them have conferred on

Isabelle J. MacDonald

who has satisfactorily pursued the studies and passed the examinations required therefor the degree of

Master of Science

with all the rights, privileges and honors pertaining thereto.

Granted at the University of Louisville in the Commonwealth of Kentucky on the Eleventh day of August in the year Two Thousand Fifteen.

Robert Curtis Hopkins, M.D.
Vice-Chair, Board of Trustees

James A. Adams
President of the University

NoVA Southeastern University

The Trustees of the University
on the recommendation of the Faculty confer upon

Isabelle Jackson McDonald

the degree of

Master of Science

with all rights, privileges, and responsibilities thereto appertaining.

In Witness Whereof, the seal of the University

and the signatures of the President and the Provost are hereunto affixed.

Given at Fort Lauderdale, Florida,

August 31, 2001.



President
Jay Fennell
Isabelle Jackson McDonald

Barry University

Upon the recommendation of the Faculty, the Board of Trustees
has conferred on

Isabelle Jackson

the degree of

Bachelor of Professional Studies

in recognition of the satisfactory fulfillment of the requirements
pertaining to this degree.

Given this twentieth day of December, nineteen hundred and ninety-five
in Miami Shores, Dade County, Florida.

Dr. Samuel D'Angelo
President



Dr. Loretta Mulry, Ed.D.
Dean

Bob Graham
D. ROBERT GRAHAM
GOVERNOR

Robert R. Dempsey
ROBERT R. DEMPSEY, COMMISSIONER
FLORIDA DEPARTMENT OF
LAW ENFORCEMENT

STATE OF FLORIDA

THE COMMISSION ON CRIMINAL JUSTICE STANDARDS AND TRAINING



Hereby awards to

ISABELLA JACKSON

BASIC RECRUIT CERTIFICATE
BASIC RECRUIT
CORRECTIONAL OFFICERS
320 HOURS

For having fulfilled the requirements for training
as prescribed in Chapter 943
of Florida Statutes

Bobby R. Burkett
BOBBY R. BURKETT, CHAIRMAN
CRIMINAL JUSTICE STANDARDS
AND TRAINING COMMISSION

Rod Caswell
ROD CASWELL, DIRECTOR
DIVISION OF CRIMINAL JUSTICE
STANDARDS AND TRAINING

AUGUST 26, 1986



44-86-502-05

Lawton Chiles

LAWTON CHILES
GOVERNOR

James T. Moore

JAMES T. MOORE, COMMISSIONER
FLORIDA DEPARTMENT OF
LAW ENFORCEMENT

STATE OF FLORIDA

**THE COMMISSION ON
CRIMINAL JUSTICE STANDARDS
AND TRAINING**

Hereby awards to

ISABELLA JACKSON

ADVANCED TRAINING CERTIFICATE
MIDDLE MANAGEMENT
80 HOURS

For having fulfilled the requirements for training
as prescribed in Chapter 943
of Florida Statutes

Edward M. Spooner

EDWARD M. SPOONER, CHAIRMAN
CRIMINAL JUSTICE STANDARDS
AND TRAINING COMMISSION

Jeffrey W. Long

JEFFREY W. LONG, DIRECTOR
DIVISION OF CRIMINAL JUSTICE
STANDARDS AND TRAINING

MAY 02, 1991



44-91-007-01

Lawton Chiles
LAWTON CHILES
GOVERNOR

James T. Moore
JAMES T. MOORE, COMMISSIONER
FLORIDA DEPARTMENT OF
LAW ENFORCEMENT

STATE OF FLORIDA

**THE COMMISSION ON
CRIMINAL JUSTICE STANDARDS
AND TRAINING**

Hereby awards to

ISABELLE JACKSON

BASIC RECRUIT CERTIFICATE
CROSS TRAINING
LAW ENFORCEMENT OFFICERS
284 HOURS

For having fulfilled the requirements for training
as prescribed in Chapter 943
of Florida Statutes

Rodney Doss
RODNEY DOSS, CHAIRMAN
CRIMINAL JUSTICE STANDARDS
AND TRAINING COMMISSION

A. Leon Lowry II
A. LEON LOWRY, II, DIRECTOR
DIVISION OF CRIMINAL JUSTICE
STANDARDS AND TRAINING

February 16, 1994



147445

April 28, 2024

Carlos Mangual, Interim Human Resources Director
City of Pahokee, FL
207 Begonia Drive
Pahokee, FL 33476

Dear Mr. Mangual,

It is with great pleasure that I submit this letter, as well as the accompanying resume, to express my interest in the City Manager position for the City of Pahokee on a interim or permanent basis.

I am excited about the opportunity to serve the City of Pahokee as the City Commission search for a permanent City Manager. After reviewing the position and researching the community, I believe that I am well suited for the position of City Manager. I have over 25 years of experience as a local government professional with 14 years of managing the day-to-day operations of a mid-size city and county, as well as a nationally respected non-profit. In addition, my urban planning education and 10 years' experience as a city planner would place me in the unique position to partner with the City Council in meeting the city's goals and continue its efforts to keep Progress Pahokee moving forward.

I am a servant leader that gives emphasis to collaboration, team thinking, innovative solutions and processes, and community involvement. Throughout my public service career, I have developed and strongly supported professional development workshops/training for department heads that resulted in improved efficiencies and working relations among department heads, elected officials, and the community. Below are highlighted accomplishments:

Lake Worth Beach:

- Spearheaded the approval of the restoration and development of the Historic Gulfstream Hotel and apartments.
- Lead the approval of the first ever Redistricting process in the City's over 100-year history.
- Negotiated a two-year contract renewal with PBSO for law enforcement services (previously a yearly contract – creating a rate hold for two years).
- In partnership with Community Reinvestment Authority, secured a \$750,000 federal grant for affordable housing through Congresswoman Lois Frankel's Community Project Funding which leveraged \$2.5 million of ARPA funds.
- Led the team which resulted in securing a \$23.4 million grant from the U.S. Department of Energy Grid Resilience and Innovation Partnership to support continuation of the Electric Utility infrastructure strengthening and resiliency project.
- Led team in an issuance of \$43.7 million in utility revenue bonds to the Electric Utility Phase 2 infrastructure project.
- Allocated and managed \$19 million of ARPA funds for much needed capital improvement projects.

Jackson Medical Mall Foundation:

- Managed over \$10 million capital improvement projects and developed a project status reporting process.
- Improved operational productivity, efficiency, and staff retention by realigning operational staffing and salaries for the facilities and security departments.
- Assisted in the development of COVID protocols without operational interruptions and very minimum staff absenteeism.

Hinds County, MS:

- Implemented a conservative budget which yielded savings and led to full salary restoration after a 9-month furloughs period.
- Improved the county's fiscal position to secure bonds for facilities and infrastructure projects.
- Comprehensively revised and updated the county's 1994 personnel and procedure policies.
- Addressed and improved challenging criminal justice issues by developing innovative programs and partnering with criminal justice officials (sheriff, judges, district attorneys, and county attorneys).
- Managed over \$20 million reconstruction and renovation project for County detention center.
- Oversaw over \$40 million county-wide road project program.

City of Detroit, MI:

- As a 10-year City Planner with the City of Detroit, I had the opportunity to develop policies/ordinances, manage residential, commercial, and industrial developments, along with improve community relations and issues among community/neighbor organizations and developers.

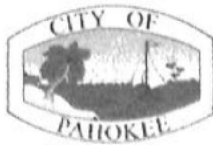
My resume (attached with the job application) details the accomplishments and qualifications reflecting my ability to be a value-added team member for the City of Pahokee. I look forward to talking with you to further discuss how I am an ideal Interim/Permanent City Manager for the Pahokee community.

Sincerely,

Carmen Y. Davis

Carmen Y. Davis

Attachment: Job Application
Resume



City of Pahokee

207 Begonia Dr, Pahokee, FL 33476 Phone: (561) 924-5534 Fax: (561) 924-8140

Application for Employment

Please thoroughly complete application and attach a copy of documents required to determine minimum eligibility. Failure to do so, hinders our ability to properly assess eligibility thus eliminating your application for employment consideration.

The City of Pahokee does not engage in any form of unlawful discrimination. If you feel you have been discriminated against for any reason, please call this to the attention of the Director of Human Resources so that we may address your concern(s).

NOTE: All applicants are required to furnish proof of identity and legal work authorization within 3-days of appointment.

Position Applying For: City Manager

(Please only list one position per application)

When are you available to start work? ASAP

Type of Employment desired? Full Time Part Time Temporary

Applicant's Full Name: Carmen Y. Davis

List any other names you have used or currently use, and the dates you used those names. Please use additional pages as necessary.

NAME	DATE USED
Carmen Y. Gregory (maiden name)	Prior to May 24, 1994

Residence Address: 507 N. Federal Highway, Unit #30

City / State / Zip Code: Lake Worth Beach, FL 33460

Mailing Address: _____

City / State / Zip Code: _____

Home Phone Number: _____ Alt. Phone Number: 601-665-5527

Do you have a valid Driver's License that you will be able to produce upon offer of employment, for verification of driving privilege? YES NO If the position for which you are applying requires a valid driver's license, please provide driver's license information below:

Driver's License #: [Redacted] Type of License: E
State Issued: FL Date of Birth: 6-6-1965

Check the type of vehicles you are qualified, through experience to operate:
Passenger Car Light Truck Heavy Truck or Tractor

Other: _____

Names of relatives employed by the City of Pahokee and Department Names.

Name	Department	Relationship
None		

Have you ever been employed with the City of Pahokee?

YES

NO

If necessary for the job, I am able to work overtime?

YES

NO

IF YES PLEASE LIST ALL POSITIONS HELD, DATES OF EMPLOYMENT, DEPARTMENT NAME, SUPERVISOR AND THE REASON FOR SEPARATION.

EDUCATION

Please include Name and Address of school, years attended, date graduated and degree obtained, if any. If more space is needed, please attach an additional page.

	Name & Location	Dates	Graduated (?)	Major Study/ Degree
High School	Cass Technical High Detroit, MI	1979 - 1983	Yes	Business
College	Michigan State University Lansing, MI	1983 - 1987	No	Bachelors Degree Urban Planning
	Wayne State University Detroit, MI	1987 - 1989	Yes	
Additional Education	Wayne State University Detroit, MI		Yes	Master Degree Business Administration

EMPLOYMENT

Please list, beginning with your most recent employment (prior employer), any and all prior work experience you have had during the past 15 years. Be sure to account for any periods in which you have been unemployed. Please describe your job duties in full detail. If you are no longer employed, please explain reason for separation, (If separation was voluntary, state why. If terminated or involuntary separation, state reasons you were given).

Employer: City of Lake Worth Beach, FL

Address: 7 N. Dixie Highway, Lake Worth Beach, FL 33460

Date Employed FROM: Dec. 7, 2021 **Date Employed TO:** Dec. 9, 2023

Position Held: City Manager

Supervisor's Name: City Commission **Supervisor's Title:** Betty Resch, Mayor

Job Duties: Oversaw the day to day operations of the city with a population of 42,000 residents, 405 employees, and 10 departments (including municipal electric and water utilities)

Reasons for separation or seeking new employment:
The majority of the City Commission decided to move the city into a different direction.



Employer: Jackson Medical Mall Foundation

Address: 350 W. Woodrow Wilson Blvd., Jackson, MS 39213

Date Employed FROM: Mar. 3, 2020 **Date Employed TO:** Nov. 30, 2021

Position Held: Chief Operating Officer

Supervisor's Name: Primus Wheeler **Supervisor's Title:** Chief Executive Director

Job Duties: Oversaw the day to day operations of 6 departments and assisted the CEO in establishing and maintaining the organization structure, set goals of the departments, and implemented organizational improvements

Reasons for separation or seeking new employment:
Offered the position of City Manager with Lake Worth Beach and relocated to Florida.



Employer: Hinds County, Mississippi

Address: 316 S. President St., Jackson, MS 39205

Date Employed FROM: September 10, 2010 **Date Employed TO:** January 6, 2020

Position Held: County Administrator

Supervisor's Name: Board of Supervisors Supervisor's Title: Darrell McQuirter, President (former)

Job Duties: Oversaw for running the day to day operations of the the largest County in MS with a population of 250,000 residents and about 900 employees with responsible for 13 departments.

Reasons for separation or seeking new employment:

Following the Board of Supervisors new election term, the newly elected board members who decided to not reappoint me as well as other board appointees (County Attorney and Public Works).



Employer: City of Detroit, MI - City Council/City Planning Commission

Address: 202 Coleman A. Young, Detroit, MI 48226

Date Employed FROM: June 1993 and Jan. 2007 Date Employed TO: July 2002 August 2009

Position Held: City Planner IV

Supervisor's Name: Marcell Todd, Jr. Supervisor's Title: Director

Job Duties: Authored zoning ordinances, zoning map amendments, city codes, and public policies on major urban issues, created reports and recommendations to City Planning Commission and City Council, created community benefit agreements and conducted conflict resolution sessions among community organizations and major companies on behalf of City Council.

Reasons for separation or seeking new employment:

Relocated to Mississippi

OTHER

Please describe any other experiences or skills for which you feel qualify you for the position of which you have applied for with the City of Pahokee.

Please see the detailed experiences, skills, and accomplishments in the attached resume.

Please Explain, In Your Own Words,

Why would you like to work for the City of Pahokee, in what position, and what qualifications you may possess, or other reasons you may feel should be considered.

I would like to serve the community as the Interim/Permanent City Manager for the City of Pahokee. As a local government professional with over 25 years of local government service with over 14 years of local government management as a County Administrator and a City Manager, I am well suited to partner with the City Commission to continue its effort to keep "Progress Pahokee" moving forward. I have attached my cover letter and resume that provides more details of my qualifications.

STOP!

- 1. Did you attach a copy of your driving history, if required? YES NO
- 2. Did you attach a copy of your HS Diploma / GED, Degree or Applicable Training Certification, if required? YES NO



READ CAREFULLY AND INITIAL



cd

I UNDERSTAND that this application will only be considered "active" for 1 year from the date of the application. I understand that I must notify the City of Pahokee in writing of the desire for my application to be considered for any additional positions available.

cd

I ALSO UNDERSTAND that all statements made on this employment application may be checked by the City of Pahokee, and I authorize such prior employers to answer any and all questions regarding my prior employment. I hereby indemnify the City of Pahokee and each of my prior employers and hold them harmless from any claims arising from such authorization.

cd

I UNDERSTAND further that any misstatements or omissions in this application may result in a decision not to hire, or discharge if discovered at any time after being hired.

cd

IF EMPLOYED, I AGREE to conform to the rules and regulations of the City of Pahokee.

cd

I ACKNOWLEDGE and AGREE that any time I am to subject to any type of discrimination or harassment, I will contact the City of Pahokee's Human Resources Director or the City of Pahokee's City Manager immediately to obtain assistance in the resolution of such matters.

cd

I FUTHER ACKNOWLEDGE and AGREE that upon receiving an offer of employment, I will be required to submit proof of authorization to work in the United States and that I may be required to submit other documentation necessary for any background checks required for the position for which I have applied.

cd

I UNDERSTAND that any offer of employment is conditional upon the verification of authorization to work in the United States and upon a successful background check.

cd

I ACKNOWLEDGE and AGREE that I must submit to, and successfully complete, a drug test in compliance with the City's Drug Free Workplace Policy as a condition of employment.

I HEREBY REPRESENT AND WARRANT that I have read or had the above statements read to me and fully understands the foregoing. I further state that I would like to continue the process to seek employment under the above stated guidelines of the City's conditions of my own free will and accordance with my own judgment.

Carmen Glavin
Applicant's Signature

April 28, 2024

Date

Witness

Date



ATTENTION APPLICANT



Please be advised that Florida State Statute regulates the collection and use of your social security number as defined in Chapter 119. This serves as written notification to the collection and purpose thereof:

This office must request your social security number for the specific purpose and for no other purpose as listed below, if your application is considered for further consideration:

To process and report wages pursuant to the Social Security Administration Act:

To report income pursuant to the Federal Department of Internal Revenue Service;

To initiate and process application or employee background checks to include consumer reports, educational institutions, government agencies companies, corporations and credit reporting agencies in compliance with the Fair Credit Reporting Act;

For Drug Screening Test Identification; and

To process your Employment Benefits.

Should you have any questions, please feel free to contact the Human Resources Department personnel.

Jacqueline Ramsay
Human Resources Manager

PROFILE SUMMARY

Committed, ethical, team leader, and experienced local government management professional with a proven track record of effective management, community/business relations and consensus building, policy implementation, capital improvement and project management, negotiation skills, and staff and leadership development.

PROFESSIONAL EXPERIENCE

City Manager

City of Lake Worth Beach, FL

Dec. 2021 – Dec. 2023

Lake Worth Beach (LWB) is a coastal city in Southeast Florida on the Atlantic Ocean covering 7 square miles with a population of about 42,000 residents. LWB is a full-service city consisting of about 400 employees including its own municipal utilities (Water and Electric). The City has a general fund budget of about \$40 million and a total budget of about \$170 million. The City Manager is appointed by a five-member City Commission and assigned to oversee day-to-day operations.

Key Accomplishments:

- Assisted Commission in allocation \$19 million America Rescue Plan Act funds in line with strategic priorities while addressing deferred capital improvement projects
- Secured a \$23.4 million grant from the U.S. Department of Energy Bill of Infrastructure (BIL) Grid Resilience and Innovation Partnership (GRIP) to support continuation of the Electric Utility infrastructure strengthening and resiliency project
- Led team in the issuance of \$43.7 million in utility revenue bonds to enhance, strengthen, and more make resilient the City's utility infrastructure
- In partnership with CRA, secured a \$750,000 federal grant for affordable housing through Congresswoman Lois Frankel's Community Project Funding which leveraged \$2.5 million ARPA funds toward this effort
- Approval of Historic Gulfstream Hotel (negotiation of the development incentives/LOI, initiated economic impact study, managed economic development agreement process with third party negotiator, approval of restoration development)
- Effectively led the first ever Redistricting process in the City's over 100-year history
- Recipient of an AmeriCorps Vista Member volunteer granted from National Forum of Black Public Administrators (NFBPA) (to assist with community engagement, enhance community partnership relations, and increasing critical resources/services)
- Successfully led City Commission to agree upon the Beach Complex pool concept in order to determine a projected operation and maintenance cost
- Negotiated a two-year Palm Beach Sheriff's Office contract renewal for law enforcement services (previously a yearly contract—creating a rate hold)
- Established new leadership for the Finance Department which stabilized the department and developed proficiency
- Hired key executive and director positions: Exec. Assistant, Water Utility Dir. and Assistant Dir., Finance Director
- Developed strong relationships with County officials, municipal organizations, local colleges and universities, Neighborhood Associations, and Community and Non-profit agencies
- Led and coordinated the development of a Crisis Intervention Team proposal for City Commission's consideration
- Addressed and improved the Personnel Action Request process by creating financial accountability and cross functional controls to ensure requests are within the approved budget
- Negotiated annual employee healthcare benefits with a rate hold for the third year
- Reinstated the linemen apprenticeship program which was dormant for about 3 years

Resume of Carmen Y. Davis, page 2

- Implemented cross functional team engagement which led to a more collaborative, team approach among city departments
- Began the process and discussions in establishing a Strategic Priorities Plan for City Commission's approval

Chief Operating Officer**Jackson Medical Mall Foundation, Jackson, MS****March 2020 – Nov. 2021**

The Jackson Medical Mall (JMMF) was transformed from an abandoned shopping mall to a modern medical and retail facility. The mission, to provide healthcare for the underserved and to promote economic and community development, was made possible through strategic partnerships with the University of MS Medical Center, Jackson State University and Tougaloo College. JMMF has over 130 employees and an operating budget of about \$14 million.

Key Responsibilities and Accomplishments:

- Oversaw the day-to-day operations of six (6) departments – Facilities (Environmental Services and Maintenance), Security and Safety Services, Transportation Services, Events, Information Technology, and Care4ME Services (HIV Outreach Program)
- Developed, in collaboration with the CEO and the CFO, an annual operating budget that supports the JMMF's short-term and long-term operations strategies (Led the development of the organizations short-range strategic plan)
- Led and coordinated transportation services efforts for seniors and Jackson residents who need transportation to medical clinics for COVID testing during the COVID-19 pandemic
- Managed transportation service contractors to ensure compliance to grant regulations and organizational policies
- Ensured communications, resolution of issues and project development (Addressed tenants and transportation vendors, as well as, clients' concerns)
- Assessed and manage the principal risks of the JMMF's business within operations (proposals, projects, and staffing)
- Assisted the CEO in establishing an appropriate organization structure and promoted ethical practices focused on customer service (Revised organizational staffing structure to align with operational needs)
- Set goals for departments and individual managers as well as developed and implemented policies for organizational improvements (Monitored departmental performance to ensure capital projects were completed on time and within budget)
- Built strong relationships with tenants, key external stakeholders, community leaders and vendors

County Administrator**Hinds County, MS****September 2010 - January 2020**

Home of the Capital City, Jackson, MS, Hinds County is the largest county in the state of Mississippi and has a population of approximately 250,000. The county has about 900 employees and an operating budget of approximately \$115 million. Appointed by a five-member board of supervisors and assigned to oversee day-to-day operations with thirteen (13) direct reports.

Key Accomplishments:

- Achieved increasing cash balance from about \$26,000 in 2010 to over \$2.5 million annually by 2012
- Assisted in managing and monitoring the \$40 M bond issuance for roads, bridges and capital improvements

- Assisted in new bond issue, bond refunding and debt restructuring totaling over \$50 million yielding debt service savings
- Negotiated purchasing cost with vendors resulting in over \$1.0 million in savings to the General Fund, as well as, able to end furloughs and increase year-end cash balance by over 85%
- Negotiated annual employee healthcare benefits yielding over \$1.5 million in savings (reduced potential 25% cost increase to an average of 5% over 6 years)
- Oversaw and completed a comprehensive revision/update of the 1994 County Policies and Employee Handbook
- Initiated/began the County's first Health and Wellness Program which included the creation of the annual 5K walk/run
- Received "clean" (unmodified and free of misrepresentation) audits from independent auditor for 8 consecutive years
- Conducted comprehensive audit/review of all county property, equipment, and vehicles yielding no increase insurance premium cost.
- Created ADA Compliance Office, Record Management and Retention Office, Safety and Training Office, Pre-Trial Services Program
- Initiated and Upgraded County-wide technology network system to advanced fiber optic technology and increased internet speed nearly 100 times at a lower cost than the existing system cost
- Co-chaired newly established Criminal Justice Coordinating Council for two (2) consecutive years with the Senior Circuit Court Judge
- Oversaw and implemented the purchasing of new voting machines for 110 polling locations
- Initiated ADA Improvement Program which consisted of facility improvements, and policies (communications grievance, and non-discrimination policy)
- Initiated purchase of two additional buildings to enhance needed office space to improve operational efficiencies
- Managed and oversaw capital improvement projects such as: \$2.4 million reconstruction project for adult jail housing unit and over \$7 million in jail facility upgrades and improvements, and \$2 million ADA improvements to historic courthouse
- Managed and facilitated the development of the adopted 2017-18 Strategic Plan
- Developed and conducted professional development workshops tailored for department heads to enhance interdepartmental relations, increase moral and improve departmental performance
- Recipient of the Patriotic Employer Certificate from the Office of the Secretary of Defense as an Employer Supporting the Guard and Reserve

**City Planner, City Planning Commission
City of Detroit, MI**

**June 1993 – July 2001 and
January 2007 – August 2009**

Key Accomplishments:

- Supervised, planned, and coordinated community benefit agreements and conducted conflict resolution sessions among community organizations and Fortune 500 Companies on behalf of City Council (Marathon Oil, Ambassador Bridge Expansion, Chrysler New Mack Engine Plant)

- Chaired effective meetings with community leaders and groups, large and small business owners, and other city departments and agencies on various land use, zoning, and policy issues
- Reviewed and analyzed the social, economic and physical impact of neighborhood commercial development trends
- Organized and developed community master plans with neighborhood and community associations
- Directed office and field work required for effectuation of plans and studies
- Planned, coordinated and laid out the work of professional, technical and clerical employees in one or more of the functional areas of the Commission
- Managed the process for Michigan liquor licenses and activity permits for City Council's consideration
- Authored zoning ordinances, zoning map amendments, city codes, and public policies on major urban issues as well as directed the preparation of recommended changes
- Created reports, recommendations and presentations to the City Planning Commission, the City Council, groups and organizations in and for the City of Detroit
- Participated and represented the City Planning Commission and City Council on task forces and conferences with other planning staff

EDUCATION

<i>Master of Business Administration</i>	Wayne State University, Detroit, MI
<i>Bachelor of Art, Urban Planning and Geography</i>	Wayne State University, Detroit, MI

PROFESSIONAL AFFILIATIONS

Current Affiliations

- Member, International City/County Management Association
- Member, Florida City/County Managers Association
- Member, Palm Beach County City/County Managers Association
- Member, National Forum of Black Administrators
- Member, National Forum of Black Administrators (South Florida Chapter)

Previous Affiliations

- President, Mississippi City/County Managers Association
- Member, National Association of County Administrators
- Member, MS Association of County Administrators and Comptrollers, (served as President, Vice President, and Treasurer)
- Co-Chair, Hinds County Criminal Justice Coordinating Council
- Executive Advisory Board of Directors, Jackson State University Institute of Government
- Board Member, Leadership Greater Jackson
- Board Member, U.S.S. Jackson Commissioning Committee
- Member, U.S. Navy League, 2016

REFERENCES UPON REQUEST

Felisia Hill
388 Annona Avenue
Pahokee, Florida 33476
felisia_hill@yahoo.com
561-985-0754

City of Pahokee
207 Begonia Drive
Pahokee, Florida 33476

Dear Honorable Mayor and Commissioners,

I'm writing to express my deep interest in the City Manager position for the City of Pahokee. With a robust background in educational leadership and extensive experience in municipal governance and community development, I am eager to lead Pahokee toward a future of growth, prosperity, and inclusivity.

Having served as a former City Commissioner and Vice Mayor, and currently pursuing a doctoral degree in Public Administration, I possess a comprehensive understanding of municipal operations, budget management, policy development, and community engagement. I have led initiatives aimed at enhancing the quality of life for residents, promoting economic development, and revitalizing neighborhoods. Through collaborative leadership and effective communication, I have successfully built consensus among stakeholders to drive positive change in the communities I have served.

In addition to my governance experience, my background in education leadership equips me with skills in budget oversight, strategic planning, and stakeholder engagement. I have a demonstrated commitment to educational excellence, equity, and access for all students. My experience in curriculum development, staff development, and grant writing has prepared me to navigate the complexities of city management and address the diverse needs of Pahokee's residents.

I am deeply passionate about serving the residents of Pahokee and am committed to fostering a culture of transparency, accountability, and inclusivity in city governance. I am dedicated to working collaboratively with community members, government officials, and stakeholders to address the needs and priorities of our city.

Thank you for considering my application. I am excited about the opportunity to contribute to the continued growth and success of the City of Pahokee and am eager to bring my unique perspective and experiences to the role of City Manager. I look forward to the possibility of discussing how my qualifications align with the needs of the city in more detail.

Sincerely,



Felisia Hill

F.H.

@
felisia_hill@yahoo.com

☎
(561) 985-0754

📍
Pahokee, Florida 33476

EDUCATION

Ph.D., Public Administration
WALDEN UNIVERSITY,
Minnesota/Online
Expected in June 2028

Master of Science, Educational
Administration
NOVA SOUTHEASTERN
UNIVERSITY, Palm Beach
Gardens, FL
June 2002

Bachelor of Science, Educational
Administration
FLORIDA ATLANTIC
UNIVERSITY, Boca Raton, FL
April 1999

Associate of Arts, Education
PALM BEACH COMMUNITY
COLLEGE, West Palm Beach
May 1993

FELISIA HILL

PROFESSIONAL SUMMARY:

Dynamic and results-driven professional with over two decades of experience in education leadership, public policy, and community engagement. Possessing advanced degrees in Educational Administration and Public Policy and Administration, I have honed a diverse skill set that encompasses strategic planning, financial management, stakeholder engagement, and crisis response.

Throughout my career, I have demonstrated a proven track record of driving positive change and achieving measurable outcomes in complex and diverse environments. Skilled in developing and implementing long-term strategic plans aligned with organizational goals, I have successfully led initiatives to foster sustainable growth, economic development, and community revitalization.

My expertise in budget development, grant writing, and fiscal management has enabled me to ensure responsible stewardship of resources while maximizing impact and efficiency. I excel in building strong relationships with government agencies, community organizations, and residents, fostering collaboration, consensus-building, and community engagement to address pressing issues and drive meaningful change.

As a forward-thinking leader, I am committed to promoting diversity, equity, and inclusion in all aspects of governance, ensuring equitable access to opportunities, resources, and services for all residents. With a passion for public service and a drive for excellence, I am uniquely positioned to lead the City of Pahokee as its City Manager, guiding the community toward a future of prosperity, resilience, and inclusive growth.

SUMMARY OF QUALIFICATIONS:

With a strong foundation in education leadership and a keen understanding of community dynamics, I bring a wealth of skills and experiences that align with the demands of the City Manager position:

- Strategic planning aligned with city goals, fostering growth and revitalization.
- Financial management ensures responsible resource stewardship and adherence to budget constraints.
- Grant writing to secure funding for city projects and initiatives.
- Collaborating with agencies, organizations, and residents for consensus-building and positive change.
- Crisis management and emergency response ensuring resident safety during crises.
- Infrastructure development and maintenance to meet community needs.
- Regulatory compliance, navigating local, state, and federal laws for ethical governance.
- Environmental sustainability integration into city planning and operations.
- Promoting diversity, equity, and inclusion in city policies and services.
- Proficient in technology platforms like Microsoft Project, Grants.gov Workspace, and eCivics Grants Network.

In addition to these qualifications, I possess the leadership, communication, team building, adaptability, and ethical leadership skills necessary for the position of City Manager of Pahokee as its City Manager effectively. My passion for public service, commitment to community engagement, and drive for excellence uniquely position me to guide the city toward a future of prosperity, resilience, and inclusive growth.

Section C, Item 1.

SKILLS

- | | |
|--|-----------------------------------|
| Ethics and confidentiality | Ethics Enforcement |
| Policy and procedure improvements | Legislative Affairs |
| Government Relations | Organizational Leadership |
| Relationship Development | Proposal management |
| Contract Administration | Differentiated Instruction |
| Training facilitation | Ethics and confidentiality |
-

WORK HISTORY

August 2021 - Current

Various Companies - Certified Loan Signing Agent, Various Counties

- Loan Signing Agents play a crucial role in the real estate and lending process by facilitating the signing of loan documents.
- Their primary responsibility is to ensure that all required paperwork is properly executed and notarized during real estate transactions.
- I played a pivotal role in the finalization of real estate transactions, and their attention to detail, knowledge of legal requirements, and professionalism contributed to a successful and legally sound signing process.
- Maintained up-to-date knowledge of industry standards, laws, and best practices to provide exceptional service to clients.
- Ensured compliance with industry regulations and guidelines during all phases of the loan signing process.
- Assisted clients with improving financial health by counseling on issues such as excessive spending and borrowing.
- Compiled closing packages for drafting and presentation accuracy.
- Assessed loan portfolios for compliance with underwriting policies.
- Negotiated loan terms and conditions with customers to secure the best deal.
- Assisted customers with completing loan applications and other paperwork.
- Developed and maintained relationships with customers, lenders, and other third parties.
- Established trustworthiness as a Certified Loan Signing Agent through adherence to ethical standards.

April 2013 - Current

Section C, Item 1.

Self-employed - Certified Proposal/Grant Writer, Pahokee

- Researching and identifying potential grant opportunities relevant to the organization's objectives and needs, writing and submitting compelling grant proposals and applications for federal and state grants, preparing contracts and amendments related to grant agreements, collaborating with various departments to gather necessary information and data for grant applications, maintaining calendar of submissions and deadlines, ensuring timely submission of proposals and reports, monitoring and managing grant funds, developing and maintaining relationships with grant-making organizations and other funding sources, advising and consulting with department heads and project managers on grant-seeking strategies, ensuring compliance with all legal, ethical, and regulatory standards associated with grant applications and funding, assisting in the development of budgets for grant applications, evaluating the effectiveness of grant-funded programs and initiatives.
- Contributed to a positive organizational culture by promoting open communication, teamwork, and shared success in fundraising efforts.
- Attended grant writing conferences to enhance sources and interact with other grant writing professionals.
- Tracked in-process and previously submitted grant applications to obtain status updates.
- Wrote, reviewed, and edited proposals for grants, gifts, and contracts.
- Proofread copy written by colleagues to correct spelling, punctuation, and grammar.
- Secured \$320,000 in grant money for Nonprofit Organizations.
- Supported capacity-building initiatives within the organization by providing training on grant writing best practices to staff members.

August 2007 - January 2023

Palm Beach State College - Adjunct Professor, Belle Glade

- Adjunct Professor/Career and Life Skills Instructor & Nail Specialist Professor
- Taught College strategies and Nail Specialist courses, providing instruction to up to 35 undergraduate students.
- Built relationships with students, mentoring on personal, professional, and academic goals while providing coaching on effective study habits.
- Boosted class participation rates by fostering a positive and collaborative learning environment.
- Worked with colleagues and administrators to create robust education programs.
- Developed semester outlines and instructional plans for each class session to comply with stated course objectives.
- Applied innovative teaching methods to encourage student learning objectives.

August 2018 - June 2019

Catapult Learning - Educator, Belle Glade

- Responsible for assisting in the educational and social development of pupils under the direction and guidance of the administration.
- In charge of organizing classes and responding to the strengths and needs of students during lessons.
- Built relationships and communicated with parents to provide the best learning environment for children.

- Established strong relationships with parents through regular fostering a supportive network for student success. Section C, Item 1.
- Assessed student performance and provided feedback to facilitate student success.
- Modified lessons and curriculum to accommodate diverse learners by using strategies such as peer-assisted learning and group work.
- Designed detailed learning plans for struggling students based on tests, homework, and assignment records.
- Improved students' analytical skills by introducing state-of-the-art computer program technologies.
- Coordinated community service projects for students, instilling civic responsibility and interpersonal skills development.

March 2012 - March 2019

City of Pahokee - City Commissioner, Pahokee

- Judging the qualification and election of its members, setting and interpreting rules governing its proceedings, exercising all the powers of cities that the law does not delegate to others, legislating for the city, directing the enforcement of city ordinances, appointing administrative personnel, transacting city business, managing the city's financial operations/Budget, appointing members of the boards, conducting the city intergovernmental affairs, protecting the welfare of the city and its inhabitants, providing community leadership.
- Oversaw budget formulation, monitoring, and reporting, ensuring optimal allocation of resources.
- Monitored compliance with legal requirements, minimizing potential liabilities for the organization.
- Managed stakeholder relationships to ensure alignment with organizational objectives and priorities.
- Provided leadership in crisis management situations, effectively resolving issues and mitigating risks.

June 2011 - June 2018

Glades Extreme Tutoring Inc. - Tutoring & Mentoring Students, Pahokee

Own Tutoring/Mentoring Company

- Developed strong relationships with community organizations and local businesses to secure resources and support for mentoring initiatives.
- Organized engaging networking events for mentors and mentees to foster a sense of community within the program.
- Analyzed student academic records to assess educational and career goals.
- Developed and implemented student guidance plans to foster academic success.
- Planned and promoted career planning presentations, work experience programs, and career workshops.
- Encouraged students to explore age-appropriate and career-related opportunities.
- Evaluated program progress through regular data collection and analysis, informing future optimizations to maximize effectiveness.
- Increased program success by identifying key areas for improvement and initiating strategic changes accordingly.

May 2016 - June 2017

Lakeside Academy Charter School - (Grades K-8) Principal, Belle

Section C, Item 1.

- Led and supervised all school personnel (directly and indirectly), general planning, general coordination, and enhancement of personnel skills, established formal work relationships with the District Office and other involved entities as needed, facilitated organizational efficiency, and community involvement.
- Performed classroom evaluations to assess teacher strategies and effectiveness.
- Led school improvement efforts by setting clear expectations for staff performance and providing regular feedback on progress toward goals.
- Increased teacher effectiveness through comprehensive coaching, professional development opportunities, and mentorship programs.
- Mentored newly hired educators and provided encouragement and feedback.
- Addressed discipline issues promptly while maintaining fairness; and sustaining positive relationships among faculty members.
- Instructed small groups of teachers and students.
- Mentored new teachers during their induction period resulting in higher retention rates of quality educators.
- Kept school in full compliance with established policies, legal requirements, and student safety standards.
- Collaborated with administration staff to develop functional budgets within allocated funds.
- Formulated and implemented school safety and security policies.

October 2014 - June 2015

Glades Academy - Educator, Pahokee

- 6th & 7th Grade Teacher (Reading)
- Provided personalized attention and support to struggling students, resulting in improved academic performance.
- Effectively differentiated instruction to accommodate diverse learning styles and individual needs within the classroom.
- Developed comprehensive lesson plans for diverse subjects, ensuring a thorough understanding of key concepts.
- Graded and evaluated student assignments, papers, and coursework.
- Supported student teachers by mentoring on classroom management, lesson planning, and activity organization.
- Prepared quizzes, tests, and examinations to gauge how well students were learning.
- Created and developed lesson plans to meet students' academic needs.
- Participated in department meetings to provide input to colleagues about student achievement and improvement.
- Designed detailed learning plans for struggling students based on tests, homework, and assignment records.
- Created lessons and online testing materials to facilitate remote learning.

Glade View Elementary - Lead Educator, Belle Glade

- Supplemental Academic Instructor/Intensive Reading Teacher, 2nd Grade Science Teacher, 5th Grade Science Teacher, Teacher on Assignment Special Assignment/Assistant Principal, 2nd Grade Teacher, Kindergarten Teacher
- Supported students in developing social skills through structured activities and positive reinforcement techniques.
- Implemented behavior modification strategies, resulting in improved self-regulation and classroom participation among students.
- Differentiated instruction to meet the varied needs of students, resulting in increased academic achievement for all learners.
- Kept classroom clean, organized, and safe for students and visitors.
- Established and enforced rules of behavior to drive social development and maintain positive interactions.
- Assessed student learning progress and comprehension with routine tests and standardized examinations.
- Assessed student progress by administering tests and evaluating results.
- Created supportive and inclusive learning environments, fostering positive classroom atmospheres, and supporting student growth and learning.
- Developed engaging curriculum materials, resulting in increased student interest, and understanding of subject matter.
- Participated in professional development opportunities to stay current with the latest educational research and best practices, translating findings into actionable improvements for the classroom.
- Worked with staff members and teachers to design comprehensive and individualized plans to optimize student education.

CERTIFICATIONS

- Florida Professional Educator's Certification, expiration 6/30/21 *in the renewal process.*
- ESOL Endorsement (K-12)
- Reading Endorsement (K-12)
- Elementary Education (1-6)
- Educational Leadership
- Licensed Nail Technician
- Notary (Remote Notary) Expires April 2025 & Loan Signing Agent Expires 2025
- Certified Proposal Writer
- Certified DCF Director

ORGANIZATION MEMBERSHIPS

- Florida Black Caucus of Local Elected Officials (Board Member)
- Florida League of Cities
- Greater Glades Coalition
- Glades Technical Advisory Committee
- Glades (Planned Approach to Community Health) PATCH
- Glades Alumnae Chapter, Delta Sigma Theta Sorority, Incorporated
- Leadership Palm Beach County Graduate 2014

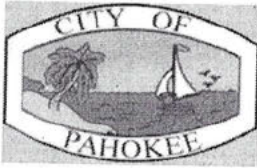


COMPUTER EXPERIENCE

Microsoft Office 365: Word, Outlook, PowerPoint, Excel, Access, Publisher; MS Project, SharePoint: FrontPage; PeopleSoft; Print Shop; Corel Suite; Adobe Creative Cloud; Java, Starfish, Blackboard Learn, Zoom, Turnitin, etc...

TRAINING

- Accommodating Disabilities (EDU-US) December 2023
- FERPA Training December 2022
- June 2013-2021 Institute for Elected Municipal Officials
- April 2021 Board of Governance Essential
- April 2013-2024 Grant Writing and Seeking I
- 2021 Student Assessment Writing Institute (SAWI I & II)
- 2008-2009 Reading Curriculum Frameworks
- 2018-2019 Data-Driven Decision-Making Training
- 2001-2002 Clinical Education Training to train teachers and administrators
- 2001-2002 Florida Performance Measurement System & Data Analysis and Reports (FPMS)
- Identifying and meeting the needs of Struggling Readers in 2023
- EDW Proficient (Data Systems)
- PNP Program (Phase I) (Preparing New Principals)
- Microsoft Excel Training 1 Jan 2022



City of Pahokee

207 Begonia Dr., Pahokee, FL 33476 phone 561-924-5534 fax 561-924-8140

Please Print Clearly APPLICATION FOR EMPLOYMENT

Please Answer All Questions. Résumés Are Not A Substitute for A Completed Application.

We are an equal opportunity employer. Applicants are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other category protected by applicable federal, state, or local laws.

THIS CITY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE CITY MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE PURSUANT TO CITY CODES AND POLICIES THAT MAY BE AMENDED FROM TIME TO TIME.

Applicant Name Felisia Hill

Position Applied For (list only one) City Manager

Telephone Number (561) 985-0754 Alternate/Cellular Telephone Number () _____

Present Address: How long have you lived here? 50 years _____ Years/Months

Street, Apartment, or Unit Number 388 Annona Avenue

City/State/Zip: Pahokee Florida 33476

Email Address (optional) felisia_hill@yahoo.com

Type of employment desired? Full-time Part-time (Specify Hours) _____

Are you willing to work overtime? Yes No

Date on which you can start work if hired ASAP

Have you previously applied for employment with this City? Yes No

If Yes, when and for what position did you apply? City Manager

Have you ever been employed by this City? Yes No

If Yes, provide dates of employment, position and reason for separation from employment. Commissioner

If applicable, below list any other names by which you have been known which may be necessary to allow us to confirm your work and educational record. For example, change of name, use of an assumed name, nickname, etc.
N/A

SPECIAL SKILLS

List any licenses or certifications you have that relate to this job: Strategic Planner, Grant Writing, Collaborating with Agencies, Promoting Diversity, Leadership, Government Relations

Education	School Name and Location (Address, City, State)	Course of Study or Major	Graduate? Y or N	# of Years Completed	Honors Received
High School	Pahokee High		Y	12	Y
College	Palm Beach State College	Education	Y	2	Y
Graduate/ Professional	Florida Atlantic University	Leadership	Y	3	Y
Trade or Correspondence	Walden Unversity	Public Admin	N	2	Y

WORK EXPERIENCE

Please list the names of your present and/or previous employers in chronological order with present or most recent employer listed first. Provide information for at least the most recent seven (7) year period. If self-employed, supply firm name and business references. You may include any verifiable work performed on a volunteer basis, internships, or military service. Your failure to completely respond to each inquiry may disqualify you for consideration from employment. Please do not answer "see resume." (You may attach additional sheets if needed.)

1. Name of Current or Last Employer Certified Loan Signing Agent
 Address: Various Counties Telephone: () -
 Job Title: Certified Loan Signing Agent Supervisor Name: N/A
 From ____ To: ____ Hours Worked: Currently Working
 Duties: Prepare lans for citizens

Reason for Leaving: Certified Proposal Writer
 May we contact? Yes No If No, why not? Self Employed
 Were you ever disciplined? If so, for what? N/A

2. Name of Former Employer: Palm Beach State College
 Address: Belle Glades Telephone: (561) 906-9008
 Job Title: Adjunct Professor Supervisor Name: Dr. McNeal
 From ____ To: ____ Hours Worked: ____
 Duties: ^{Taught various college courses} Taught various college courses

Reason for Leaving: Seeking New CHallene May we contact? Yes No If No, why not? _____

Were you ever disciplined while employed? If so, for what? N/A

3. Name of Former Employer: Catapult Academy

Address: Belle Glade Florida Telephone: () _____ (561) 805-037

Job Title: Educator Supervisor Name: Ms. Jones

From 08/ To: 06/1 Hours Worked: 8 hours a day

Duties _____

Educator

Reason for Leaving: Contract was completed

May we contact? Yes No If No, why not? _____

What will this employer say was the reason your employment terminated? N/A

Were you ever disciplined? If so, for what? N/A

Have you ever been terminated or asked to resign from any job? Yes No

Has your employment ever been terminated by mutual agreement? Yes No

Have you ever been given the choice to resign rather than be terminated? Yes No

If you answered Yes to any of the above three questions, please explain the circumstances of each occasion.

Reason for Leaving: Seeking New CHallene May we contact? Yes No If No, why not? _____

Were you ever disciplined while employed? If so, for what? N/A

3. Name of Former Employer: Catapult Academy
Address: Belle Glade Florida Telephone: () (561) 805-037
Job Title: Educator Supervisor Name: Ms. Jones
From 08/ To: 06/1 Hours Worked: 8 hours a day

Duties _____
Educator

Reason for Leaving: Contract was completed

May we contact? Yes No If No, why not? _____

What will this employer say was the reason your employment terminated? N/A

Were you ever disciplined? If so, for what? N/A

Have you ever been terminated or asked to resign from any job? Yes No
Has your employment ever been terminated by mutual agreement? Yes No
Have you ever been given the choice to resign rather than be terminated? Yes No
If you answered Yes to any of the above three questions, please explain the circumstances of each occasion.

PROFESSIONAL REFERENCES

Please list the names of additional work-related references we may contact. Individuals with no prior work experience may list school or volunteer-related references.

Name	Position	Company	Work relationship (i.e. Supervisor, co-worker)	Telephone
Derreck Moore	Office of Fin Mange. Budge.	Palm Beach County	Co-Worker	561) 355-4217
Johanna Courts	Non-Profit	Self Employed	Supervisor	561) 805-0378
Marcia Andrews	School Board Rep	PBCSD	Colleague	561) 434-813

PERSONAL REFERENCES

Please list names of personal references (not previous employers or relatives) who you know that we may contact.

Name	Occupation	Address	Telephone	Number of Years Known
Camilla McKelton	Retired	West Palm Beach Fl	561) 914-856	45
Inger Harvey	Director Housing Auth	Pahokee	561) 261-613	25
Baiisha Boonton	Corrections	Clewiston Fl	561) 914-150	45

DRIVING INFORMATION [Optional]

(Complete only if driving is an essential function of the job for which you are applying).

Do you have a current valid driver's license? Yes No

If yes, License No.: _____ State: _____ Expiration Date: _____

If you do not have a Florida driver's license, why not? _____

_____ Has your license ever been suspended or revoked?

Yes No

If yes, explain: _____

Please list all moving traffic violations in the last five (5) years:

Offense	Date	Location	Comments

APPLICANT ACKNOWLEDGEMENT & AUTHORIZATION

I hereby certify that the answers to the foregoing are true and correct to the best of my knowledge. I understand that CITY OF PAHOKEE ("the CITY") will attempt to verify statements made on my application.

I understand that the CITY requires certain information about me to evaluate my qualifications for employment and to conduct its business if I become an employee. I understand that false, incomplete or misleading statements or omissions on this application or any other pre or post-employment form, or in any interview or other oral communication, may be considered sufficient cause for dismissal, if and when discovered. The use of this application does not indicate there are positions open and does not in any way obligate the CITY.

I authorize personal references, as well as professional references, other persons, companies, corporations, schools, and law enforcement agencies identified in this application to furnish to the CITY and/or its representatives any information they have concerning me.

I understand that I may be required to submit to drug testing now or at any time in the future and I agree to such testing. Moreover, I understand that my failure or refusal to undergo such testing will result in the withdrawal of my employment application.

I will be able, if hired, to certify that I am authorized to work in the United States of America. The Immigration Reform and Control Act of 1986 requires that, upon hiring, employers verify the authorization to work and identity of all new employees. An offer of employment is contingent upon the CITY's ability to verify this necessary information.

I understand that if I am hired, confidential information regarding the CITY, and/or its customers and employees may be available to me and that this information must not be disseminated or used except for the CITY's benefit. If employed, I agree to keep all information about the CITY, including such information regarding its business methods, protocols, customers and employees, confidential and shall not disclose this information to any unauthorized personnel whether within or without the CITY.

I understand that this application or subsequent employment does not create a contract of employment nor does it guarantee employment for any definite period of time. Should I be hired, I understand that my employment is at-will and my employment may be terminated at any time with or without cause, and with or without notice.

EXEMPTION FROM PUBLIC RECORDS DISCLOSURE

Are you a current or former law enforcement officer, other employee**or the spouse or child of one, who is exempt from public records disclosure under 119.07, F.S.? Yes No

If yes, explain: _____

****Other covered jobs include: correctional and correctional probation officers, firefighters, certain judges, assistant state attorneys, state attorneys, assistant and statewide prosecutors, personnel of the Department of Revenue or local governments.**

Complete Signature of Applicant Date

Thank you for completing this application form and for your interest in employment with the City of Pahokee. Due to the volume of applications received, we may not interview every applicant. In the event you are selected for interview, we will contact you.

Applications will not be considered active after one hundred eighty (180) days from date of application unless renewed, in writing, by the applicant.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

VETERANS NOTICE & CONSENT FORM

Check appropriate item to claim Veterans' Preference. Documentation substantiating your claim **MUST** be furnished at the time of application or your claim for veterans' preference will be invalid.

- 1. A Veteran who has served duty in any branch of the Armed Forces who has a presently existing service- connected disability 30% or more compensable under public laws administered by the Veterans' Administration; or who is receiving compensation, disability retirement benefits, or pension by reason of public laws administered by the Veterans' Administration and the Department of Defense; **or**
- 2. The spouse of a veteran who cannot qualify for employment because of a total and permanent disability, or the spouse of a veteran missing in action, captured or forcibly detained or interned in line of duty by a foreign government of power; **or**
- 3. A veteran of any war who has served on active duty for at least one (1) day during the wartime era, including but not limited to the following:
 - (a) Spanish-American War: April 21, 1898 to July 4,1902;
 - (b) Mexican Border Period: May 9, 1916 to April 5,1917;
 - (c) World War I: April 6, 1917 to November 11, 1918; extended to April 1, 1920, for those veterans who served in Russia; also, extended through July 1, 1921, for those veterans who served after November 11, 1918, and before July 2, 1921, provided such veterans had at least 1 day of service between April 5, 1917, and November 12, 1918;
 - (d) World War II: December 7, 1941, to December 31,1946;
 - (e) Korean Conflict: June 27, 1950, to January 31,1955;
 - (f) Vietnam Era: February 28, 1961, to May 7,1975;
 - (g) Persian Gulf War: August 2, 1990 and ending on the date thereafter prescribed by Presidential proclamation or by law; **or**
- 4. The unmarried widow or widower of a veteran who died of a service-connected disability.

Have you claimed and been employed through Veterans' Preference since October 1, 1987? Yes No

If yes, give name of Employer: _____

Note: Under Florida law, preference in appointment and employment shall be given, by the State and its political subdivisions, first to those persons included in #1 and #2 above, and second to those persons included under #3 and #4 above. If any applicant claiming a veterans' preference for a vacant position is not selected for the position, they may file a complaint with the **Division of Veterans' Affairs, P. O. Box 1437, St. Petersburg, Florida 33731**. A complaint shall be filed within 21 days after notice of a hiring decision. If notice of a hiring decision is not given, a complaint may be filed at any time.

Applicant's Full Name (Please Print) _____

BRANCH OF SERVICE

DATA ENTRY

DATE OF DISCHARGE

SIGNATURE FORM

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF ONE HUNDRED EIGHTY (180) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY. DO NOT SIGN UNTIL YOU HAVE READ ALL OF THE INFORMATION CONTAINED IN THE APPLICATION.

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE, ACCURATE, AND COMPLETE.

Applicant Signature: *[Handwritten Signature]* **Date:** 05/02/2024

If the applicant is a minor, the foregoing release and consent must be signed by the applicant's parent or legal guardian. Signature by the applicant's parent or legal guardian constitutes acknowledgment by the applicant and the parent or legal guardian that the City, to the extent permitted by federal, state, and local law, can test the applicant for illegal or controlled substances, conduct inspections of property without notice, and communicate test results to City personnel who need to know, the applicant, and the applicant's legal guardian.

Parent/Legal Guardian **Witness**

Date **Date**



City of Pahokee

207 Begonia Dr, Pahokee, FL 33476 Phone: (561) 924-5534 Fax: (561) 924-8140

Application for Employment

Please thoroughly complete application and attach a copy of documents required to determine minimum eligibility. Failure to do so, hinders our ability to properly assess eligibility thus eliminating your application for employment consideration.

The City of Pahokee does not engage in any form of unlawful discrimination. If you feel you have been discriminated against for any reason, please call this to the attention of the Director of Human Resources so that we may address your concern(s).

NOTE: All applicants are required to furnish proof of identity and legal work authorization within 3-days of appointment.

Position Applying For: Interim City Manager and/or City Manager
(Please only list one position per application)

When are you available to start work? Immediately

Type of Employment desired? Full Time Part Time Temporary

Applicant's Full Name: Jongelene B. Adams

List any other names you have used or currently use, and the dates you used those names. Please use additional pages as necessary.

NAME	DATE USED

Residence Address: 1688 North 25th Court

City / State / Zip Code: Riviera Beach, FL 33404

Mailing Address: 1688 North 25th Court

City / State / Zip Code: Riviera Beach, FL 33404

Home Phone Number: 561.360.0079 Alt. Phone Number: _____

Do you have a valid Driver's License that you will be able to produce upon offer of employment, for verification of driving privilege? YES NO If the position for which you are applying requires a valid driver's license, please provide driver's license information below:

Driver's License #: [Redacted] Type of License: Class A
State Issued: Florida Date of Birth: 8/24/69

Check the type of vehicles you are qualified, through experience to operate:
Passenger Car Light Truck Heavy Truck or Tractor

Other: _____

Names of relatives employed by the City of Pahokee and Department Names.		
Name	Department	Relationship
N/A	N/A	N/A

Have you ever been employed with the City of Pahokee? YES NO

If necessary for the job, I am able to work overtime? YES NO

IF YES PLEASE LIST ALL POSITIONS HELD, DATES OF EMPLOYMENT, DEPARTMENT NAME, SUPERVISOR AND THE REASON FOR SEPARATION.

- ① Director of Community & Economic Deplmt - Presently - R. Lucas - CM
- ② Deputy City Mgr / Dir Community & Economic Deplmt - 4/13 - 8/19/21 - R. Lucas - CM
- ③ Interim City Mgr - 3/28 - 4/13/2022 - City Commission - New City Mgr
- ④ Dir Community & Economic Deplmt - ~~R. Lucas~~ 6/15 - 8/19/21 - R. Lucas & terminated by new interim city mgr G. Thompson
- ⑤ Interim City Mgr 4/16/2021 - 6/14/2021 - City Commission - hired new city mgr
- ⑥ Dir Community & Economic Deplmt 2/10/20 - 8/19/21 - C Williams & served inter CM due this time -
- ⑦ Dir CEO - 6/24/2017 - 11/8/2018

EDUCATION


Please include Name and Address of school, years attended, date graduated and degree obtained, if any. If more space is needed, please attach an additional page.

	Name & Location	Dates	Graduated (?)	Major Study/ Degree
High School	Palm Beach Gardens High School P.B.G., FL 33410	8/1983 to 5/1987	Yes	All major courses studied
College	Allen University Columbus SC 29201	8/1987 to 8/1991	Yes	
Additional Education	ICMA - Texas University	9/30/2023	Certificate	Six Sigma Yellow Belt Project Mgmt
	ICMA - Emergency Mgmt		Certificate	


EMPLOYMENT

Please list, beginning with your most recent employment (prior employer), any and all prior work experience you have had during the past 15 years. Be sure to account for any periods in which you have been unemployed. Please describe your job duties in full detail. If you are no longer employed, please explain reason for separation, (If separation was voluntary, state why. If terminated or involuntary separation, state reasons you were given).

Employer: City of Pahokee
 Address: 207 Begonia Drive, Pahokee, FL 33476
 Date Employed FROM: 4/13/2022 Date Employed TO: Present
 Position Held: District Community - Economic Development
 Supervisor's Name: Rodney Lucas Supervisor's Title: City Manager
 Job Duties: Direct, manage & supervision of community economic development dept. building planning, zoning code enforcement, community outreach events, FEMA-emergency management, oversight of capital improvement project, legislative allocations grants.
 Reasons for separation or seeking new employment: Still employed



Employer: City of Pahokee
 Address: 207 Begonia Drive, Pahokee, FL 33476
 Date Employed FROM: 3/26/2022 Date Employed TO: 4/13/2022
 Position Held: Interim City Manager
 Supervisor's Name: City Commission Supervisor's Title: City Commission
 Job Duties: Management of city's budget Directing & Managing staff. Oversight of legislatively allocated Economic Development of city, Oversight of City's Campground & Marina as well as Post Mayada Cemetery.
 Reasons for separation or seeking new employment: City Commission hired a new interim City Manager



Employer: Florida Sugar Cane League
 Address: West Palm Beach, FL 33409
 Date Employed FROM: 12/1/2021 Date Employed TO: 3/30/2022
 Position Held: Director, Outreach & Community Engagement

Supervisor's Name: Jeff Memous

Supervisor's Title: CEO

Job Duties: Community Outreach to various organizations, corporate marketing of FL Sugar Cane League - the CDP, US Sugar - partnership of Florida Cane Staff. Handed tasks from to table deliver to introduce people to agricultural community

Reasons for separation or seeking new employment: Resigned - offered a new position

Employer: City of Pahokee

Address: 287 Pogonia Drive, Pahokee, Florida 33417

Date Employed FROM: 2/2/2020 Date Employed TO: 8/9/2021

Position Held: Deputy Director Community & Economic Development Interim City Manager - Dir. Community & Economic Dev

Supervisor's Name: Pro. Audrey Williams Supervisor's Title: City Manager

Job Duties: Overight of City ops, managing, writing of city grants, capital improvement projects, budgets. Represented in plans community's economic development such as housing. Served as the PIO as well as Emergency Management (PRAT)

Reasons for separation or seeking new employment: Terminated in 2021 as a result of change in commission hiring a new city manager. City Manager terminated me on 8/9/2021

OTHER

Please describe any other experiences or skills for which you feel qualify you for the position of which you have applied for with the City of Pahokee.

I am currently serving as the Dir of Community & Economic Development but I have also had the privilege of serving as deputy city manager & interim city manager twice. This experience coupled with my previous experience as a business manager, grant writer & grant manager in the not for profit and public sector has afforded me the opportunity to build relationship, harvest a wealth of knowledge to fulfill the needs of the organizations & companies I have served.

Please Explain, In Your Own Words,

Why would you like to work for the City of Pahokee, in what position, and what qualifications you may possess, or other reasons you may feel should be considered.

I have had the pleasure to work with an outstanding staff in a city that is a hidden jewel. Over the past few years I have dedicated my qualities, competencies, such as my Yellow Belt in Project Management, received through JCAP University and my Emergency Management Training (EMT) to make our city flourish. Working at the City Commission, City Manager and various stakeholders, I continually proved that I am capable of moving the jewel of the city of Pahokee forward successfully.

STOP!

- 1. Did you attach a copy of your driving history, if required? YES NO
- 2. Did you attach a copy of your HS Diploma / GED, Degree or Applicable Training Certification, if required? YES NO



READ CAREFULLY AND INITIAL



JA

I UNDERSTAND that this application will only be considered "active" for 1 year from the date of the application. I understand that I must notify the City of Pahokee in writing of the desire for my application to be considered for any additional positions available.

JA

I ALSO UNDERSTAND that all statements made on this employment application may be checked by the City of Pahokee, and I authorize such prior employers to answer any and all questions regarding my prior employment. I hereby indemnify the City of Pahokee and each of my prior employers and hold them harmless from any claims arising from such authorization.

JA

I UNDERSTAND further that any misstatements or omissions in this application may result in a decision not to hire, or discharge if discovered at any time after being hired.

JA

IF EMPLOYED, I AGREE to conform to the rules and regulations of the City of Pahokee.

JA

I ACKNOWLEDGE and AGREE that any time I am to subject to any type of discrimination or harassment, I will contact the City of Pahokee's Human Resources Director or the City of Pahokee's City Manager immediately to obtain assistance in the resolution of such matters.

JA

I FUTHER ACKNOWLEDGE and AGREE that upon receiving an offer of employment, I will be required to submit proof of authorization to work in the United States and that I may be required to submit other documentation necessary for any background checks required for the position for which I have applied.

JA

I UNDERSTAND that any offer of employment is conditional upon the verification of authorization to work in the United States and upon a successful background check.

JA

I ACKNOWLEDGE and AGREE that I must submit to, and successfully complete, a drug test in compliance with the City's Drug Free Workplace Policy as a condition of employment.

I HEREBY REPRESENT AND WARRANT that I have read or had the above statements read to me and fully understands the foregoing. I further state that I would like to continue the process to seek employment under the above stated guidelines of the City's conditions of my own free will and accordance with my own judgment.

JA

Applicants Signature

4/29/2024

Date

Witness

Date



ATTENTION APPLICANT



Please be advised that Florida State Statute regulates the collection and use of your social security number as defined in Chapter 119. This serves as written notification to the collection and purpose thereof:

This office must request your social security number for the specific purpose and for no other purpose as listed below, if your application is considered for further consideration:

To process and report wages pursuant to the Social Security Administration Act:

To report income pursuant to the Federal Department of Internal Revenue Service;

To initiate and process application or employee background checks to include consumer reports, educational institutions, government agencies companies, corporations and credit reporting agencies in compliance with the Fair Credit Reporting Act;

For Drug Screening Test Identification; and

To process your Employment Benefits.

Should you have any questions, please feel free to contact the Human Resources Department personnel.

Jacqueline Ramsay
Human Resources Manager

Jongelene B. Adams
Riviera Beach, Florida
561.360.0079
Jongeleneadams@hotmail.com

29th April 2024

Honorable Mayor Keith W. Babb, Jr and City Commission
City of Pahokee
City Hall
207 Begonia Drive
Pahokee, Florida 33476

Re: Interim City Manager/ City Manager Position

Dear Honorable Mayor Babb & City Commission:

As the current Director of the City of Pahokee's Community and Economic Development Department, it is with great pleasure that I submit my cover letter, resume and application to the City Commission for the position of Interim City Manager with hopes of becoming the next permanent City of Pahokee City Manager.

I have been employed with the City of Pahokee since June 2016 as the Director of Community and Economic Development. Throughout my service to the City of Pahokee, I have served as Interim City Manager twice while simultaneously serving as the Director of Community & Economic Development.

I have had the pleasure of serving the City in various capacities as the Director of Community & Economic Development, Interim City Manager, and Deputy City Manager. During my time with the city, I have been a part of a team of wonderful, hardworking dedicated staff. With continuous support of city administration, I have been successful at overseeing and completing such capital improvement projects as Glades Citizens Villas and East Lake Stormwater Improvement Projects. Oversight of these projects included working with the lobbyist, and engineer from the beginning of the legislative request to the State of Florida to project completion. I have been successful at writing, submitting and managing such grants as the FDOT Section 5310 grant for the City of Pahokee Parks & Recreation's bus that is utilized for our senior program as well as many other funding and capital improvement projects.

I have a full understanding of the City of Pahokee's budgets, audits, legislative process and state and federal allocations, city-wide events as well as surtax funding and all of our economic drivers in the City. I have served directly under the City Commission as the Interim City Manager as well as serving directly under two previous city managers, which is why, I am the best candidate to fulfill the immediate and long-term needs of the City. My investment in the city has been evident in all of my efforts that I have exhibited over the past few years, I have an intimate understanding of the direction of the City Commission, residents and all stakeholders. I offer first-hand knowledge of the uniqueness of the City, the demands, challenges, joys and success of our City.

Our city has experienced an overwhelming amount of stressors over the last three years, I believe I am the best person to carry out, direct and implement the policies, vision and growth that we have waited for. I am a person who exhibits pride for our city, is respectful of persons, has built bonded relationships and truly wants to continue to see our City remain a jewel in the Glades/ western communities, Palm Beach County, State of Florida and all of the US.

Thank you in advance for your careful and thoughtful consideration of my qualities I offer as the next City Manager for the City of Pahokee.

Respectfully,

Jongelene B. Adams

Jongelene Adams

Director of Economic & Community Development

Riviera Beach, FL 33404

jongeleneadams@hotmail.com

561 360 0079

Profile

Fervent, concise and supportive communicator that is adept in utilizing effective leadership skills and innovative approaches to guide staff as well as stakeholders to attainable goals and outcomes. Experience at delegating and investing the appropriate resources to ensure success as it relates to policies, initiatives and economic growth.

Skills

Knowledgeable of government
Effective Leaderships Capabilities
Project & Process Management
Effective Communication Skills
Team building
Respectful of individuals
Organizational Abilities
Microsoft office, Google
Emerging Technology Skills

Employment History & Experience

Director Economic & Community Development

(current and coinciding w/other DCM & Interim positions), Deputy City Manager, Interim City Manager (served twice as Interim)

City of Pahokee - Pahokee, FL

June 2016 – November 2018; Feb 2020 – August 2021; March 2022 - April 2022 – August 2023; March 2022 to Present

Currently serving as the Director, Community & Economic Development oversight of Community & Economic Development, Building Planning & Zoning (which includes Code Enforcement); and Citywide Events. This also include emergency management for the City, PIO, social media, grantwriting, grant and capital improvement project management.

As Interim City Manager and Deputy City Manager, managing and providing organizational leadership of staff, prioritizing and directing the resources of the City's budget of \$9 million dollars, and guiding the City per the directives of the City Commission such as the upturn of economic development for the city which includes, ecotourism (Pahokee's marina & campground).and well as a cemetery (Port Mayaca Cemetery Gardens).

* Researching, developing & writing of federal, state, local, public & private grants; grant management of funded grants & programs these include: DOT; DEP; DEO, SWA, Palm Beach County Youth Services, etc. Project management of all infrastructure projects for the city, this includes road construction, stormwater & marina improvements (including bid procurement process, budgets), contract negotiations and reimbursements; legislative allocations/directives
* PIO for the City, this involves writing media/press releases, public relations campaigns and managing social media initiatives such as City of Pahokee's website, Facebook, LinkedIn, Instagram.

* Creation of RFPs, RFIs, and other bid documents as well as responsibility of the entire procurement process. Working with community organizations, community members, churches, civic organizations, as well as various agencies to as they relate to CDBG, SHIP, FEMA, EPA and other HUD and community planning.

* Other responsibilities include working with demolition, housing development, Building Planning & Zoning Department to ensure compliance as it relates to the Economic Development Department, zoning and land use issues.

Jongelene Adams

Director of Economic & Community Development

Riviera Beach, FL 33404

jongeleneadams@hotmail.com

561 360 0079

This also includes collaborating with Palm Beach County Department Housing & Economic Sustainability, NSP, FEMA, South Florida Water Management and Palm Beach County Emergency Management Services.

- * Creating work plans for community projects, grants and other prospective economic and community development initiatives; creating vitality via neighborhoods and community engagement
- * Working with Finance Director & lobbying firm as it relates to local funding initiative requests, budget allocations and assisting with the preparation of policy & budgets.
- * Collaborating with Palm Beach County Board of County Commissioners, State Legislature, National League of Cities, Business Development Board & other appropriate entities.
- * Production and generation of citywide events which includes MLK Parade, Back to School Bash, 4th of July and other events. Creation of these events include all marketing, sponsorship and public relation activities.

Director, Community Outreach & Engagement

Florida Sugar Cane League - Palm Beach County, FL

December 2021 – March 2021

Serving as the Director, Community Outreach and Engagement - coordinated various community engagement activities such as agricultural tours and speaking engagements as a vehicle for marketing the agricultural industry within Palm Beach County. Worked with such partners as US Sugar, Florida Crystals and the Sugar Cane Growers Cooperative of Florida to educate the community of the value of our farmers in Palm Beach County and particularly the western communities, emphasis on the Glades communities. Served as advocate for legislative issues as it relates to agricultural industry.

Program Supervisor – Headstart Family Support & Engagement

Children's Home Society – Jacksonville, FL

July 2015 – Feb 2016

As Program Supervisor, I approved admissions of clients to the program; assigned cases to team members and oversight of service delivery. Provided support with in-crisis or problem cases; on-going support to team members in coordinating services for clients; Reviewed & monitored case files for internal & external quality assurance standards; oversight of services provided and compliance of contractual regulations; liaison to community agencies such as DCF, DJJ, etc and *Grant writing, contract negotiating, accreditation and monitoring

Jongelene Adams

Director of Economic & Community Development
Riviera Beach, FL 33404
jongeleneadams@hotmail.com
561 360 0079

Education

Bachelor of Arts in Liberal Arts in Liberal Arts

Allen University - Columbia, SC
August 1991

High School Diploma

Palm Beach Gardens High School
June 1987

Certifications

Lean Six Sigma Yellow Belt – ICMA University

September 2023 to Present

Emergency Management – FEMA

January 2023 to Present

Event/Crowd Management

November 2022 to Present

Memberships/Associations

Leadership – Central Palm Beach County

Class of 2022

National League of Cities – Small Cities Council

January 2024 – Member

National League of Cities – Community & Economic Development Committee

January 2024 - Member

TO: Pahokee Mayor and Council
FROM: Jeff Shoobridge

Thank you for taking the time to consider my qualifications to fill the position as your next City Manager. I am seeking a stable position from which to utilize my skills to make a difference in the lives of residents and I am excited at the opportunity to assist in moving the city of Pahokee forward into its future. Until accepting my position as Town Administrator of Redington Shores, FL. I was the City Administrator for Madison Lake, MN. and before that, a Council Member for the City of Groveland, FL. I am a Navy veteran with several years of executive experience in the retail furniture and real estate industries and additional operations management experience in the restaurant industry to supplement my public sector experience. My tenure on the Groveland, FL City Council, my position in Redington Shores, and previous tenure in Madison Lake, MN has provided me with a solid background to help lead the city through any challenges the future may bring.

I pride myself in being a strategically minded, transparent and ethical leader who believes in being better today than yesterday. One of my core beliefs is that to understand and respond, we must first be willing to listen because many ideas are better than one when it comes to arriving at comprehensive solutions and understanding varied perspectives is key to arriving at the best solution for the county.

During my time in Madison Lake, I was active in regional and statewide councils, as a member of the local school board facilities committee and as a board member for the Minnesota Association of Small Cities. Networking within the region is crucial to be successful in leading any government organization. Additionally, I created policies and programs to help stabilize both operations and finances after the City had gone through 5 Administrators in as many years, I brought the City from deficit spending of approximately 20% of the operating budget to a positive cash flow to rebuild reserves and embark on needed infrastructure repairs while maintaining the second lowest tax rate in the County. I have worked with staff to improve processes that resulted in better operational efficiencies and cost savings while improving service levels, specifically, in working with accounting staff to streamline operations while implementing a new accounting software system. With the updated software, we uncovered errors in coding and accounting that, when corrected, resulted in a \$28,000 refund to the city in overpaid sales taxes (with interest) from the state and clearer pictures of department costs. These process improvements have been part of my work on a 3-year plan to shift the City from a history of deficit spending to sound financial planning to also include a comprehensive Capital Improvement Plan which has resulted in the City S&P credit rating being increased from an "A" (capped) to an "A+" (uncapped). Currently the city is on a path to achieve fiscal neutrality in the next year while simultaneously embarking on a multi-year road and infrastructure improvement plan. This all being accomplished with the city remaining the second lowest tax rate in the county.

I am experienced in negotiation, having negotiated and drafted terms for a 5-year service agreement for Fire Services to outlying townships which reduced the City share of Fire Department costs from $\approx 40\%$ of the Fire budget to $\approx 31\%$, additionally I negotiated a \$66,000 concession for City projects included in a MNDoT state highway project and renegotiated a development agreement that had fallen into default, reviving a dormant affordable housing project within a TIF district.

My time in Redington Shores has brought several accomplishments, including changes to operations in the Building Department resulting in average permit application times falling from over 75 days to under 2 weeks, creating departments within the Town structure, and the creation of a formal Capital Improvement Plan where none had previously existed, projecting expenses for a 20-year horizon to stabilize the Town budget and the oversight over the Town's 5 year cycle visit for the Community Rating System, where we improved our point totals by several hundred from the previous score of 2084. Current projects include the creation of a vision to create a unified brand for town parks, updating of wastewater infrastructure, and the completion of a stormwater master plan.

While serving on the City Council of Groveland, FL, I worked with my fellow Council Members and City Leadership team to improve the quality of life for residents, including the renovation of a central city park and authorizing the construction of a new 33,000 sq ft Public Safety Complex, and having been a small part in attracting the \$150 million robotic distribution center for Kroger/Ocado to the city of Groveland which is expected to produce nearly 500 high paying jobs.

My greatest strength lies in an open-door, adaptive leadership style that focuses on pragmatism, collaboration, and consensus building with the recognition that it is appropriate for a more directive approach in time critical situations. I believe that any policy or project must have stakeholder buy-in to be successful and that buy-in is often contingent on people knowing that even if the outcome is not what they had hoped or lobbied for, that their voice was heard and considered. My varied background and training provides the ability to competently discuss multiple topics with practitioners from a wide variety of disciplines.

No leader can be honest without acknowledging their weaknesses, I recognize that I have the tendency to give individuals "the benefit of the doubt" and this can become a weakness. To address this, time has taught me to "trust but verify" while maintaining positive and respectful professional relationships that continue to encourage diverse perspectives by addressing items in a timely fashion professionally and constructively.

In summary, I have the rare skillsets of public and private sector finance and budget experience, combined with broad scope municipal experience supervising multiple departments to excel as your next City Manager. Again, Thank You for your consideration, you may find my resume attached with a summary of my written evaluation from May 2020 administered by the City Attorney. I have also included a copy of my last evaluation from Madison Lake (provided copy from the Mayor Pro-Tem) which is exemplar of the five evaluations from Council along with a memo to Council from the City Attorney on the subject. Upon review you will note a gap in employment from 2011 to 2015, during this period I was in school and working part-time as a trainer at Walt Disney World (also noted in additional experience section of resume). I look forward to the opportunity to serve.

Jeff Shooobridge

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

EDUCATION:

University of Central Florida- Master of Public Administration

University of Central Florida -BA Political Science/International Relations

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

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

Urban Land Institute- Planning workshop for public officials- 2018

US Navy Machinists Mate Class ‘A’ school

CERTIFICATIONS, MEMBERSHPS, and PROFESSIONAL AFFILIATIONS:

Member ICMA-Certification in Local Government w/ Emergency Management

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

Facilities Committee-Mankato Independent School District 2019-2022

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

Member Florida City County Management Association

EXPERIENCE:

JUL 2023-Pres

Owner/Principal David Samuels Services, LLC

- Government consulting and projects- current project Space needs analysis for new City Hall for City of 25,000

APR 2022-June 2023

Town Administrator, Redington Shores, FL.

- Implementation of Processes and Procedures in all Departments; Including Finance, HR, and Administration as the Town transitions from a Commission to a Council-Manager form of government
- Transitioned the Town finance structure to increase compliance with State Statute related to restricted revenues/funds
- Reorganized building department to improve efficiency- permit approval times which improved from 45+ days to an average of 10-11 days
- Reorganized municipal structure into departments and work groups to improve efficiencies

NOV 2019-APR 2022

City Administrator, Madison Lake, Minnesota

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

NOV 2018-NOV 2019

City Council Member- City of Groveland, Florida

Military:

US Navy- 1986-1990 Honorable discharge

REFERENCES:

Jason Moran, LeSueur County, MN Chief Asst Prosecutor	507.330.4955
Kent Hoehn, Mayor Madison Lake, MN	507.380.7870
Mike Hein, City Manager-Groveland, FL	352.345.3035
Patricia Burt, Vice Mayor Madison Lake, MN	507.420.4391
Kenny Later, Former Commissioner, Redington Shores	727.423.4242

City Administrator Evaluation-May 2020

City of Madison Lake-Jeffrey Shoobridge

Performance Evaluation Forms were presented to individual members of the City Council, along with the City Attorney. Each supplied the City Attorney with completed Performance Evaluation Forms. A total of 6 were presented for Summary. Several council members did leave blank some metrics and some evaluation areas identifying that not enough time had passed to make a clear, solid evaluation, or an inexperience in dealing with the subject on particular metrics; this is not abnormal and is expected with this type of evaluation. Blanks were not utilized in the tabulation of metric scores.

In the Individual Characteristics Area Jeff scored a cumulative average of 4+ out of 5; above average. He demonstrated above average competence in that metric.

In the Professional Skills and Status Area Jeff scored a cumulative average of 4 out of 5; above average. He demonstrated above average competence in that metric.

In the Relations with Elected Members Area Jeff scored a cumulative average of 4+ out of 5; above average. He demonstrated above average competence in that metric.

In the Policy Execution Area Jeff scored a cumulative average of 4+ out of 5; above average. He demonstrated above average competence in that metric.

In the Reporting Area Jeff scored a cumulative average of 4+ out of 5; above average. He demonstrated above average competence in that metric.

In the Citizen Relation Area Jeff scored a cumulative average of 4+ out of 5; above average. He demonstrated above average competence in that metric.

In the Staffing Area Jeff scored a cumulative average of 4+ out of 5; above average. He demonstrated above average competence in that metric.

In the Staffing Area Jeff+ scored a cumulative average of 4 out of 5; above average. He demonstrated above average competence in that metric.

In the Fiscal Management Area Jeff scored a cumulative average of 4+ out of 5; above average. He demonstrated above average competence in that metric.

In the Community Area Jeff scored a cumulative average of 4+ out of 5; above average. He demonstrated above average competence in that metric.

In sum, based upon the scoring methodology Jeff scored a 4+; above average.

The individual comments regarding strengths, the following were noted:

Knowledge to search and find answers to situations that arise.

Knowledge of government

Is a rule follower

Positive attitude

Good fit for the City

Excellent communication skills

Detail oriented

Good disposition

Allows the Council to make decisions as opposed to giving a personal opinion

Does not debate the council to sway a vote

Administers the council's directives well

Directs the council when they sway off topic

Excellent technical skills for budget analysis

Showed good initiative in contacting elected officials to receive grant money

Good leadership skills during the pandemic noted

Written evaluation Nov 2021 from Mayor Pro-Tem Burt

SECTION 1: ASSISTING COUNCIL WITH ITS POLICY-MAKING ROLE

		Needs Improvement	Meets Expectations	Exceeds Expectations
A. Providing Information				
The City Administrator provides information which is:				
	Detailed and reliable			X
	Explained in a thorough manner and includes alternatives or recommendations			X
	Timely			X
	Helpful in preventing trivial administrative matters from being reviewed by the Council			X
	Helpful and adequate to assist City Council in making sound decisions			X
The City Administrator:				
	Provides members of City Council with the opportunity to set long-term organizational goals and to establish the future direction of City policy			X
	Keeps City Council informed, in a timely manner, of the things Council wants to know			X
	Keeps City Council well informed with concise written and oral communications			X
	Provides City Council members with information on an equal basis			X
	Informs the City Council of administrative developments			X
	Follows up in a timely manner on City Council requests for information or action			X
B. Providing Advice				
The Cit Administrator:				
	Has adequate knowledge of municipal affairs, including the Cit 's laws and ordinances			X
	Considers alternatives before making recommendations			X

	Plans ahead, anticipates needs and recognizes potential problems			x
	Has a good sense of timing in bringing issues to the Council for action			x

Comments: Jeff has done a great job of realigning the agenda format to include items that in the past would have been subject to unnecessary detailed scrutiny by some, using time unproductively. His leadership has streamlined our meetings to necessary business topics, allowing time for sufficient discussion and good decisions.

SECTION 11: INTERNAL ADMINISTRATION

	Needs improvement	Meets Expectations	Exceeds Expectations
A. Implementation of Council Policies			
The City Administrator is effective in the following areas:			
	Carrying out Council directives		x
	Assigning work so that it is performed efficiently and effectively		x
	Paying sufficient attention to detail to avoid error or things "slipping through the cracks"		x
	Analyzing problems or issues and identify causes, reasons, and implications		x
	Accurately interpreting the direction given by Council		x
	Carrying out the directives of Council as a whole rather than those of any one Council member, but recognizes the concerns of the minority		x
	Supporting the actions of the City Council after a decision is made		x
	Assuming responsibility for staff performance		x
	Providing members of City Council with periodic status reports on projects or tasks which may overlap months or years in implementation		x

	Ensuring that the management staff maintains normal service delivery operations as well as the flexibility to manage emergency situations			x
B. Financial Management				
Are you satisfied with the City Administrator's:				
	Approach to budget preparation and review			x
	Use of standard financial management procedures to meet Council's policy guidelines			x
	Implementation of Council 's policy regarding the expenditure of budgeted amounts			x
	Cost control through economical use of labor, materials and equipment			x
	Information on the financial status of City government			x
	Use of available funds and his ability to operate the City efficiently and effectively			x

	Knowledge of financial matters			x
	Information pertaining to long or short-term financing for capital projects ore equipment purchases			x
	Information on opportunities for federal and state grant funding			x
		Needs Improvement	Meets Expectations	Exceeds Expectations

C. Personnel Management

The City Administrator is:

	Successful in guiding people as a team toward common Objectives			x
	Effective in selecting qualified and highly competent staff members			x
	Effective in maintaining professional relationships with Department Directors			x
	Effective in assuring that staff members make a positive impression on citizens			x

The City Administrator:

Ensures that the City's personnel policies and practices are administered by City Department Directors and management staffing an equitable manner			x
Develops and motivates employees so that they are increasingly effective			x
Addresses disciplinary problems and takes action when warranted			x
Monitors performance of employees and initiates corrective action as needed			x

Comments: Jeff presented Council with a detailed 2022 budget, along with a 3 yr. plan of how to address the City's deferred maintenance needs. While the Plan includes a dreaded tax increase, Jeff is already prepared to defend that Plan with comparative tax rates of other Blue Earth County small cities. Madison Lake also now has a comprehensive capital improvement plan, which is an asset for City management and Council.

Jeff also manages the City's staff in a positive manner, strengthening weaknesses, encouraging positivity and defining expectations. He works with City Department directors to understand their needs, identify financial shortfalls and looks for remedial solutions, such as grants.

SECTION 111: EXTERNAL RELATIONS

	Needs Improvement	Meets Expectations	Exceeds Expectations
A. Citizen Relations			
The City Administrator:			
Makes a positive impression on citizens and is he respected in the City of Madison Lake			x
Has appropriate visibility or identity in the community			x
Assists the Council in resolving problems at the administrative level to avoid unnecessary Council action			x
Is willing to meet with members of the community and discuss issues of concern			x
Is skillful with the news media, avoiding political positions and partisanship			x
Provides information to the public in a timely fashion on matters which will cause public reaction			x
Represents Council positions and policies accurately and effectively			x
Thinks and acts in a manner reflecting an attitude that client (Council, staff or citizens) perceptions and satisfactions are important			x

	Responds completely and in a timely manner to citizen complaints			x
B. Intergovernmental Relations				
The City Administrator is:				
	Effective representing the City's interests in dealing with other agencies			x
	Participative in enough intergovernmental activity to have an impact on behalf of the Cit			x
	Cooperative with the county, state and federal governments			x

Comments:
 Jeff is participating on a school board committee and other government committees to benefit Madison Lake.

SECTION IV: PERSONAL ACCOMPLISHMENTS

		Needs improvement	Meets Expectations	Exceeds Expectations
A. Communications				
With regard to communications, the City Administrator is:				
	Easy to talk to and a good listener			x
	Thoughtful, clear and to the point			x
	Sensitive to the concerns of others			x
	Candid and forthright in discussing City business matters with members of Cit Council			x
B. Management Style				
The City Administrator				
	Demonstrates interest and enthusiasm in performing his duties			x
	Commands respect and good performance from staff			x
	Shows initiative and creativity in dealing with issues, problems and unusual situations			x

	Is open to new ideas and suggestions for change			x
	Works well under pressure			x
	Consistently puts aside personal views and implements Council policy and direction			x
	Displays the ability to resolve the numerous conflicts inherent in municipal government			x
	Responds well to a changing world and local conditions; is adaptive			x
	Is accessible to City Council members			x
	Conforms to the high standards of the profession; follows the "ICMA Code of Ethics			x
	Exhibits a commitment to continuing education in order to encourage his professional development			x
	Is receptive to constructive criticism and advice			x

		Needs Improvement	Meets Expectations	Exceeds Expectations
C. Job Effectiveness				
The City Administrator:				
	Demonstrates interest and enthusiasm about the Council's Vision for the City			x
	Gives his staff the tools necessary to provide efficient, responsive City services			x
	Coordinates the implementation of City goals and Objectives			x
	Supports policies that will promote appropriate growth for the City			x
	Creates a positive atmosphere for successful economic development in the City			x
	Supports responsible infrastructure expansion and maintenance			x
	Emphasizes the need for employee training and technological improvements			x

Comments:

Jeff's teaching background provides him the ability to present items in a clear, organized manner, so issues and suggested remedies are understandable.

SECTION V: NARRATIVE RESPONSES

ACHIEVEMENTS FROM THIS PAST YEAR:

What were the Administrator's most notable accomplishments during the past year?

2022 City Budget

Capital Improvement Plan

3 year budget Plan to bring City in alignment with necessary maintenance

• Which of the Administrator's qualities were most instrumental in fulfilling the role of City Administrator this past year?

Leadership

Organization

Communication

PERFORMANCE OBJECTIVES FOR COMING YEAR:

• What does the Administrator do that you would like him to continue?

He takes his job seriously and seeks the betterment of our community. He is our leader and our go-to person.

• Is there anything that the Administrator does that you would like him to do differently?
I can't think of anything at the moment, but I know that if I ever did have an issue with his methods, that I could address my concerns with him. He is readily available and maintains an open door policy.

In what areas should the Administrator focus his attention in this coming year?
Open issues still to be resolved include camera security, fire dept storage concerns, and litigation against the city. He has some great ideas for Madison Lk park themes, if time permits.

Do you have any other general comments to share with the City Administrator? Jeff is a great asset to Madison Lake and is doing everything asked of him plus more! !

Patricia Burt

11/17/2021

Rater's Signature

Date

MEMO

TO: Madison Lake City Council

FROM: Jason Moran, City Attorney

RE: Jeff Shoobridge, Contract Review

DATE: October 28, 2021

Dear Council Members:

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

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

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

JLM

Esteban Cardenas

City Manager

PO Box 41
Pahokee, FL, 33476
(561) 914-0624
estebancardenas3@gmail.com

City of Pahokee

Dear Hiring Committee,

I am writing to express my interest in the City Manager position at the City of Pahokee, as advertised. With my extensive background in economics, education, and community involvement, along with my lifelong residency in Pahokee, I am confident in my ability to effectively serve and lead our city.

As a native of Pahokee, I have a deep-rooted commitment to the well-being and prosperity of our community. Having grown up here, I understand the unique challenges and opportunities that our city faces, and I am dedicated to making a positive impact in our local government.

My educational background includes a Master of Science in Economics from Florida Atlantic University, where I maintained a GPA of 3.601. During my graduate studies, I conducted research and assisted professors in various projects, honing my skills in data analysis, research methodologies, and economic principles.

In addition to my academic qualifications, I have gained valuable experience in both the public and private sectors. I have served as a Mathematics Teacher and Social Science Teacher in the Palm Beach School District, where I developed strong leadership and communication skills. I have also worked as an Economic/Financial Advisor at St. Mary's Catholic Church, providing strategic guidance and financial analysis to support organizational goals.

My diverse professional background, combined with my passion for community service and my proficiency in public speaking and data analysis, uniquely qualify me for the role of City Manager. I am eager to leverage my skills and experience to contribute to the growth and success of the City of Pahokee.

Thank you for considering my application. I am excited about the opportunity to further discuss how my qualifications align with the needs of the city. I look forward to the possibility of serving as City Manager and working collaboratively with the community to achieve our shared goals.

Sincerely,

Esteban Cardenas

Esteban Cardenas

P.O. Box 41 Pahokee Florida
33476
(561) 914-0624
estebancardenas3@gmail.com

EXPERIENCE

**Palm Beach School District, Pahokee Middle School —
Mathematics Teacher**

SEPTEMBER 2016 - JUNE 2018

**Kimball Political Consulting, Boca Raton — Survey and
Polling Assistant**

AUGUST 2018 - NOVEMBER 2018

**St. Mary's Catholic Church, Pahokee — Economic/Financial
Advisor**

APRIL 2018 - CURRENT

**Florida Atlantic University, Boca Raton Campus —
Economics Graduate Teacher Assistant**

AUGUST 2018 - MAY 2019

**ZRS Management, Fort Lauderdale — Marketing & Data
Associate**

MARCH 2019 - AUGUST 2019

**Palm Beach School District, Pahokee High School — Social
Science Teacher**

AUGUST 2019 - CURRENT

**Palm Beach State College, Loxahatchee Campus — Economics
Adjunct Professor**

JANUARY 2020 - CURRENT

**Eastern Gateway Community College, Steubenville — Online
Economics Adjunct Professor**

MARCH 2021 - CURRENT

**Palm Beach School District, Pahokee High School —
International Baccalaureate Coordinator**

MAY 2023 - CURRENT

SKILLS

Public Speaking
Presenting Data/Research
Interpersonal Communication
IBM SPSS Statistics Software
STATA
Analyzing Data/Research
Microsoft Office
Google Ads
Facebook Ads

RESEARCH

Measured level of
assimilation to the US
between Hispanics

Conferences:

Florida Undergraduate
Research Conference 2017

National Conference on
Undergraduate Research 2017

Measured American
perception on Refugees
across different
demographics

Conferences:

Florida Undergraduate
Research Conference 2018

National Conference on
Undergraduate Research 2018

2nd place Undergraduate

EDUCATION**Palm Beach State College, Belle Glade — Associate in Arts**

AUGUST 2014 - DECEMBER 2015

GPA: 3.977. Maintained the highest grades, allowed me to communicate with professors at ease. Had a warm relationship with staff members.

Florida Atlantic University, Boca Raton — Bachelor of Science in Economics

JANUARY 2016 - MAY 2018

GPA: 3.903. Was part of the Business and Economics Polling Initiative in FAU where most of my undergraduate research was conducted.

Florida Atlantic University, Boca Raton — Master of Science in Economics

MAY 2018 - MAY 2019

GPA: 3.601. Graduate research work was completed, along with assisting professors in their research.

COMMUNICATION**6th Annual Scholarship Awards Luncheon, Teamwork USA — Audience: ≈400**

APRIL 2019

Orchestra Program Donor's Night, Teamwork USA — Audience: ≈300

MARCH 2018

Senior Night Award Ceremony Pahokee High School — Audience: ≈300

MAY 2015

Incubate Youth Economic Summit Pahokee High School — Audience: ≈150

MARCH 2022

LANGUAGES

Spanish

RESOLUTION NO. 2024 - 12

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, APPOINTING AN INTERIM CITY MANAGER; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Pahokee (“City”) is in need of an Interim City Manager to perform City Management duties on a day-to-day basis while a selection process is being conducted for a permanent City Manager; and

WHEREAS, the City Commission of the City of Pahokee (“City Commission”) desires to appoint an Interim City Manager to perform the duties of a City Manager as set forth in the applicable City Ordinances; and

WHEREAS, the City Commission specifically desires to appoint _____ as the Interim City Manager for a period not to exceed sixty (60) days.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PAHOKEE, FLORIDA, AS FOLLOWS:

Section 1. Adoption of Representations. The foregoing “Whereas” clauses are hereby ratified and confirmed as being true, and the same are hereby made a specific part of this Resolution.

Section 2. Authorization and Approval of Interim City Manager. The City Commission of the City of Pahokee hereby authorizes and approves _____, as the Interim City Manager for a period not to exceed sixty (60) days.

Section 3. Effective Date. This Resolution shall be effective immediately upon its passage and adoption.

PASSED and ADOPTED this 6th day of May 2024.

Keith W. Babb, Jr., Mayor

ATTEST:

Tijauna Warner, MMC
City Clerk

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**

Burnadette Norris-Weeks, Esq.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

Commissioner Boldin	_____ (Yes)	_____ (No)
Commissioner Cowan-Williams	_____ (Yes)	_____ (No)
Commissioner McPherson	_____ (Yes)	_____ (No)
Vice-Mayor Murvin	_____ (Yes)	_____ (No)
Mayor Babb	_____ (Yes)	_____ (No)