

January 26, 2019

Donald O'Brien, Chairman  
Flagler County BOCC  
Government Services Building  
1769 E. Moody Boulevard, Bldg. 2  
Bunnell, FL 32110

Re: Interim County Administrator Recruitment

Dear Mr. O'Brien:

Please allow me to enthusiastically submit this letter of interest for the Interim County Administrator position. My professional experience in county government management will enable me to successfully focus personnel and organizational resources in the cohesive implementation of county operations, services, and directives on behalf of the Board of County Commissioners.

Understanding the Board's requisite for solid leadership, team-building, and budgetary guidance during this transitional period, I possess a versatile background in overseeing day-to-day county operations, services, and mandatory functions. Professionally, I possess compelling skills in:

- Keeping officials informed on the status of fiscal matters and priority concerns
- Executing policies and legislative actions
- Administering annual budgets and capital improvement programs
- Facilitating communication with elected officials, staff, and general public

Since 2017, I have been providing professional consulting services in Vero Beach, Florida and most recently in Cincinnati, Ohio. For over five years, I effectively served as an interim county administrator/manager. My personal desire is to ensure cohesiveness in the coming months in my role as interim chief executive officer.

Throughout my career I have taken on diverse challenges and proven my ability to deliver positive results. I would be honored to continue my executive level public service as the Interim County Administrator for Flagler County. Accordingly, I have enclosed my resume for your review. Thank you for your consideration of my qualifications.

Sincerely,

*Michael L. Brillhart*

Michael L. Brillhart, MPA

Enclosure: Resume

**Local Government Executive** with vast and effective public sector management experience. Foster extensive networks at all levels within local government utilizing exceptional ability to build strong relationships and contribute to organizational goals. Geared with a multitude of versatile skills in operational optimization, technical & strategic planning, staff management, budgeting, and intergovernmental relations.

*Areas of Expertise include:*

- ✓ Strategic Planning
- ✓ Customer Relations
- ✓ Legislative Affairs
- ✓ Intergovernmental Relations
- ✓ Economic Development
- ✓ Fiscal Management & Budgeting
- ✓ Public & Media Relations
- ✓ Organizational Performance
- ✓ Personnel Management

## EXPERIENCE & NOTABLE CONTRIBUTIONS

### 2017 - CURRENT **EXECUTIVE PLANNING CONSULTANT**

MLB PLANNING SERVICES • Cincinnati, OH & Vero Beach, FL

Manage and perform executive planning services for private, not-for-profit, and public sector clients with oversight of technical analysis, organizational evaluation, financial analysis and site planning functions relating to land development projects, strategic planning, organizational analysis, grants writing, and civil infrastructure projects.

### 2016 – 2017 **TEMPORARY COUNTY MANAGER**

CAMDEN COUNTY • Camden, NC

Managed day-to-day operations for the Board of Commissioners serving a population of 10,000 with oversight of 100 personnel and appropriations in excess of \$25 million.

- Served as the Budget Manager with coordination of the annual budget; oversight of legislative affairs, and functioned as liaison on regional emergency management efforts
- Kept Commissioners informed of current financial condition
- Prepared Commissioner’s meeting agendas and intergovernmental memorandums

#### **KEY ACCOMPLISHMENTS:**

- Coordinated planning for new Public Services Building and wastewater treatment plant facilities
- Presented Commissioners with a cost savings based FY2017-2018 budget
- Coordinated the reception of a \$1.75 million U.S. EDA grant

### 2013 – 2016 **INTERIM COUNTY ADMINISTRATOR**

BARNSTABLE COUNTY • Barnstable, MA (Cape Cod)

Directed day-to-day operations for the Board of County Commissioners with service delivery to a regional population of 215,000. Managed 14 departments, 350 personnel, and appropriations in excess of \$80 million.

- Coordinated intergovernmental relations, legislative affairs, regional IT service enhancements, emergency management planning, and annual budgeting
- Kept Commissioners informed of the current financial condition, prepared financial reports, and supervised personnel including hiring, termination and disciplinary actions
- Prepared Commissioner’s meeting agendas and intergovernmental memorandums

#### **KEY ACCOMPLISHMENTS:**

- Implemented a personnel based Succession Plan; hired & promoted Director level positions
- Created a 5-Year (short-term) Strategic Plan for the County

### 2004 – 2013 **STRATEGY & SPECIAL PROJECTS DIRECTOR**

ST. LUCIE COUNTY • Ft. Pierce and Port St. Lucie, FL

Managed comprehensive business, fiscal, strategic planning, economic and legislative affairs for the Board of County Commissioners serving a population of 290,000. Led and coordinated economic development business incentives, impact fees, and grants. Identified, cultivated and developed productive relationships as the County's legislative liaison as part of the \$145 million general fund budget.

- Administered personnel actions including hiring, termination, supervision, and disciplinary actions
- Prepared county Development Agreements and policy ordinances & resolutions
- Met and corresponded with state and federal legislators regarding legislative requests

#### KEY ACCOMPLISHMENTS:

- Acquired \$9 million in FHWA monies to assist in the construction of the new Crosstown Parkway project
- Coordinated the national award winning *Towns, Villages and the Countryside (TVC)* - Joint Area Planning

#### 1995 – 2004 EXECUTIVE CONSULTANT

PROFESSIONAL PLANNING SERVICES GROUP • Orlando, FL

Managed and administered oversight of all financial and administrative functions relating to professional consulting services for organizational master plans, regional land planning and capital engineering projects.

- Developed community master plans and land use plan updates
- Served as the interim Executive Director for the Peoria, IL - Tri-County Regional Planning Commission
- Prepared grant applications to the following federal agencies: FHWA, EPA, HUD, DOE, FTA, and FEMA
- Served as interim City Administrator for Paris, IL for 2 years; and Interim County Administrator for Pekin County, IL for 1 year.

#### KEY ACCOMPLISHMENTS:

- Analyzed the creation of Community Redevelopment Areas (CRA) in Ohio, Illinois and Florida
- Designed and drafted site plans for new Planned Unit Developments in Florida
- Provided transportation planning consulting services for Hillsborough County, Florida

#### 1990 – 1995 CONCURRENCY INFRASTRUCTURE MANAGER

PINELLAS COUNTY • Clearwater, FL

- Managed a land development concurrency infrastructure system serving a population of 900,000
- Oversight of new land development and Developments of Regional Impact reviews
- Managed ongoing capital planning grants in excess of \$12 million

#### KEY ACCOMPLISHMENTS

- Prepared and managed a \$2.5 million FHWA congestion mitigation recreational trail grant
- Drafted and implemented the county's five-year Capital Program in excess of \$500 million

## EDUCATION

**Master of Public Administration, Public Management**

UNIVERSITY OF SOUTH FLORIDA | Tampa, FL

**Bachelor of Science, Urban Administration/Urban Studies**

UNIVERSITY OF CINCINNATI | Cincinnati, OH

## AFFILIATIONS

**International City/County Management Association** (2016 Service Excellence Award)

**Florida City/County Management Association**

**Massachusetts Association of County Commissioners**

**North Carolina Association of County Commissioners**