

Timothy James Day
2593 Sawgrass Lake Court
Cape Coral, FL 33909
Cell: (239) 233-4496

January 27, 2019

Dear Mr. O'Brien, Chairman, Flagler County Commission,

I recently discovered that Flagler County was looking for an Interim County Manager until the Commission could hire a person to fill that role for the long term. Respectfully, I would ask that the Commission consider me for that vital interim position. My background as you will discover via my resume is extremely broad, I have worked in State, County, City and Town governments in the State of Florida for almost 25 years. There is not a department that I am uncomfortable overseeing and I clearly understand an interim's role should not be to make sweeping changes but should keep the Commission apprised of how the departments are functioning. Secondly, I will not apply for the County Manager position once that process begins. The interim manager's responsibility is to keep the county and all of its departments moving smoothly and assist the Commission as they go through the process of hiring a new County Manager. Assisting the Commission with the selection process would be made convoluted if the interim was an applicant in the County Manager selection process. An additional service I would like to offer the Commission is a general report that I would provide prior to my departure. It would be a summation of each of the county departments that would identify the strengths and where efficiencies might be achieved. This report would be very similar to what consultants would provide that frankly are costly. The benefit to the county would be I would be working alongside the staff daily and would be able to obtain more practical information on finance and performance that could assist the Commission in the budget process. Lastly, I will not accept another position until Flagler County has hired a new County Manager should you allow me to fill the interim position.

Largely my career has been in the area of public safety. I spent 10 years with the Providence R.I. Police Department, 5 years with the Florida Department of Law Enforcement, and 10 years as the Director of the Southwest Florida Public Service Academy (Police/Fire/Public Works). During the later 10 years I served as Director I was responsible for Law Enforcement, Fire, Corrections, Public Works and EMS training for a 5 county area. I delivered basic, advanced and specialized training in all three disciplines. I was directly responsible for a multi-million dollar budget and 140 full/part time employees for 10 years. The Governor appointed me to the Domestic Security Task Force in 2002 and my duty was to make sure that all first responders were properly trained and had the necessary equipment should a disaster occur.

In 2012, I retired from that position to pursue my goal of becoming a City/Town Manager which I did in Greenville, Florida and eventually in Melbourne Beach. Those two positions allowed me to further develop skills and gain practical experience that I believe is very pertinent for the County Coordinator position. I have successfully managed just about every area of municipal government; Police, Fire, Public Works, Parks and Recreation, Potable Water, Waste Water, H.R., Finance, and even a cemetery.

I also have significant experience as an elected official experience in working with union contracts, land use, zoning, HR, and large municipal budgets. My background is verifiable via my resume; therefore I will concentrate on areas that I feel have a significant bearing on the Interim County Manager position;

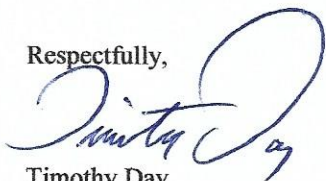
1. **Fiscal Management-** for 10 years I served as Director of the Police, Fire, Public Works, EMS, Corrections and Public works training for a 5 county service area in Southwest Florida. The budget exceeded 4 million dollars and I never operated in the red. Having served on the Cape Coral City Council for 9 years was another example of my fiscal management. During that time period we established reserve accounts and kept the city in the black, even during the downturn in 2007-2009. There were many unique circumstances we faced and frankly it was my drive and determination that saved over 150 municipal jobs during the recession. Over the past 3 years I have been a Town Manager in the State of Florida and I have always worked within the budget that was established. I would also like to mention that I have been subject to financial audits internally as well as from the Florida Department of Law Enforcement and the Office of the Auditor General. During those audits I have never had a finding and I am proud to report that.

2. **Team Management**-I have had large numbers of employees working for me over the years. The Police/Fire Academy for example had 140 employees under my direct supervision. During that 10 year period I had staff meetings with my management team weekly. Certainly, I always listened to their concerns and ways to improve processes. What was always known by every employee who served with me is if they had an issue that needed attention they could come to me at any time day/night. I have extended this philosophy to all of my positions I have served in since then.
3. **Written/Verbal**- I developed a newsletter for the academy programs which came out once every three months. I also developed a website and a mass email list in order that I could get stakeholders notified of advancements of issues rapidly. In my current position I send out a newsletter every two weeks to over 1300 residences. I have also updated the websites for every agency I served to make them more user friendly. Communication is vital to ensure residents are always kept in the loop of what is going on in their community.
4. **Community Relations**-this is an area that I am sure the village council realizes must be achieved to void rumors plaguing any municipality. While a councilmember in the City of Cape Coral I always attended community meetings, neighborhood meetings and events that took place weekly or monthly. It is important to always be visible and accessible and keep in touch with issues citizens have. More importantly it gave citizens a way to get through government bureaucracy and get accurate information.
5. **Technology**-obviously is always changing and embracing that change is a duty of government officials. Using technology to communicate with citizens must always be explored. I have utilized technology to determine where we see spikes in crime and then responding accordingly. Technology has also been used by me to find quicker ways to monitor the finances of the communities I served. I have just upgraded the accounting system at the position I am in now. The reason for this upgrade was I wanted to be able to have financial data in real time. Waiting for monthly banks statements was just not acceptable. Technology has also created websites that not only push out information but allow residents get their questions and concerns resolved and it is something to strive for.
6. **Economic Development**-I have served on the local CRA in Cape Coral for 3 years. We did everything from establishing Tax Increment Financing (T.I.F) to ensuring the current zoning met the needs of the businesses in the area. I was also involved in the expansion of the C.R.A. which was truly a challenge. When a C.R.A. is expanded as the city eventually did, we had to clearly articulate why we felt the area was blighted under the law. Our conditions did not meet the traditional standard but we overcame the issues. That area is thriving today because of steps we took in the early 2000's.
7. **Labor Relations**-It is a difficult challenge at times and rewarding at other times. At the academy I had 3 union groups and in the City of Cape Coral we had 7 union groups. In the city I was the lead person with negotiations of the Police and Fire contracts because of my background in public safety. At the academy I directly worked with the 3 bargaining groups. My position was always to be fair, neither giving away the store nor being heavy handed and not listening. Most of the union board members I believe realized that I was always fair and respectful. I have always kept in the forefront that tax dollars belong to the people and I have never lost sight of that.
8. **Intergovernmental**-this is extremely important to the success of the communities I served. Working with the County Commissioners ensured that they never forgot about their roadways that came through the city limits. Working with our State Legislative team is the reason that state road 78 was widened 5 years before the FDOT plan called for it to be done. This led to large advances in economic development in the city of Cape Coral. My relationships with other elected officials allowed the agencies I served to have closer access to county, state and federal information and grants. In the Town of Greenville I was able to secure FDOT grants and CBDG grant funding by staying in touch with elected officials and administrators in those agencies.

My career is unique having been an elected official in the City of Cape Coral-Councilmember/Mayor Pro-Tem, Law Enforcement career that spans several decades, Town Manager in Melbourne Beach and Greenville, and as a Community Association Manager. What I have learned through these experiences is how to manage people and budgets while keeping the residents I have served always in the forefront. Quality of life for the residents of any community is paramount and I will never lose sight of that regardless of the position being temporary in nature. Quality of life is the reason people live in certain communities and it is not an expectation rather it's a requirement that government deliver that lifestyle.

In closing, I would like the County Commissioners to know that I would consider it an honor and privilege to discuss my credentials in greater detail should you wish to do so. I truly wish you the greatest success and I would be honored to serve the community!

Respectfully,



Timothy Day
(239)233-4496

TIMOTHY JAMES DAY

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

GENERAL & OPERATIONS MANAGER

Financial Stewardship | Staff Administration | Project Controllershship

Demonstrated leader with more than 25 years of experience directing programs and teams to achieve goals and objectives by ensuring organization standards of performance are developed and met. Expert at leading the day-to-day operations of facilities and programs include budgeting, human resources, and organizational planning. Results-driven professional with a history of driving decision-making and process improvements to boost the bottom line or solve issues. Excel at directing and coaching teams on responsibilities and policies to ensure procedural compliance. Seek a management role at an organization that values a professional with a proven track record of hard-work, results, and dedication.

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

Licensed Community Association Manager CAM39746
Real Estate Sales SL3433381

PROFESSIONAL EXPERIENCE

SEVEN LAKES ASSOCIATION GENERAL MANAGER-C.A.M.

8/2017 -10/2018

Currently, I serve as the General Manager of the Seven Lake Lake Association. I managed a 9 million dollar budget and oversee a staff of 61 full time staff. It is my responsibility to develop and implement the annual budget and work with the Board Members of the Association to ensure the all of the residents needs are met. This Association is comprised of and 18 hole Golf Course, Full Service restaurant, and 1096 condominium units. The facility is different from most associations in the State of Florida because there are 29 separate condominiums that are under the the Seven Lakes Association. Each of those 29 condominiums has an elected representatives also that I work with. I am responsible for every aspect of the community; restaurant, golf course, pools, tennis, bocce, fitness center, wood working shop, HR, Finance, Maintenance, Grounds, Security.

TOWN OF MELBOURNE BEACH, FL Town Manager

2015 - 2017

I served as the Town Manager of Melbourne Beach, Florida. I am responsible for all aspects of government; Police, Fire, Public Works, Parks, Human Resource, and Budget. During the past several months I have re-written the towns Policy and Procedure Manual, Updated the Land Development Code, re-designed the Computer System (moving away from operating in the Cloud), re-organized the Fire Department and made many upgrades to the physical environment. I am also developing a comprehensive Capital Improvement Plan which has never been done. I have also implemented an employee evaluation process which highlights employee strengths and weaknesses. Recently, I developed the budget for 2016-2017. My duties also include setting up all City Commission, Planning and Zoning, Board of Adjustment, Environmental Advisory, Police Retirement, and Parks Boards Meetings.

TOWN OF GREENVILLE, Greenville, FL Town Manager

2016

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

Community Association Manager, Fort Myers, FL

2012-2015

I started a small Community Association Management business in late 2009. I managed both commercial and residential associations.

SOUTH WEST FLORIDA PUBLIC SERVICE ACADEMY, Fort Myers, FL

2002 – 2012

Director

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

- Developed and managed an adopted budget of \$4 million-plus, directing all financial transactions accordingly
- Supervised 190-210 full and part-time staff including law enforcement, firefighter, and corrections officers
- Achieved numerous perfect financial audits and performance audits through detailed reporting and processes
- Led all human resources functions for staff including coaching, evaluating, hiring, and firing

CITY OF CAPE CORAL, Cape Coral, FL

2000 – 2009

City Councilman/Mayor Pro-Term

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

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

FLORIDA DEPARTMENT OF LAW ENFORCEMENT, Fort Myers, FL

1997 – 2002

Regional Field Representative

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

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

CITY OF PROVIDENCE RHODE ISLAND, Providence, RI

1985 – 1996

Police Officer

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

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

STATE OF RHODE ISLAND PARK POLICE, RI

1983 – 1985

Police Officer

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

EDUCATION & CREDENTIALS

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

AWARDS & DISTINCTIONS

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

PROFESSIONAL AFFILIATIONS

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

REFERENCES

Ms. Nancy Wilson	Town Clerk, Melbourne Beach	(386) 717-1957
Mr. Cliff Repperger	Town Attorney, Melbourne Beach	(321)917-1249
Mr. Rich Brown	Seven Lakes Assoc. (President)	(585)509-5485
Ms. Ivette Basora	Ret. Sgt. Lee County Sheriffs Office	(239)218-7920
Ms. Barbara Crowley	Ret. Lee County School District	(239)850-1418
Ms. Elizabeth Mascaro	Director of Finance, Melbourne Beach	(321) 724-5860