

TODD S. BODEM, M.A.

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(831) 224-6983

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January 22, 2019

Flagler County Florida  
Attn: Donald O'Brien, Commissioner Chairman  
1769 East Moody Blvd  
Brunnell, FL 32110

Dear Commissioner Chairman O'Brien:

I am pleased to submit the attached resume and supporting material for the Interim County Administrator position with Flagler County, Florida. I am looking for an interim position that will allow me to utilize my local, regional and state governmental administration, human resources, finance, project management, parks, recreation, and community development experiences. My recent position was a City Administrator for the City of Sand City, California. In Sand City, I helped coordinate the commencement of a **\$250 million** mix use development, and **\$800 million** beachfront hotel.

I have worked approximately 20 years as a city administrator, interim city administrator, county administrator, and consultant for several agencies in Minnesota. This experience has developed me into a multi-dimensional professional as it relates to local/regional government process and procedures. My experience with municipal/county budgets, personnel, union negotiations, economic & community development/land use planning, TIF/Tax Abatement, grant writing, joint powers agreements, assessment policy/procedures, strategic/capital improvement planning, comprehensive land use planning, long range and facility planning, development contracts and management over all other municipal departments (Public Safety, Public Works, Library, Parks, Planning, Finance, Technology, and more) offers Flagler County a well-rounded professional in me.

I also have over 4 years of experience and extensive knowledge about residential development driven projects working as a project manager for a large Minnesota land developer. From start-to-finish, I coordinated various multi-million dollar projects in several Metropolitan Minnesota cities. This heightened my understanding of the municipal process in learning more about the entitlement/platting process, engineering design review and infrastructure knowledge. I have a strong background in real estate, construction, and tourism industry, as well.

I have a proven set of skills to coordinate consultants; develop/present proposed operating/capital budgets, purchasing and policy recommendations; support the improvement of service delivery through performance measurement initiative. I have experience working with local, state, and federal government officials. I have a leadership style that promotes communication, creativity, and innovation; commitment to diversity; a collaborative approach focused on outcomes; a creative approach to problem solving; and the ability to communicate effectively to a wide range of audiences, balance policy/political/operational considerations, and craft financial options to meet changing economic conditions.

I have gained significant experience in Sand City. I feel it is time to expand my horizons with an agency that would help define my career with Flagler County!

Yours truly,

Todd Bodem  
[TSBodem@gmail.com](mailto:TSBodem@gmail.com)

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### PROFILE STATEMENT

City/county administrative professional with a unique blend of public and private sector experience. Skills, knowledge, and abilities in local management/administration, contract negotiations, labor relations, project management, system management, environmental regulators, land use, real estate development and planning/economic development. Hands on style with an appreciation and understanding of different perspectives represented in day-to-day operations of local government, private sector business, and non-profit organizations.

### PROFESSIONAL EXPERIENCE

#### *City Administrator – City of Sand City, CA*

October 2014 to October 2018

- § Act as the operational head of Sand City government.
- § Extensive experience with the California Coastal Commission
- § Coordinate financial planning, budget preparation, public information, policy development, business and economic development.
- § Successful completion and approval of the Long Range Property Management Plan.
- § Negotiated successful 3-year collective bargaining agreement. Hired new Police Chief.
- § Facilitated and implemented the City Council's goals and strategic planning process.
- § Coordinated the development of a **\$250 million** mix use development and **\$800 million** beachfront hotel.
- § Gained approval to develop a West End District "Vibrancy Planning" initiative funded by several State planning grants.
- § Developed a 5-Year Capital Improvement Plan.

#### *Interim City Administrator – City of Blue Earth, MN*

June 2014 to October 2014

- § Acted as the Interim City Administrator in providing leadership and direction.
- § Developed the 2015 budget and assisted in the recruitment of the next City Administrator.

#### *City Administrator – City of Big Lake, MN*

August 2011 to June 2014

- § Provided general and administrative supervision over all City employees either directly or through supervisory staff (40 full and 20 part-time in this city of 10,250 citizens with a \$12 million budget).
- § Helped establish and maintain an effective working relationship with the public, contractors, consultants, public officials, and staff. Proven consensus building leader that helped shape a staffing paradigm shift in attitude.
- § Successfully recommended and gained approval of a city hall staff needs analysis and efficiency review report.
- § Handled the human resource functions of the City.

#### *County Administrator – County of Waseca, MN*

March 2010 to February 2011

- § Provided supervision and managed performance of department heads and administration staff and all union and non-union employees (**approx. 152**); recommended salary adjustments and/or implements disciplinary action when needed.
- § Oversaw development and agenda for all County Board meetings: facilitated meetings, provided research findings, made recommendations, and answered questions regarding county policy, programs and procedures.
- § Administered policies and board actions: performed research, ensured compliance with state and federal laws and regulations (pay equity, affirmative action, ADA, AWAIR/OSHA, data practices, open meeting law etc.)
- § Advised Board on pending state and federal legislation and represented the County concerning governmental relations and issues at local, state, regional and federal levels.
- § Represented County at community and intergovernmental meetings.
- § Prepared and recommended budget (**approx. \$21 million**) and capital improvement plan to the Board; interviewed departments/agencies requesting funds, recommended changes, presented at public meetings; monitored and reported, prepared and recommended process and actions for reductions. Wrote annual audit sections.
- § Coordinated and participated in recruitment of Department Heads and staff: prepared job descriptions, developed advertisements, conducted interviews, performed background checks, and recommended application for hire.

**Consultant – Bodem Consulting**

November 2006 to March 2010

Worked on temporary assignments such as: project entitlement and feasibility studies, municipal planning and zoning activities, project initiation & management. Acted as interim city administrator for the Cities of Claremont and Corcoran, MN (See Below):

**City Administrator – City of Claremont, MN (part-time)** (January 2010 to March 2010)

- § Implemented city policy and proper administration of all city affairs and reported to City Council. Ensured a coordinated and efficient effort to meet the goals and objectives.
- § Prepared and monitored annual budget, coordinated financial planning and supervised investment activities.

**Interim City Administrator – City of Corcoran, MN** (January 2008 to May 2009)

- § Acted as Chief administrative officer for Corcoran, MN. Population 6000.
- § Authored and received \$100,000 planning grant. Administered grant monies and prepared related reports.
- § Appointed key department heads, with advice and consent of the City Council.
- § Oversaw and directed the daily operations of all departments (16 full-time employees) and agencies delivering core services to community that encompasses 36 square miles. Directed the preparation of annual budgets and monitored then advised the City Council of financial conditions and city needs.
- § Managed all public improvements and city-owned property, including buildings, systems, enterprises, and oversee construction, improvements, repair and maintenance.
- § Met with local business groups, individuals, citizens groups, the media and other government officials regarding issues affecting the city.
- § Made recommendations and provided guidance regarding future planning for capital improvements, financing, equipment, staff, economic development and operational needs.
- § Lead development of short and long range planning initiatives

**Project Manager – Tollefson Development, Inc., Lakeville, MN**

March 2003 to November 2006

- § Developed multi-million dollar land development projects (residential and commercial) ranging from \$3M-\$20M in value.
- § Conferred with and advised local officials on planning, development and other matters related to projects.
- § Initiated comprehensive planning for regions, counties, cities, and/or towns as required for consideration. Knowledge of watershed-based planning, urban environmental planning, development of storm water management systems, preservation/restoration of urban ecosystems.
- § Managed project initiation, permitting and construction oversight for single/multi-family residential and commercial real estate developments throughout Minnesota.
- § Interacted with land use and environmental regulators as well as various appointed and elected officials in each of the municipalities.
- § Managed project budgets, track and control expenditures. Scheduled project in logical steps and budgeted time required to meet deadlines; negotiated as needed. Exercised oversight of assigned program(s) expenditures, reporting, budgeting and progress.
- § Planned, organized, and directed activities and maintenance of structures, facilities, and systems.
- § Obtained permits and licenses for construction; ensured building codes and safety regulations are followed.
- § Coordinated and supervised work from early development to final product.
- § Coordinated material and equipment requirements with construction schedules to complete work.

**WORK HISTORY****City Administrator – City of Jordan, Minnesota**

September 2001 to March 2003

**City Administrator—City of Belle Plaine, Minnesota**

May 2000 to September 2001

**City Clerk/Treasurer City of Grand Marais, Minnesota**

December 1995 to April 2000

**City Administrator—City of Red Lake Falls, Minnesota**

September 1994 to December 1995

**EDUCATION**

Master of Arts, Urban and Regional Studies, Minnesota State University, Mankato, Minnesota.

Bachelor of Arts Degree, Local and Urban Affairs, St. Cloud State University, St. Cloud, Minnesota.

Minor: Minority Studies.

State of Minnesota Real Estate Salesperson License – Prosource, Edina, Minnesota. 2007

**PROFESSIONAL AFFILIATIONS/AGENCIES/ORGAINIZATIONS**

Appointed member of more than 15 agencies and organizations on the Monterey Peninsula, Regional and State level.

*For more information, please see Full History Addendum (upon request).*

FULL WORK HISTORY ADDENDUM

**City Administrator – City of Jordan, Minnesota** September 2001 to March 2003

- § Administrated operations in a growing southwest metropolitan community in Scott County (fasted growing county in the upper Midwest—12th fastest in the United States) with a \$6 million annual budget.
- § Successfully supervised 24 full-time and volunteer employees, and directed the administration of city government and the official conduct of employees including training, reclassification, suspension or discharge.
- § Assured that grievances and communications from citizens received prompt attention and resolution.
- § Worked with the Minnesota Department of Transportation on projects for a new interchange in Jordan.
- § Oversaw successful grant writing efforts and participated in bond sales.

**City Administrator—City of Belle Plaine, Minnesota (Contract Admin.)** May 2000 to September 2001

- § Administered professional staff in a rapidly growing community of Scott County with a \$5 million budget.
- § Oversaw 20 full/part time employees and numerous volunteers in several city departments including public works, police, ambulance, planning and economic development groups.
- § Collaborated with financial advisors and bond counsel experts on financing and refunding bonds issuances.
- § Assisted Department heads to hire, promote, discipline and discharge City employees. Made recommendations to City Council as to the employment of Department Heads and as to the wages/benefits of all City employees.
- § Presented to councils, boards, commissions, civic groups and general public.
- § Coordinated activities of the City Council and served as liaison between the Council and citizens, commissions, boards, and others.
- § Performed risk management administration and coordinated insurance programs.
- § Worked with the City Attorney to plan and supervise legal activities.
- § Knowledge of annexation and subdivision development of joint efforts.

**City Clerk/Treasurer City of Grand Marais, Minnesota** December 1995 to April 2000

Acted as top level administrator supervising the administration of government operations in a growing tourist community with a \$3 million budget. Chief administrator of 23 full and 27 part-time employees with specific experience in city administration, planning/zoning, personnel management, electric utility, union negotiations, policy implementation, parks/recreation, and financial administration of the City (general, revenue and intergovernmental funds).

**City Administrator—City of Red Lake Falls, Minnesota** September 1994 to December 1995

Directed day-to-day operations. Managed City personnel and financial functions including budgeting, customer service, billing, parks/recreation, accounting, supervision, and policy development. Supervised and directed 12 City employees while managing a \$2 million budget.

**Planning Assistant—City of Hudson, Wisconsin** July 1994 to August 1994

Short consulting project to update the City's subdivision ordinance and developer's agreement.

**Consultant—Minnesota Valley Action Council—Mankato, Minnesota** June 1992 to April 1993

Coordinated actions of real estate agents, bond underwriters, architects, apartment site analysis plans for general and senior occupancy facilities as a mechanism for development. Called on by city/county government to present financing information as subject matter expert (While in College).

**Graduate Intern—City of Mankato, Minnesota** June 1990 to January 1992

Researched community-planning requests. Presented staff reports to the City's planning commission. Participated in short-term data gathering and analysis of projects for the city council. Worked in rotation through various city departments to gain a broader experience in city operations (While in College).

**Project Specialist—St. Cloud HRA, St. Cloud, Minnesota** January to June 1990

Co-Authored St. Cloud's first housing plan. Created section 8 instructional manual for future interns. Analyzing projected revenue and expenditures for a proposed 200-stall parking facility (While in College).

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References

City of Sand City  
Attn: Mr. Brian Ferrante, Police Chief  
1 Pendergrass Way  
Sand City, CA 93955  
Ph: (408) 781-3612  
Email: [Bferrante@sandcityPD.org](mailto:Bferrante@sandcityPD.org)  
Relationship: Subordinate

Mr. David Pendergrass  
3483 Lemurian Rd.  
Redding, CA 96002  
Ph: (530) 605-1716  
Email: sandcitymyr@aol.com  
Relationship: Former City of Sand City Mayor and Direct Supervisor

City of Sand City  
Attn: Mr. Craig Hubler,  
1738 B Hickory Street  
Sand City, CA 93955  
Email: Craighubler62@gmail.com  
Ph: (831) 917-6226  
Relationship: Council Member

City of Blue Earth  
Attn: Mr. Richard Scholtes, Mayor  
125 W. 6<sup>th</sup> Street  
Blue Earth, MN 56013  
Email: rscholtes@bevcomm.com  
Ph: (507) 526-2822  
Relationship: Mayor and Direct Supervisor

City of Big Lake  
Attn: Mr. Seth Hansen, City Council Member  
1653 Grace Drive  
Big Lake, MN 55309  
Email: blfd27@hotmail.com  
Ph: (763) 238-6670  
Relationship: City Council Member

Monterey Government Center  
Attn: Mr. Lew Bauman, County Administrative Officer  
168 West Alisal Street, 3rd. Fl.  
Salinas, CA 93901  
Ph: (831) 755-5113  
Email: baumanl@co.monterey.ca.us  
Relationship: Peer

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References

City of Carmel-by-the-Sea  
Attn: Mr. Chip Rerig, City Administrator  
P.O. Box CC  
Carmel, CA 93921  
Ph: (831) 620-2058  
Email: [cregig@ci.carmel.ca.us](mailto:cregig@ci.carmel.ca.us)  
Relationship: Peer

City of Pacific Grove  
Attn: Ben Harvey, City Manager  
300 Forest Avenue  
Pacific Grove, CA 93950  
Ph: (213) 364-2699  
Email: [citymanager@cityofpacificgrove.org](mailto:citymanager@cityofpacificgrove.org)  
Relationship: Peer

City of Big Lake  
Attn: Mr. Mike Goebel, Public Works Director  
21675 155<sup>th</sup> Street NW  
Elk River, MN 55330  
Ph: (763) 263-2268  
Email: [mike@ci.big-lake.mn.us](mailto:mike@ci.big-lake.mn.us)  
Relationship: Public Works Director under my supervision

Mr. Ben Wikstrom  
3824 Meadowview Terrace  
St. Bonifacius, MN 55375  
Ph: (612) 801-7992  
Email: [benwikstrom@gmail.com](mailto:benwikstrom@gmail.com)  
Relationship: Former Belle Plaine City Planner under my supervision

City of Grand Marais  
Attn: Mr. Ron Lund, City Councilor  
15 North Broadway  
Grand Marais, Minnesota 55604  
Ph: (218) 387-1704  
Email: [ronlund@boreal.org](mailto:ronlund@boreal.org)  
Relationship: Previous Council Member

Mr. Michael Groves, Senior Principal  
EMC Planning Group Inc.  
301 Lighthouse Ave., Suite C.  
Monterey, CA 93940  
Ph: (831) 595-0216  
Email: [groves@emcplanning.com](mailto:groves@emcplanning.com)  
Relationship: Land Use Planning & Design Firm