

## DARREL STEVEN CARLYLE

E-Mailed to: sbolser@bunnellcity.us

August 20, 2013

Ms. Sandi Bolser, City Clerk  
**CITY OF BUNNELL**  
1769 East Moody Boulevard  
Bunnell, Florida 32110

**RE: Office of the City Manager  
City of Bunnell, Flagler County, Florida**

Dear Ms. Bolser:

Economic development, community vitality, and fiscal responsibility are fundamental elements of thriving communities. Therefore, when it comes hiring the best candidate for City Manager, a proven track record of attaining goals, developing communities, leading and motivating staff, and exceeding budget expectations is essential for your community's success now and in the future.

My résumé demonstrates that my education, extensive experience in public administration, as well as my organization, motivational, management, and leadership abilities, meet the needs for the position of City Manager for the City of Bunnell. Together we can ensure that Bunnell will grow and prosper.

Please feel free to contact me at the telephone number or e-mail address on my résumé. I look forward to hearing from you and the opportunity to visit with you regarding this position.

Sincerely,



Darrel Steven Carlyle

DSC/st

Enclosures

# DARREL STEVEN CARLYLE

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## HIGHLIGHTS OF QUALIFICATIONS

- ❖ Twenty-six years of senior management experience with vision and organization.
- ❖ Conservative, effective budgeting and long-term planning with attention to the bottom line.
- ❖ Innovative, pragmatic, reliable, honest, loyal and trustworthy.
- ❖ Exceptional skill in personnel supervision, motivation and training.
- ❖ Involvement in community through civic organizations and professional groups; such as the Chamber of Commerce, Economic Development Group, American Legion, Eagles, Rotary and Kiwanis.

## PROFESSIONAL EXPERIENCE

**Red Oak Chamber and Industry Association, Inc.**                      **Executive Director**                      2009 - Current

*Red Oak, located in Montgomery County, in southwest Iowa, the Association is a combined organization of the Chamber of Commerce and Retail / Commercial / Industrial Economic Development, for the community of Red Oak. As Executive Director my direct reports included the Chamber Specialist, Administrative Assistant and (8) Standing Committees of the Association.*

- Developed the Association's marketing materials and economic development campaigns.
- Administrated, coordinated and supervised all Chamber of Commerce activities.
- Developed and administrated the Association's annual budget.
- Facilitated the Red Oak Farmers Market
- Participated in various City Plans / Boards; Downtown Master Plan, Downtown Urban Renewal Board, Montgomery County Economic Development, Red Oak Drug Task Force, Downtown Steering Committee, CDBG Revitalization Grand Project Committee, Historical Registry Designation Committee.
- Involved in an array of community projects, including the Red Oak Grand Theatre, Friends of the Red Oak Trails, Red Oak Blue Zones Project, Southwest Iowa Free Medical Clinic and the Red Oak Outreach Day Care Center.

**City of Greenwood, Jackson County, Missouri**                      **City Administrator**                      2007 - 2008

*Greenwood is a rapidly growing, full service municipality within the greater Kansas City corridor. As City Administrator my direct reports included the Chief of Police, Fire Services, Director of Public Works, City Clerk and Director of Building and Zoning.*

- Administrated and secured lease-purchase financing for sanitary sewer improvements project.
  - Initiated, coordinated and supervised the installation of a new computer system, including hardware and software components
  - Developed and administrated the City's annual budget.
  - Administrated the Greenwood Economic Development Corporation and performed an array of economic development activities.
  - Facilitated various City Plans; Comprehensive Plan and Land Use; Capital Improvement Projects, Personnel Handbook and job descriptions.
  - Created the City's Logo, Motto Statement and color palette.
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**City of Iowa Falls, Hardin County, Iowa**

**City Manager**

2006 - 2007

Iowa Falls, the home of Ellsworth Community College, is a stand alone, full-service city utilizing a Mayor-City Council-City Manager form of government. The City, with over 47 employees and an 8 million operating budget, has a steady population of 5,193 and is very involved with economic and industrial development. Departments under the City Manager's direction include Police, Fire, Streets, Sanitary, Water, Sewer, City Clerk, and Building/Code Enforcement. Park and Recreation, Library and Airport are under a separate board however the City Manager works closely with the boards and department heads.

- Administrated various capital improvements projects, inclusive of (2) IDOT RISE roadway projects, resurfacing improvements and water well construction.
- Facilitated various City Plans; Multi-Hazard Mitigation Plan; Emergency Operations Plan, Personnel Handbook and job descriptions.
- Arranged and negotiated over 200 acres of land for annexation providing growth and development opportunities.

**City of Bondurant, Polk County, Iowa**

**City Administrator / City Clerk**

1999 - 2006

Bondurant is located in northeast Polk County of greater Des Moines with a population of 2,951. As City Administrator, I served a 5-member City Council and directed 5 departments with 17 full time employees. My responsibilities included directing all City operations, implementing City Council directives and policies, including long range planning and goals. I served as the Chief Financial Officer responsible for the annual municipal budget preparation and audit activities. I coordinated all personnel activities including labor relations. I also worked with Bondurant Development, Inc. to promote economic development.

- Coordinated and implemented a Tax Increment Finance District to fund a grant/loan program.
- Served as an administrative and leadership liaison to various regional boards and commissions; including the Polk County Emergency Management Commission, Bondurant Development, Inc., Bondurant Area Chamber of Commerce, the Des Moines Area Metropolitan Planning Organization, the Wastewater Reclamation Authority, the Metro Waste Authority, Polk County Public Housing Trust, Eastern Polk Regional Development, Inc and Safety Coalition of Central Iowa Cities.
- Administrated various capital improvements projects, inclusive of sanitary sewer improvements, lift station and force main improvements, resurfacing improvements, water tower demolition, roadway improvements and signalization construction, fire hydrant improvements and replacement, and bridge replacement.
- Facilitated various City plans; Comprehensive Plan and Land Use; Hazardous Mitigation Plan; Capital Improvement Projects, Emergency Response Plan, and City's Action Plan.
- Negotiated regional utility services for the City; with the Wastewater Reclamation Authority and with Des Moines Water Works
- Developed and administrated the City's annual budget each year.
- Assisted in various financial grant applications.

## EDUCATION

**University of Nebraska-Omaha - Omaha, Nebraska**

- ♦ Bachelors in Public Administration
- ♦ Masters in Public Administration – in progress

## DARREL STEVEN CARLYLE

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### REFERENCES

#### PROFESSIONAL

Ms. Kristie S. Konz  
President  
Red Oak Chamber and Industry Assn  
2027 Fernwood Avenue  
Red Oak, Iowa 51566  
(712) 621-0242

Mr. Daric O'Neal  
Managing Associate - Iowa  
Alley-Poyner-Macchietto Architecture, P.C.  
1516 Cuming Street  
Omaha, Nebraska 68102  
(712) 341-1544

Ms. Sara C. Ring  
Member of the Board of Aldermen  
City of Greenwood  
Post Office Box 171  
Greenwood, Missouri 64034  
(816) 537-6855

Ms. Sandy Slover  
Secretary / Treasurer  
Greenwood Economic Development Corp.  
1003 Chestnut Street, West  
Greenwood, Missouri 64034  
(816) 537-7172

Ms. Diana Thies  
Executive Director  
Iowa Falls Chamber / Main Street  
520 Rocksylvania Avenue  
Iowa Falls, Iowa 50126  
(641) 648-5549

Mr. John H. Allan  
Member of the City Council  
City of Iowa Falls  
305 Sarah Avenue  
Iowa Falls, Iowa 50126  
(641) 373-4225

Mr. Robert L. Fagen  
City Manager  
City of Spencer  
418 Second Avenue, West  
Spencer, Iowa 51301  
(712) 580-7200

Mr. A. J. Mumm  
Coordinator  
Polk County Emergency Management  
111 Court Avenue  
Des Moines, Iowa 50309  
(515) 286-2107

#### PERSONAL

Ms. Shirley M. Billings  
901 East Corning Street  
Red Oak, Iowa 51566  
(712) 623-4844

Ms. Marty Barnett  
204 South Broadway  
Red Oak, Iowa 51566  
(712) 623-5555

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## DARREL STEVEN CARLYLE

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### SALARY HISTORY

**EMPLOYER:** Red Oak Chamber and Industry Association, Inc.  
307 East Reed Street  
Red Oak, Iowa 51566  
(712) 623-4821

**Position:** Executive Director.....\$ 68,960.00 per annum

**EMPLOYER:** City of Greenwood  
709 West Main Street  
Greenwood, Missouri 64034  
(816) 537-6969

**Position:** City Administrator.....\$ 68,000.00 per annum

**EMPLOYER:** City of Iowa Falls  
315 Stevens Street  
Iowa Falls, Iowa 50126  
(641) 648-2527

**Position:** City Manager.....\$ 64,000.00 per annum

**EMPLOYER:** City of Bondurant  
200 Second Street, Northeast  
Bondurant, Iowa 50035  
(515) 967-2418

**Position:** City Administrator / City Clerk.....\$ 61,955.00 per annum

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