Timothy J. Day

November 29, 2020

Dear Mayor and Council Members- City of Flagler Beach,

Over this past weekend I discovered that the City of Flagler Beach was in the process of searching for a city manager and I would ask the city council to consider me for the position. My experience in serving another extremely similar water front community in Florida I believe would be a tremendous benefit to the community. All of the issues that the City of Flagler Beach deals with on a daily basis are issues that I have experience in handling. Specifically, because you are a waterfront community particular attention must be paid to the environmental concerns. Over the years I have worked with F.E.M.A over flooding issues and I have been successful in obtaining grant dollars after hurricanes for a variety of damages and drainage problems. I have also worked with the Department of Environmental Protection closely over the coastal high hazard concerns (permitting) and protecting our wildlife (sea turtles).

Upon reviewing my resume you will see that I have a great deal of experience in the law enforcement profession. I have served as a police officer/investigator and as part of senior management with the Florida Department of Law Enforcement. Latter I became the Director of the Southwest Florida Public Service Academy were I served for 10 years and was responsible for training every law enforcement officer and firefighter in a 5 county service area. It was during those years I also served on the Florida Domestic Security Task Force and I was responsible to getting the Prepare Florida Training out to all First Responders in a 10 county area. My reason for mentioning this is I have been trained by FDLE and FEMA for just about any type of disaster and I am confident I can bring restoration to the communities I serve as fast as humanly possible. In working in a coastal community it is not a question of if storms will occur but when. Also, during those years I had 140 full and part-time employees and a budget that exceeded 5 million dollars.

All of the items that the city council posted in the position announcement are credentials I possess. What I also have is a background in utilities, public safety, grant writing and developing relationships with federal, state, local administrators and elected officials. Every one of these areas is extremely important in order that opportunities for the community are not overlooked. There is not a city/town department I am uncomfortable overseeing or managing on a daily basis.

The other important experience that would benefit the city is I have also been an elected official. Understanding the dynamics of municipal government is something that cannot be taught, to have a true understanding it must be experienced. I spent 9 years on the City of Cape Coral City Council and served as Council Member and Mayor Pro-Tem. Over those years I was involved managing extremely large budgets and 5 union bargaining groups. What many managers do not fully understand is the pressures that council members face from their constituents on a daily basis. What management believes is a

Minor issue identified by a resident is not minor to them. That is why I take every issue seriously and keep contact with the resident until its conclusion. Sometimes residents feel like their government does not care about their issue, this should never happen but particularly in smaller municipalities. I truly pay attention to how we deliver services and strive to make it more efficient.

Whether it is fortunate or unfortunate I have had a great deal of experience in dealing hurricanes, tornadoes and flooding. Hurricanes generally give us the time to plan and evacuate but tornadoes do not. That's why it is so important to continually update your municipalities' disaster plan and make sure everyone understands their role should an disaster occur. I would much rather plan and have staff/contractors ready than be faced with a what now situation. It's also extremely important to have the relationships with the emergency management people in county government. Simple things like piggy backing on their solid waste contracts for solid waste removal after a hurricane can save the community tens of thousands of dollars.

Over the years I have secured grants from the following agencies without hiring outside grant writers; FDOT, FDLE, FEMA, CDBG, Florida Recreation Development Assistance Program, DOJ-Community Orientated Policing, Florida Inland Navigation District and the DEP. I enjoy successfully putting together grant applications for the communities I have served and even more importantly completing the projects correctly and avoiding audit issues.

In closing, I realize it is a difficult selecting a new City Manager but I promise you this; I would strive every day to exceed your expectations and always keep you informed of all issues in order that you always have the best information and more importantly provide you with solutions.

I appreciate your taking the time to review my credentials and should you need any further information I would be happy to provide it.

Respectfully,

Timothy Day

TIMOTHY JAMES DAY

CITY/TOWN MANAGER Staff Administration | General Manager

Demonstrated leader with more than 27 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 Associaiton Manager Real Estate Sales

CAM39746 SL3433381

PROFESSIONAL EXPERIENCE

COMMUNITY ASSOCIATION MANAGER

8/2017-7/2020

I have been managing commercial and residential property for more than 9 years full/part-time. I am licensed as a Community Association Manager in the State of Florida and I have managed an R.V. Park, Home Owners Associations, Condominium Associations and a Co-Op. Over the past 2.5 years I have over 1097 condominium units. (Florida License CAM39746)

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, Grants and Budget. I have re-written the towns Policy and Proceedure Manual, Updated the Land Development Code, re-designed the Computer System, re-organized the Fire Department and made many upgrades to the physical environment I have also developed a comprehensive Capital Improvement Plan which was never been done prior to my appointment. I have also implemented an employee evaluation process which highlites employee strengths and weaknesses. During my tenure the Public Works Director left his position and I assumed the role of Pulic Works Director along with being the Town Manager. I worked with FEMA, St. Johns Water District, Army Corp of Engineers, Department of Environmental Protection, and Florida Department of Transportation.

TOWN OF GREENVILLE, FL

Town Manager

2015

I served as the Town Manager for the Town of Greenville, Florida. I am responsible for the following areas of government; Budget, Personnell, Water, Sewer, Human Resources, Fire Department, Parks, Garbage Removal, Economic Development and Cemetary. 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.

SOUTH WEST FLORIDA PUBLIC SERVICE ACADEMY, Fort Myers, Fl

2002 - 2012

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 Regional Field Representative

1997 - 2002

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 Police Officer

1985 - 1996

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

Florida Domestic Security Task Force-appointed by Governor
Boys Head Soccer Coach Oasis Middle School
Cape Coral Soccer Association Coach/Board of Director
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

Mr. Noah Powers Town Manager, Town of Orchid Fl.

Ms. Nancy Wilson Town Clerk, Melbourne Beach

Mr. Cliff Repperger Attorney (321)917-1249

Ms. Ivette Basora Ret. Sgt.Lee County Sheriff's Office

Ms. Barbara Crowley Ret. Lee County School District (239)850-1418

Ms. Elizabeth Mascaro Town Manager, Melbourne Beach