

City of Flagler Beach  
PO Box 70  
Flagler Beach, FL 32136-0070  
Re: City Manager Search

November 9, 2020

Attn: Ms. Liz Mathis

Dear Ms. Mathis:

This Letter of Interest, separately attached Resume and References are being presented to you for consideration toward your existing search for a new City Manager within the City of Flagler Beach, Florida.

I am currently the Interim Town Manager in a modest community serving approximately 5400 citizens and a (5) member Board of Selectman. I have also served as a Director of Finance working in partnership with Town Managers and Town Administration for several communities. My educational background and knowledge is within the areas of government leadership, finance, budget, procurement, capital improvements, bonding, infrastructure planning, community development and a broad range of over (20) years of business experience (8) within a supervisory capacity.

I hold a Bachelor of Science Degree in Business Management (Magna Cum Laude) and currently seeking my options to complete a Master of Business Leadership and obtain the ICMA Credentialed Manager designation.

I was very excited to see this opportunity in picturesque Flagler Beach, Florida! My current goal is to establish a career where I may live, work and be a part of a community where folks are engaged in their successful path toward the future. I have enjoyed my position as a Director of Finance but wish to be more engaged with the community development aspect within a municipal environment. I have always looked at the entire picture when managing a project and am eager for the opportunity to become immersed in master revitalization projects. Lovely picturesque cities such as Flagler Beach, Florida are where folks want to live, work and play. It is very rewarding to be a part of revitalization or building process, while preserving the “modest shoreline city vibe”.

### Project Experiences

- \* **Winchester, Connecticut**-Rebuilding a finance team following serious theft of 2.2m of town funds; formulating proper policies & procedures; reinventing the identity of the Finance Team; working through 2 years of back audits with the IRS and building a strong “Team” work ethic in partnership with all town officials and citizens.
- \* **Putnam, Connecticut**-Managed completion of a 36.5m high school renovation project tracking all aspects of funding, contractor bidding, payments and progress; work on completion of a “river walk” project and outdoor pavilion and recreation area for the town to gather and rent on some occasions; support the Community Development Block Grant (CDBG) projects along with determining which downtown areas would be the most logical recipients; manage a thriving “Ash Landfill” project which had the ability to fund its’ own closure and reinvent itself as a solar power array in the future.
- \* **Peterborough, New Hampshire**-Initiated a software conversion contract through methodical and careful selection and partnership with various departments, colleagues and outside resource collaboration; managed tracking of (3) TIF Revenue funding sources within the community and the projects which these generate; managed funding streams for a new Library Construction & Renovation as it was on the historical society record, this was a monumental task; manage funding streams for the (2) new major bridge renovation & construction projects totaling more that 30m in grants and new bonded debt; managing the overall workflow within the finance office as well as security of the area.

Project planning, budgeting, contract bidding, debt administration and knowledge of grants have given me the insight to be successful while working alongside Town Leadership. I also have a terrific sense of humor which also has been extremely helpful. Prior diverse responsibilities have included Nuclear Security, Payroll, Human Resources, Budgeting, Contract Negotiations, Planning, Project Forecasting, Fund Accounting, Project Management, Inventory Control, Fund Investments, Debt Service, Bonding, BANS, and Grant Management. I am also very familiar with the Town Meeting style of government.

This City Manager opportunity in Flagler Beach, Florida is the next logical step for me and a personal goal. I am honest, professional, friendly, hardworking, educated both with "real life" experience & formal education, and very driven to follow through for many years to come. While personal family loss has necessitated several of my more recent moves, I am seeking a final destination and long-term career in City Management.

It would be a pleasure to utilize my background, years of actively working for the public, current qualifications, enthusiasm and educational achievements in order to work for and be a part of your lovely community, helping you folks move forward with your future city projects and goals. My style of management is team directed, friendly and straight forward. I am a working manager and enjoy completing large scale tasks and corroborating with colleagues when deciding the level of importance, timing and cost when confronted with multiple critical projects, whether it is the construction of a new bridge, roadway or building. I have worked in partnership with Police, Public Works, Attorneys, State Leadership, Recreation Departments and of course, Board of Selectman & Mayors.

It would be a pleasure to further discuss the rewarding opportunity currently available within the City of Flagler Beach, Florida. I do appreciate your time and thank you very much your serious consideration!

Kind Regards,

*Brenda Fox Howard*

**Email: [brefoxhow@outlook.com](mailto:brefoxhow@outlook.com)**

# Brenda Fox-Howard

brefoxhow@outlook.com

## **PROFILE**

Extremely versatile and professional Leadership, friendly, service oriented, strong financial management, government finance administration, budgeting, debt management, bonded projects, manufacturing, procurement, team style of supervision, attention to details and safety focused. Attentive toward goals and streamlining development, highly motivated to perform well under strict deadlines, honest work ethic, concern for maintaining proper accountability and fiscal responsibility, excellent internal/external customer service skills, process improvement for cost savings and projects which offer a challenge, diverse finance experience both private and public sector, experience with challenging, complex work environments.

## **CORE SKILLS**

Management, Finance, Accounting, Procurement, Tax Collection Supervision, Accounts Receivable, Accounts Payable, Payroll, Contractual Agreements, Human Resources, Audit, Government Finance, Materials Inventory Management, Theft Reconciliation, Team Building, Policy Implementation, Nuclear Safety, Clinical Trials Analysis, Industrial Production Analysis, Construction, Budget Analysis, Marketing Analysis, Customer, Service, Training and Documentation, Project Coordinator, Bid and Spec Review, Financial Security Protocols, GAAP/GASB, Supervision, Manufacturing, Bonds & Loans, CIP Forecasting, Green Belt Training, General Ledger Balancing, Rail Fleet Management, Grant funding.

## **SOFTWARE PROFICIENCY**

SAP/MRP, Visio/Project, Diamond, Producer, Vision, Business Objects, Clinical Reporting, Mod Simulator, GEMS, MIBS, QuickBooks, PeopleSoft, Microsoft Office (Excel, Word, PowerPoint) CATIA, Pentamation, PLB, KEA, MUNIS, Accufund

## **EDUCATION**

- **Currently seeking Master of Business Leadership & ICMA Credential**
- **Bachelor of Science/Business Management-Finance–Magna cum Laude**
- **Certificate Government Finance Administration**
- **Certificate Human Resource Development**

## **EMPLOYMENT HISTORY**

**NEW GLOUCESTER, MAINE**  
**Interim Town Manager**

**Current**

**TOWN OF PETERBOROUGH, N.H.**  
**Director of Finance**

**2016 - 2019**

Managed & assembled budgets from all departments, attend evening meetings, analysis for cost savings, general ledger balancing, reconciliations, spreadsheets, internal & external customer service, state government reporting, large scale bridge construction project, major debt service, TIF funding streams, personnel supervision, hiring, audit, contract analysis, policy & process improvement & development, cash management, project monitoring, grant management, debt projections (CIP), reformat failed software & guide the replacement and reconciliation, ethical practice standards, policy creation, repair GL, maintain friendly & safe team workplace.



# Brenda Fox-Howard

brefoxhow@outlook.com

## **TOWN OF PUTNAM, CT.**

**2015-2016**

### **Director of Finance**

Compiled and assembled budgets from all town departments, attended meetings beyond the normal work day, analyzed cost savings, general ledger balancing, account reconciliations, heavy spreadsheet usage, internal & external customer service, government reporting, personnel supervision, finance staff, management, audit preparation, contract analysis, bond analysis & tracking for capital projects, policy & process improvement, cash management, theft prevention and analysis of prior potential theft situation, grant management, maintain friendly team.

## **TOWN OF WINCHESTER, CT.**

**2014 - 2015**

### **Director of Finance**

Reconcile prior theft records and caught up on back dated audits of (3) years, attended evening meetings, met with Connecticut State Finance Board representatives to continue resolving prior theft records and address areas of improvement along with new policy & procedure, compile all department budgets, set up new town wide banking system and security measures, analyze cost savings, pension fund audit and balance, medical benefit fund reconciliation, CAFR preparation and prior submission, account reconciliations, heavy spreadsheet usage, customer service functions, government reporting, personnel supervision of finance staff, hiring, contract negotiations & analysis, heavily involved with rebuilding the Finance Team.

## **STATE OF VERMONT**

**2012 - 2014**

### **Finance Manager III-Audit (Agency of Human Services & State Police)**

Grant disbursements, account reconciliations, internal/external customer service, supervisory duties, payment reconciliations, internal/external reporting, data management, inventory management, records management, spreadsheet data management, federal reporting, and fiscal reporting, audit review for State Police, payroll review, training lead, heavy customer service.

## **GENERAL DYNAMICS, CT. – ELECTRIC BOAT DIVISION**

**2010 – 2012**

### **Material /Design Analyst**

RFQ Parts and material analysis, blueprint reading, design/engineering consulting review, parts acquisition, engineering & vendor review of parts/materials, Access data base updating, drawing and material build upload for submarine parts, worked on several government projects.

## **DOMINION – MILLSTONE NUCLEAR POWER STATION, CT.**

**2008 - 2010**

### **Procurement Analyst**

## **DOW CHEMICAL, CT.**

**2003 - 2007**

### **Material Tech Analyst/Green Belt Training/Procurement/Rail Fleet Management**

## **PFIZER CORPORATION, CT.**

**2000 - 2003**

### **Clinical Trials Budget Analyst/Procurement/Project Forecasting**



# City of Fernandina Beach

OFFICE OF THE CITY MANAGER

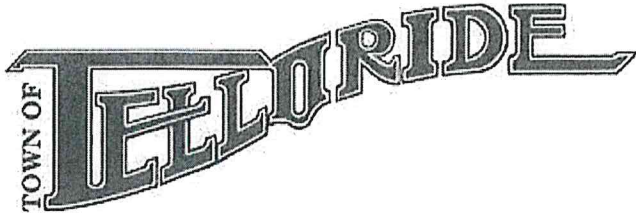
June 10, 2016

To: Whom It May Concern

From: Dale L. Martin, City Manager *DLM*

Re: Ms. Brenda Fox-Howard

1. I had the opportunity to hire and subsequently work with Ms. Fox-Howard in the Town of Winchester, Connecticut. Ms. Fox-Howard was hired in August, 2014, as the Town Finance Director.
2. Winchester had been roiled by financial crimes committed by one of her predecessors, and the Town faced difficult times during its path to recovery. Ms. Fox-Howard contributed greatly to the Town's financial recovery. Her attention to detail was a critical talent as new policies and procedures were drafted to prevent a recurrence of criminal activities within the Town's Finance Department. She assisted in the development of the Town's annual budget, assisted in the preparation of the annual audit, and supervised two subordinate staff (Payroll and Accounts Payable).
3. It was only due to family issues (related to a lengthy commute) that led to Ms. Fox-Howard's unanticipated departure from Winchester. Her service, however brief, was important and respected throughout the community.
4. If you have any questions regarding her service to Winchester or our work in that community, please contact me.



February 10, 2020

To Whom It May Concern:

I am writing to strongly recommend Brenda Fox-Howard. I had the pleasure of working with Brenda during her time as the Director of Finance for the Town of Winchester. Brenda continually demonstrated her tremendous abilities and never ceased to amaze me in her management skillsets, dedication, and a high degree of professionalism to her position.

While in Winchester, Brenda had taken on a challenging position, as the previous Finance Director for the town had embezzled millions of taxpayer funds, and she was instrumental in infusing and restoring public confidence as well as leading the organization forward.

Brenda is a pleasure to work with, as she is always pleasant, with a positive attitude, calm demeanor, humility, and a terrific communicator with the ability to deliver all sides of an issue. She is a proven leader and is excellent at working with people from all walks of life, whether it is younger folks early in their career or citizens who have their specific concerns.

I am confident to recommend Brenda and know she would be an excellent fit for you or any organization wishing to employ a true professional.

Please feel free to contact me if you have any questions.

Respectfully,

A handwritten signature in black ink, appearing to read "Ross M. Herzog", is written over a large, light-colored scribble or stamp.

Ross M. Herzog, CM-JCMA, MPA  
Manager, Town of Telluride





# TOWN OF PUTNAM

TOWN HALL  
126 CHURCH STREET  
PUTNAM, CONNECTICUT 06260



Dear Sir,

*I would like to recommend Brenda Fox Howard to the position she is applying for. Brenda is a hard worker, skilled professional and has those skills necessary for success.*

*As Mayor of the Town , I have nothing but praise when she worked here. During her tenure, she proved to be friendly, trustworthy, and had that character that puts her in my high esteem.*

*Brenda can work well under pressure, demonstrates ability to accomplish assignments interpedently when appropriate and can show the flexibility to solve problems to bring about solutions*

*And lastly, very important, Brenda Fox Howard is able to manage assignments and meet deadlines without supervision.*

Tony Falzarano

Mayor

Town of Putnam, Connecticut

860 – 963 -6800 x103

[tony.falzarano@putnamct.us](mailto:tony.falzarano@putnamct.us)

Town of Putnam is an Affirmative Action/Equal Opportunity Employer

**Main Phone: 860-963-6800**

Mayor's Office.....	x806	Parks & Recreation .....	x810	Veteran's Affairs.....	x808
Assessor.....	x805	Planning/Land Use.....	x815	Water Pollution Control Authority....	x821
Building/Zoning.....	x814	Public Works .....	x811	1st Floor Fax .....	860-963-5398
Economic Development.....	x813	Refuse/Recycling/Curbside Pickup ...	x812	2nd Floor Fax.....	860-963-5360
Finance.....	x807	Registrar of Voters .....	x803	3rd Floor Fax .....	860-963-6814
Fire Marshal.....	x816	Town Clerk.....	x802		