

Brian Houillion  
1497 Main Street, #115  
Dunedin, FL 34698

Ms. Sandi Bolser, City Clerk  
City of Bunnell, FL  
1769 E. Moody Blvd.  
Bunnell, FL 32110

To Ms. Sandi Bolser, City Clerk:

Please accept this letter and resume in application for the position of City Manager for the City of Bunnell, FL. As my resume will demonstrate, I have served as the City Administrator for Fort Mitchell, KY and prior to that as the City Administrator for Ludlow, KY.

During my tenure with the City of Fort Mitchell, I supervised and managed a staff of 51 employees (FT/PT) and approximately 40 volunteers in the following departments: Administration, Police, Fire/ALS, Public Works, Finance, and Parks & Recreation while managing contracts for City Attorney, City Engineer, and Planning, Zoning, and Building Inspections. While managing the city of Ludlow, I supervised and managed a staff of 33 employees and approximately 30 volunteers in the following departments: Administration, Police, Fire, Public Works, Building Inspection/Code Enforcement, and Main Street/Renaissance. Both of these supervisory and administrative positions were responsible for the preparation and management of the annual budget (\$7 million Fort Mitchell; \$3.5 million Ludlow), all day to day operations of the city, economic development initiatives, all Human Resources functions, and the development, initiation, and monitoring of all short-term and long-term planning in addition to many other responsibilities.

My experience includes over 3 years in a management or assistant management positions with a municipality. I obtained my Masters of Public Administration in 2010 from Northern Kentucky University and I am currently working toward my Doctor of Public Administration through Valdosta State University with a completion date set for May 2015.

I departed the city of Fort Mitchell at the end of a contract term in order to pursue potential opportunities in Valdosta, GA in conjunction with my Doctorate degree. However, those opportunities did not materialize due to funding issues, specifically lack thereof. As such, I am currently looking for a long term, stable career position in city management in Northern/Central Florida region. My salary requirements would be in the \$75,000-\$80,000.

I strongly believe that my experiences in city management as well as my education make me an ideal candidate for the position of City Manager for the city of Bunnell, FL. I look forward to the opportunity to speak more in-depth about my qualifications for this position and would more than happily make the trip at my own expense to ensure this discussion.

Sincerely,

LW Brian Houillion



## **L. W. Brian Houillion, MPA**

1497 Main Street, #115

Dunedin, FL 34698

Phone: 859-760-1925 (c) or 727-331-6772 (h)

Email: brianhouillion@aol.com

### **EXPERIENCE**

#### **City Administrative Officer**

City of Fort Mitchell, KY (pop. 8207)

December 2011 to April 2013

##### **Responsibilities:**

Plan, organize, coordinate, and evaluate administrative functions of the city government; Facilitate creation and implementation of Strategic Plan; Establish and maintain effective working relationships with city employees, elected officials, government agencies and the general public; Design and implement all communication strategies for the city; Prepare, present and implement a city operating budget of approx. \$7,000,000; Oversee the financial affairs of the city, including expenditures, revenues, investment, insurance, and risk management; Negotiate and monitor contracts including sewer and water; Formulate policy and procedure recommendations to city council; Design and implement Economic Development programs to encourage the attraction and retention of businesses within the city as well as increase Tourism opportunities. Serve as Personnel Administrator for 28 FT, 23 PT, and approximately 40 Volunteer employees

##### **Major Accomplishments:**

- Facilitated comprehensive Zoning Code review to update ordinances
- Drafted new City Purchasing Policies and Personnel Handbook
- Chairman of City Economic Development Committee & Zoning Committee
- Aided in conversion of vacant 6 acre motel into state of the art Mercedes Benz dealership (\$15 mil investment)
- Oversaw creation of ALS service within the Fire/EMS Department

#### **City Administrative Officer**

City of Ludlow, KY (pop. 4407)

December 2010 to December 2011

##### **Responsibilities:**

Plan, organize, coordinate, and evaluate administrative functions of the city government; Establish and maintain effective working relationships with city employees, elected officials, government agencies and the general public; Prepare and implement a city operating budget of \$3,500,000; Negotiate and monitor contracts; Formulate policy and procedure recommendations to city council; Oversee the communication strategy of the city; Perform Economic Development activities to encourage the attraction and retention of business within the city.

##### **Major Accomplishments:**

- Facilitated a Section 106 Archaeological Review to permit a new urban grocery store to be constructed within the central business district
- Implemented economic development program whereby city property was sold and redeveloped by new businesses entering the city
- Designed and implemented a code enforcement program and department for the city
- Refurbished vacant city building on main thoroughfare into Ludlow Heritage Museum in order to increase tourism and economic development of central business district
- Completed new urban grocery store through CDBG grant, completed new streetscape through DOT grant, and renovated vacant properties through NSP grants

Assistant City Administrator  
City of Ludlow, KY

February 2010 to December 2010

Responsibilities:

Coordinated, planned, and executed all special projects within city departments. City liaison between city and various public/private organizations throughout region and state. Served as EEO Officer for the city.

Major Accomplishments:

- Organized the Ludlow Heritage Society and served on Board of Directors
- Formed the Ludlow Base Ball Club, a vintage baseball team associated with the Ludlow Heritage Society
- Representative to Imagination 2020 Plan, a six (6) city riverfront and economic development plan
- Redesigned and launched new website
- Rewrote all job descriptions and redrafted pay plan

New Business Manager  
Cincinnati, OH

RSW, US  
June 2008 to July 2010

Business Development Manager for two regional marketing agencies (V.S. Brooks, Miami, FL and The Gecko Group, West Chester, PA). Designed and implemented sales and communication strategies to increase awareness of agencies and to increase long term business relationships. V.S Brooks concentrated on medical and hospital marketing, while The Gecko Group specialized in environmental messaging and branding (way finding, etc) geared for educational institutions including schools, museums, zoos and similar.

Owner/Operator  
Covington, KY

Little Louie's Pizza Emporium  
August 2006 to May 2008

Owner/operator of full service neighborhood pizzeria with average annual revenue of \$150,000-\$200,000.

Independent Consultant  
Florence, KY /Cincinnati, OH

October 1999 to July 2006

Independent contractor for sales, marketing, and public relations strategies for small and micro businesses as well as fund raising strategies for non-profit organizations/foundations.

Project Director/Graphics Supervisor  
Cincinnati, OH

Ipsos-ASI Market Research  
January 1997 to June 1999

Hub for all communication for design, execution, and report of findings for all tests conducted by assigned group of clients, including Johnson & Johnson, S.C. Johnson, and Kao Brands (Bioré). Managed the department responsible for presenting graphic presentations of test results.

## EDUCATION

Doctor of Public Administration  
Valdosta State University  
2012-current (May 2015)

Bachelor of Arts in History  
Northern Kentucky University  
May 1995  
Magna Cum Laude

Masters of Public Administration  
Northern Kentucky University  
December 2010

Juris Doctorate (one year/18 credit hours)  
Salmon P. Chase School of Law  
August 2008 to May 2009

## **TRAINING**

National Incident Management System (NIMS)  
Certified  
FEMA/ Emergency Management Institute  
IS-100.a, 200.a, 240, 300, 400, 700.a, 800.b.

Six Sigma; Yellow Belt  
March 2010  
Xavier University/Xavier Leadership Center

## **PROFESSIONAL ORGANIZATIONS**

International City/County Management Association (ICMA)

Northern Kentucky City/County Managers Association  
Vice President, current  
Secretary/Treasurer, 2012  
Chairman (Education Committee), 2010-current

American Society of Public Administrators & Southeast ASPA

Northern Kentucky Chamber of Commerce, City Representative

OKI Regional Planning Council, Alternate Member

Kentucky Association of Economic Development

## **COMMUNITY ORGANIZATIONS**

Ludlow Heritage Society & Ludlow Heritage Museum  
Founder/Board of Directors  
Registered Agent

Board of Directors; Palm Harbor (FL) Coalition.

Marketing & Public Relations Committee, City of Covington, KY

Kenton County Board of Adjustments  
Vice Chairman 2008-2010

Northern Kentucky Incident Management Team/ Kenton County Deputy Sheriff (Reserve)

Honorable Order of Kentucky Colonels

## **PRESENTATIONS/PUBLICATIONS**

Co-Presenter: "Planning Tools in the Hands of Others: Graduate Students in Public Administration Discuss a Recent Class Project and Their Experience Using Planning Tools as Non-Planners." 2010 APA-KY Spring Conference, Carrollton, KY

Presenter: "Community Assessment Asset Analysis of Ludlow, KY." May 2010. Ludlow City Council and Northern Kentucky University. Study authored by Craig Bowman, Brian Houillion, Traci Powers.

Instructor: Kentucky Municipal Clerks Master Certification Course; 2012 Frankfort, KY

Main Researcher/Analyst. "Palm Harbor (FL) Incorporation Feasibility Study". Update. Current.

## **REFERENCES**

Stephen Knipper  
Project Manager for Catholic Health Initiatives  
Former Erlanger City Council  
Former Kenton County Board of Adjustments  
1480 Shirepeak Ln  
Independence, KY 41051  
513-532-6059

Patrick Crowley  
Partner; Strategic Advisers, LLC  
2101 Chamber Center  
Fort Mitchell, KY 41017  
859-360-3185

Ken Wynn  
Mayor; City of Ludlow, KY  
55 Elm Street  
Ludlow, KY 41016  
859-491-1233

Martha Allen  
City Clerk; City of Fort Mitchell, KY  
2355 Dixie Highway  
Fort Mitchell, KY 41017  
859-331-1212

Wayne Turner  
Police Chief; Bellevue, KY  
Former Police Chief; Ludlow, KY  
616 Poplar Street  
Bellevue, KY 41073  
859-261-1122

**City Manager – City of Bunnell**

The City of Bunnell is seeking a City Manager. Bunnell is the county seat of Flagler County with a population of 2,676 at the 2010 census. Bunnell is part of the Palm Coast Metropolitan Statistical Area. Bunnell is the second-largest city in Florida (by land area). Thorough knowledge of municipal operations to include developing, planning and implementing municipal goals and objectives as established by a 5 member City Commission is required. The ideal candidate should have experience in finance, human resources, public works and utilities and economic development. Candidates should possess a Bachelor's Degree in Public Administration, Business Administration, or a related field. Established target salary is \$75,000.00 - \$80,000.00. For more information visit <http://www.bunnellcity.us/>. Bunnell is an Equal Opportunity Employer. Resumes will be accepted through 5:00 p.m. on August 30, 2013. If interested in this outstanding opportunity, please apply by submitting a resume, with detailed references and salary requirements, to Ms. Sandi Bolser, City Clerk, at City of Bunnell, 1769 E. Moody Blvd., Bunnell, FL 32110 or at [sbolser@bunnellcity.us](mailto:sbolser@bunnellcity.us). Please feel free to contact Ms. Bolser at (386) 437-7500 or City Attorney Lonnie Groot at (386)748-3685 should you have any questions.

