

JAMES F. "JIM" COLEMAN

Sunday, August 16, 2015

Via: LMathis@CityofFlaglerBeach.com

Dear Mayor, Chairman, Vice-Chairman and Commissioners:

Please accept my cover letter, résumé and city application form as my application for employment as the Interim and/or Appointed City Manager for the City of Flagler Beach. My 7th annual award of the International City/County Managers Association, **ICMA-CM** credential illustrates my ethics and continuing professional development. Likewise, my efforts toward the Certified Economic Developer (CEcD) credential as well as my Certified Emergency Manager (CEM) credential and DHS-FEMA professional development are continuous and on-going.

In 2011, I was recruited by FEMA specifically for my city management skill set as applied to the full spectrum of disaster recovery operations and planning for local and state governments. Currently, I am a task force leader within my FEMA cadre of the National Disaster Recovery Planning Division. My mission field is to facilitate successful planning and implementation for immediate, short term and strategic recovery for communities suffering the extraordinary impacts of a major disaster. I have the skill set to lead, organize, coordinate, and manage strategic disaster recovery planning for communities with populations ranging from of 1,000 to 50,000.

Further from my experience in small to large organizations, I bring the skills, knowledge and abilities developed through my performance in positions in a variety of organizations and multiple locations both domestic and international including but not limited to these functional areas of Municipal Budgeting & Capital Project Management, Airport Management, Strategic & Community Planning, Economic Development, Human Resources, Labor Relations & Negotiations, Risk Management and Emergency Management. My successes in these areas above are in a large part due to maintaining a high level of two-way communication combined with personal ethics and leadership while developing strong relationships.

I possess a BA Degree in Public Administration with minor concentrations in International Business and Military Science from University of Central Florida (UCF) and have completed all coursework (42 graduate hours) for a Master's in Public Administration from the UCF Graduate School of Health and Public Affairs. I welcome the opportunity to review my qualifications for this position with you in person. Thank you for your time and kind consideration.

Sincerely,



Enc.: Résumé

Résumé

JAMES FREELAND COLEMAN

PROFESSIONAL OBJECTIVE

To obtain the Interim and/or Appointed City Manager position for the City of Flagler Beach.

RELEVANT EXPERIENCE

**DHS-Federal Emergency Management Agency
National Disaster Recovery Support-Reservist**

**Washington, D.C.
May, 2011 to Present**

Duties and Responsibilities:

Exhibits skill in city management, community planning/development and economic development. Experience in organizational leadership, strategic and critical thinking along with the ability to lead and supervise a subordinate staff. Assists communities in disaster strategic recovery planning and developing recovery strategies and professional capacity building. Assists state and local governments in identifying, coordinating and focusing resources for community disaster recovery planning. Recommends strategic approaches to achieve community recovery. Oversees delivery of Community Recovery Assistance at the community level according to the strategic recovery plan. Provides updates to the recovery strategy as needed including community timelines, modified scope, modified strategies and implementation support. Possesses knowledge of various types and levels of government and the basis of their authority, (e.g. Federal, State, Local, Tribal, Territorial, etc.).

Deployments to President Declared Disasters

Provided services for Strategic Community Recovery Planning and Operations; Community Capacity Building to the following:

- ❖ Floods, Straight Line Winds, Tornados, Louisville and Winston County, **Mississippi**, July-September, 2014
- ❖ Floods, Landslides and Mudslides, Manitou Springs, Colorado Springs and El Paso County, **Colorado**, September, 2013 to March, 2014
- ❖ Yukon River Ice Jam Flood, City of Galena and 7-villages, **Alaska**, June to August, 2013
- ❖ Hurricane Isaac, Plaquemines Parish, **Louisiana**, September, 2012 to February, 2013
- ❖ EF3 Tornado, Town of Tellico Plains, **Tennessee**, April to May, 2012
- ❖ Hurricanes Irene and Lee, Catskill Mountain Communities, Greene County and the Greater Binghamton Area, **New York**, September, 2011 to February, 2012
- ❖ EF5 Tornado, Town of Smithville, **Mississippi**, May, 2011 to August, 2011

City of Williston, Florida
City Manager & Airport Manager

Population: 2,612
June, 2004 to April, 2008

Duties and Responsibilities as City Manager and Airport Manager:

I was city's first professional city manager. Williston is a full service city including electric, natural gas, water and wastewater utilities and solid waste along with police, volunteer fire, municipal airport and 2,000-acre industrial park. I was also the Airport Manager (X60), Purchasing Agent, and Canvassing Board Member. Regarding Economic Development, I routinely liaised with Enterprise Florida, Inc. and the Governor's Office of Tourism, Trade and Economic Development. The city was the economic center for Levy County, a coastal county.

Achievements:

- ❖ Led the city through 3 cycles of "Mitigation, Preparedness, Response & Recovery" for hurricanes Charley 8/13-14/04, Francis 9/04-05/04 & Jeanne 9/25-26/04
- ❖ Maintained electric utility service throughout 2004's hurricanes. Williston became the point of distribution center for Levy County and the region for rations, water and ice distribution
- ❖ Reorganized the city administrative departments according to a new charter, implemented a municipal web site, created an IT division and completed a new HR Policy Manual
- ❖ Initiated or rejuvenated languishing capital projects including the airport main runway (7,000 feet) concrete resurfacing multimillion dollar project and the new street lighting on highways US 27 and US 27A
- ❖ Completed the expansion and upgrades of the municipal utilities and a second municipal natural gas gate (tap) on the Florida Gas Transmission pipeline
- ❖ Completed enhancement projects for the 2-runway general aviation municipal airport,
- ❖ Recruited 2 companies for a total of 200 jobs
- ❖ Conducted a feasibility study for the financing and right-of-way acquisition for a ¾ mile railroad spur into the industrial park
- ❖ Co-authored an Enterprise Zone Application and Strategic Plan for submission to Enterprise Florida, Inc. (EFI). The Enterprise Zone designation was awarded by Governor Crist effective January 2007
- ❖ Drafted a site-selection proposal regarding the city's 2,000 acre industrial park in response to EFI's "Request for Site" for a catalyst project for regional economic development that was graded first within our 15-county RACEC Region

City of Leesburg, Florida
Acting City Engineer/Public Works Director

Population: 20,757
September, 2003 to February, 2004

Duties and Responsibilities:

While providing continuity and control, I dealt with personnel & morale matters and supervised the division managers within the Public Works Department. My primary responsibility was in Solid Waste Collection and Disposal, Fleet Maintenance, Capital Project and Program Management.

Achievements:

- ❖ Execution of Joint Participation Agreements with Florida Department of Transportation
- ❖ Parking Structure Punch-List and Certificate of Completion
- ❖ Public Works Department and Facilities Relocation
- ❖ Acquisition of Real Estate, Rights of Way, Easements and Property Leases;
- ❖ Feasibility study for 'Solid Waste Collection and Disposal Systems'
- ❖ 'Request for Qualifications' Committee for on-going Professional Engineering Consulting Services
- ❖ 'Bid Selection Committee' for Space Needs Analysis and Design Services for the new Public Works Facility, Regional Airport's Air Traffic Control Tower and Municipal Library Rehabilitation Project

Town of Lady Lake, Florida
Town Manager

Population: 14,254
September, 1999-August, 2003

Duties and Responsibilities as Town Manager:

Responsible for all the municipal management functions of a full service city with contracted fire and solid waste services. The Town of Lady Lake encompasses the original portion of The Villages® which is the fastest growing and largest retirement community in the United States. In Lady Lake, I was the longest serving CEO since the adoption of the current Town Charter.

Achievements:

- ❖ Established fire & rescue services and solid waste Municipal Services Benefit/Tax Units (MSBU & MSTU) for assessments on TRIM notice and the certified tax rolls
- ❖ Participated in Y2K preparedness and staffed the EOC on New Year's Eve
- ❖ Received a NIMS Certificate in ICS 402 – Incident Command System Summary for Executives; Board Member for the formulation of the new Lake-Sumter Emergency Medical Service (EMS) organization
- ❖ Completed a feasibility study for the start-up of fire & rescue services 25 square mile district.
- ❖ Performed as a fundraiser for the PAC for the successful Lake County Penny Sales Tax Referendum & as a lobbyist for the Florida League of Cities
- ❖ Established an Economic Development Advisory Board for strategic planning;
- ❖ Constructed new multimillion dollar Public Works Complex
- ❖ Applied for a multimillion dollar CDBG grant for neighborhood revitalization-wastewater;
- ❖ Constructed recreation facilities: soccer field complex, baseball field complexes, concession stand and restrooms; and relocated the town's golf driving range, a multimillion dollar project
- ❖ Accomplished voter ward re-districting due to 2000 census
- ❖ Executed inter-local agreement for project development and environmental study for CR 466 widening with intersection enhancements

- ❖ Extended the water utility system and expanded the wastewater system service area by 50%;
- ❖ Executed mandatory water/wastewater utility hook-ups
- ❖ Constructed and placed a CDBG funded well and water treatment plant (#3) on-line

City of DeLand, Florida
Director of Personnel and Risk Management

Population: 27,144
September, 1994- September, 1999

Duties and responsibilities:

I was routinely appointed as the **Acting City Manager** for DeLand, the Volusia County Seat and the home of Stetson University. I participated in the State's annual hurricane drills. Also while in Volusia County, a coastal county, I participated in and lived through a major forest fire incident "FireStorm '98". I was responsible for human resources & benefits management; compensation plans and studies, classification plans and studies, employee and labor relations, staffing services; and recruitment. Responsible for employee safety and training. Provided all internal risk management services since the city was self-insured for Workers' Compensation.

Achievements:

- ❖ Directly involved with a nationally top-ranked MainStreet Program through contract management, special events and public relations for the Downtown Streetscape Project
- ❖ Active at the DeLand Municipal Airport through economic development, risk management, development of regulations, conduct of special events, and in the areas of US Customs and as a sub-zone of the Foreign Trade Zone #198 of Daytona Beach International Airport
- ❖ Administered programs for Economic Development Ad Valorem Tax Exemption and Enterprise Florida, Inc.'s Qualified Target Industry program
- ❖ Co-recipient of President's Award West Volusia Committee of 100, for Economic Development, 1998
- ❖ Authored the U.S. Customs application for "User Fee Status" at the DeLand Municipal Airport
- ❖ Implemented a new Pay and Classification Plan
- ❖ Completed the old Bert Fish Hospital demolition and land conveyance from WVHA/Fish Trust to the City and subsequently to Volusia County for the construction of their new Justice Center

City of Longwood, Florida
Director of Personnel & Risk Management

Population: 13,687
1989-1994

Human Resources & Risk Management, benefits and compensation plans, labor relations, safety, training, Workers' Compensation, recruitment, special projects.

MILITARY SERVICE

US Army, 1971-74 and 1976-85, (Synopsised). Served from Private to Staff Sergeant and Second Lieutenant to Captain in Airborne, Ranger, Infantry, Tank and Armored Cavalry organizations. Obtained Associates Degree while on Active Duty. As a staff officer, implemented policies and administered programs for organizations of 600-700 personnel. As a company commander of 200 and later 300-personnel, provided superior administrative and logistical support to tactical units possessing both tracked and wheeled vehicle fleets. Stationed in Europe, Asia, Central America and Alaska with additional assignments in the Continental US.

OTHER PROFESSIONAL EXPERIENCE

- ❖ Aircraft Owners and Pilots Association, **AOPA**
- ❖ Florida City-County Managers' Association, **FCCMA**
- ❖ International City/County Managers' Association, **ICMA**
- ❖ International Association of Emergency Managers, **IAEM**
- ❖ Continuing Florida Aviation System Planning Process, **CFASPP**

EDUCATION and PROFESSIONAL DEVELOPMENT

- ❖ **ICMA-Credentialed Manager** 2004 to 2011
- ❖ Florida Public Personnel Association's Annual Conferences
- ❖ Florida Economic Development Council Workshops and Annual Meetings
 - ❖ "Leadership Lake County", Class of 2001
 - ❖ Florida Society of Association Executives Conference 2001
 - ❖ Florida City/County Managers' Association Conferences
- ❖ Florida Commission on Ethics - 1998 Conference, Ponte Vedre, July 1998
 - ❖ "Leadership DeLand", Class of 1995
- ❖ Florida Department of Business and Professional Regulation licensed as a Real Estate Broker #BK 545109, 1992-95;
- ❖ Master of Public Administration equivalent-degree requirements completed, May 1990. University of Central Florida, Orlando
- ❖ Bachelor of Arts, Major: Public Administration, with minor in International Business Administration, December 1986. University of Central Florida, Orlando, Florida

PROFESSIONAL AND COMMUNITY ACTIVITIES

- ❖ Past-President, Lake-Sumter City/County Managers' Association, 1999-2003
- ❖ Founding Member, FLC International Relations Committee, 1999-present
 - ❖ Charter President, Rotary International Club

City of Flagler Beach

Human Resources Division



105 South 2nd Street,
Post Office Box 70
Flagler Beach, Florida 32136
Phone (386) 517-2000 Fax (386) 517-2008

INSTRUCTIONS:

Please print or type all information. The application must be filled out accurately and completely. Answer all questions. Do not leave an item blank. If an item does not apply, write N/A (not applicable). Incomplete applications will not be considered. All statements made on the application are subject to verification. Exaggerated, false, or misleading statements may be cause for rejection of the application and/or termination of employment. Eligibility for hire may be based on a rating of this application; therefore, completeness and accuracy is of the utmost importance.

OFFICE USE ONLY

APPROVED

DISAPPROVED

REASONS:

BY:

Received: _____

Position Applied For: CITY MANAGER

Last Name: COLEMAN

First: JAMES

Middle Initial: F.

Street: _____

City: _____

Home Phone: _____

E-Mail: JFColeman@cityofflaglerbeach.com

Please Check Appropriate Response

1. Have you ever worked for the City of Flagler Beach?
 Yes No
If yes, please give date(s) of employment: _____

2. Are you a U.S. citizen? Yes No
If no, are you authorized by Immigration and Naturalization to work in the U.S.? Yes No

Alien #A: _____
Admission #: _____

3. Will you work night shift? Yes No
Will you work weekends? Yes No

4. Have you ever been fired, forced to resign, or resigned in lieu of termination? Yes No
If yes, please explain below:

Employer's Name: _____ Date: _____
Reason: _____

5. Are you related to a City employee or is any member of your family employed by the City of Flagler Beach?
 Yes No If yes, please give the person's Name: _____

Relationship: _____

Department: _____

6. Have you ever been found guilty of, had adjudication withheld, or pled no contest to any violation of law?
 Yes No

If yes, please give details below:

Date: _____

Agency: _____

Offense/Charge: _____

Felony Misdemeanor Other

Explanation / outcome: _____

Note: A conviction does not automatically mean you cannot be employed by the City of Flagler Beach. The nature of the offense, how long ago it occurred, etc., are given consideration.

Attach additional sheets as needed.

7. Were you in the U. S. Armed Forces? Yes No
Did you receive an honorable discharge? Yes No
Do you claim veteran's preference? Yes No

If yes, a copy of your DD 214 must accompany this application.

8. DRIVER'S LICENSE INFORMATION

Do you have a valid Driver's License? Yes No
 Driver's License Number: C455-4416 -4416-0
 State: i Expiration Date: 1e
 CDL Class: CLASS P
 Endorsements: NONE

Has your license ever been suspended? Yes No
 Has your license ever been revoked? Yes No
 If yes, please provide dates and explain: _____

9. PLEASE LIST ALL TRAFFIC CITATIONS RECEIVED WITHIN THE LAST SEVEN (7) YEARS (driving under the influence, driving while intoxicated, etc., should be listed under number 6 on page 1).

Date: _____
 Agency: _____
 Offense/Charge: _____
 Points: _____
 Outcome: _____

Date: _____
 Agency: _____
 Offense/Charge: _____
 Points: _____
 Outcome: _____

Date: _____
 Agency: _____
 Offense/Charge: _____
 Points: _____
 Outcome: _____

Date: _____
 Agency: _____
 Offense/Charge: _____
 Points: _____
 Outcome: _____

If you have more than four citations within the last seven years, please attach a separate sheet in the same format.

10. EDUCATION AND SPECIAL TRAINING

Do you have a High School Diploma? Yes No Date Obtained: 1970 GED? Yes No Date Obtained: _____

If not, highest grade completed: _____
 Name and location of last High School attended: H.P. LACKY H.S. INDIANAPOLIS INDIANAPOLIS
 Name City State

List Special Training (Business, Trade, Vocational, Armed Forces Schools, etc.) Below:

Name and Location	Total Hours Completed	Hours Required for certification	Course/Subject Taken	Certificates Received

List Colleges and Universities Attended Below:

Name and Location	Credit Hours Received		Did you graduate?		Major/Minor Degree Field of Program of Study	Type of Degree Received
	Sem.	Qtr.	Yes	No		
<u>UCF Orlando</u>	<u>120</u>		<u>^</u>		<u>PUBLIC ADMINISTRATION</u>	<u>B.A.</u>

Did You:

- Answer all questions completely?
- Cover a full 10-year employment history?
- Explain all gaps in employment?
- Complete application supplement, if applicable?
- Submit copies of documents requested, if applicable?
- Sign and date the application?

Please read this statement carefully before signing below:

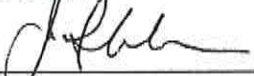
The City of Flagler Beach is an Equal Opportunity Employer.

I hereby certify that each response on this application and all other information I have furnished in applying for employment with the City of Flagler Beach is true and correct. I understand that any incorrect, incomplete, or false statement or information I have furnished may subject me to disqualification in an examination or to discharge at any time.

Copies of Education Documents, Birth Certificate, Photo Identification, and Social Security Card must be submitted prior to employment. All information is subject to investigation and verification.

Subsequent to an offer of employment, I give my voluntary consent to be medically examined and to provide a sample of urine, which may be tested for use of drugs and/or controlled substances.

My signature affirms that all information is true to the best of my knowledge and that I understand that any misstatement of fact may result in disqualification or dismissal.

SIGN YOUR NAME HERE	DATE
	08/12/15

NOTES:

- Applicants must provide copies of documents required with application. Please include your full name on number on all documents submitted.
- If you require special testing accommodations due to a disability, please notify the staff BEFORE the test date.

EMPLOYMENT HISTORY

Job Title	Mo/Yr	Mo/Yr	Population
Technical Assistance Group Supervisor Long Term Community Recovery (LTCR)	05/11	present	varies

Weekly Earnings: \$1,920 to \$2,688

Firm Name	Address	Telephone
National Disaster Recovery Planning Division Office of Federal Disaster Coordination, FEMA	500 C Street, SW Washington, DC 20472	O: (202) 212-4115 F: (202) 212-1006

Kind of Business	Immediate Supervisor's Name and Title	Hours worked per week:
Disaster Recovery	Chuck Heltsley, Branch Director	60-84

As Technical Assistance Group Supervisor, I supervise all teams in the field providing recovery planning and services to communities and local/state governments, Organize under the "Whole Community" concept with the local governments and private sector Liaise with the State Emergency Management Office and their State Department Provide expert consultation on local government management and administration; consultant on municipal matters, ordinances, resolutions, programs and policies to bring the city into compliance with regulations. Contribute to the start-up operations of LTCR from the date of the disaster(s) onward Support the State/Federal Joint Field Office requirements for administration and operations Participant in and a comprehensive contributor to all sectors including housing, infrastructure, economic/tourism development, education and community services Liaise with Mayor, Administrative Assistant and PIO, IGR-state and regional organizations, DOT, RPC, State City/County Managers' Associations, League of Cities, universities, etc. Aided in the recruitment for Community Recovery Manager in local government networks Design Standards for the downtown and the proposed government complex Town comprehensive planning.

Reason for Leaving: N/A

Job Title	Mo/Yr	Mo/Yr	Population
Ministry Team Leader & Chairman, Security Task Force	04/08	present	2,000 members

Annual Earnings: gratis

Firm Name	Address	Telephone
North Lake Presbyterian Church,	975 Rolling Acres Road, Lady Lake, FL 32159	813-365-8006

Kind of Business	Immediate Supervisor's Name and Title	Hours worked per week:
Non-Secular	Pastor Stan O'Loughlin	varied

As the Chairman of the Security Task Force I am a trainer for volunteers and staff on church duties and security activities and also accomplished planning and evaluation of a new emergency alarm system and a security camera system for the church campus. The Safety and Security Task Force has hardened buildings, developed, implemented and evaluated protocols and other comprehensive policies on congregational security and a security team formation.

I am also a facilitator for tactical and strategic planning regarding the church's growth management issues. I am a principle in the areas of transportation & traffic control, educational support, capital projects management, special event coordination, volunteer management and capital project site selection.

Reason for Leaving: N/A

Job Title	Mo/Yr	Mo/Yr	Population
City and Airport Manager	06/2004	04/2008	2,500

Annual Earnings: \$85,709

Firm Name	Address	Telephone
City of Williston	50 N. Main Street, Williston FL 32696	352-528-3522

Kind of Business	Immediate Supervisor's Name and Title	Hours worked per week:
Municipal Government	Jerry Robinson, V/Mayor	Salaried

Duties: I was city's first professional city manager. Williston is a full service city including electric and natural gas utilities and solid waste along with water, wastewater, police, fire, airport and industrial park. The electric utility maintained service throughout 2004's four storms. Williston became the re-supply center for Levy County as well as the region for rations, water and ice distribution.

Being additionally responsible for risk management, intergovernmental relations with county, state and federal agencies; human and financial resource management; capital improvement projects and economic development, I was also the Chairman of the Municipal Airport Committee as well as the Airport Manager, Purchasing Agent, and Canvassing Board Member. I sat on the Board of Directors for the Florida Municipal Power Association and the Florida Gas Utility.

Having reorganized the city administrative departments according to new charter, implemented a municipal web site, created an IT division and completed a new HR Policy Manual, I also negotiated a price hedging agreement for wholesale power purchases with Progress Energy Florida, Incorporated.

During the past four years, I initiated or rejuvenated languishing capital projects including the airport main runway (7,000 feet) concrete resurfacing project \$2.8M and the new street lighting on US 27 and US 27A. I completed the expansion and upgrades of the municipal utilities and a municipal natural gas gate (tap) on the Florida Gas Transmission pipeline in support the industrial park and tenant Monterey Boat's (Sebring Marine Industries) plant expansion. Other completed projects were a multi-acre berm removal

for pilot line-of-sight requirements, completion of 17 aircraft T-Hangars, the airport security plan and timber harvesting for four runway air space clearances and in the industrial park that also created a revenue stream for the municipal airport.

Regarding Economic Development, I routinely liaison with Enterprise Florida, Inc., the Governor's Office of Tourism, Trade and Economic Development, The Heart of Florida, a regional economic development partnership and the county's EDO. We executed a lease-option with a California company for 200-acres in the industrial park, which I am actively marketing. Similarly and in support of this project, we have successfully conducted a feasibility study for the financing and right-of-way acquisition for a ¾ mile railroad spur into the industrial park. Also, I co-authored an Enterprise Zone Application and Strategic Plan for submission to Enterprise Florida, Inc. (EFI). The Enterprise Zone designation was recently awarded by Governor Crist effective January 2007. Williston also has a lucrative and active CRA encompassing the city's central business district and other areas. My proposal offering the city's 2,000 acre industrial park in response to EFI's "Request for Site" for a catalyst project for regional economic development was graded highest within our RACEC Region.

Reason for Leaving: Immediately after a change in council members due to a municipal election, the City Council voted for termination of employment "without cause". Severance pay was awarded in accordance with the Employment Agreement.

Job Title	Mo/Yr	Mo/Yr	Population
Acting City Engineer	09/2003	01/2004	19,000

Annual Earnings: \$65,000

Firm Name	Address	Telephone
City of Leesburg	POB 490630, Leesburg, Florida 34749-0630	352-728-9700

Kind of Business	Immediate Supervisor's Name and Title	Hours worked per week:
Municipal Government	City Manager Ron Stock	Salaried

Duties: Fleet Maintenance, City/Civil Engineering, Solid Waste Collection and Disposal, Capital Project Management, Real Property Leases, Facilities Maintenance, Contractor Selection-Supervision and Major Development Review.

While providing continuity and control throughout the recruitment and transition period between department directors who are certified professional engineers, I was able to deal with personnel & morale matters and supervise the able and capable division managers within the Public Works Department. Some major however, not all-inclusive projects with which I had the opportunity to become involved include:

- Three story Parking Structure Punch-List and Certificate of Completion
- Canal Street Rebuild Plans;
- Public Works Department and Facilities Relocation;
- Joint Participation Agreements with Florida Department of Transportation;
- Street, sidewalk and parking lot resurfacing and repair;

- Acquisition of Real Estate, Rights of Way, Easements and Property Leases;
- Feasibility study for 'Solid Waste Collection and Disposal Systems';
- 'Request For Qualifications' Committee for on-going Professional Engineering Consulting Services; and the
- 'Bid Selection Committee' for Space Needs Analysis and Design Services for the new Public Works Facility, Regional Airport's Air Traffic Control Tower and Municipal Library Rehabilitation Project

Reason for Leaving: Contracted position and the contract term was completed.

Job Title	Mo/Yr	Mo/Yr	Population
Town Manager	9/22/99	8/04/04	13,000

Annual Earnings: \$65,770

Firm Name	Address	Telephone
Town of Lady Lake,	409 Fennell Boulevard, Lady Lake, Florida 32159	(352) 750-1501

Kind of Business	Immediate Supervisor's Name and Title	Hours worked per week:
Municipal Government	Town Commission	Salaried

Responsible for all the municipal management functions of a full service city with contracted fire and solid waste services. As you may be aware, Lake County gained over 35,000 people from 2001-3, which makes it the 34th-fastest-growing county in the nation. The Town of Lady Lake encompasses the original portion of The Villages® which is the fastest growing development in the United States. In Lady Lake, I was the longest serving CEO since the current Town Charter of 1987.

Brought stability and cohesion to staff. Established and enhanced public relations/information, intergovernmental relations, liaison with The Villages® and the Village Center Community Development District (F.S. 190 'Special Government'), Lake County government, civic, religious and social service groups. Settled 5-EEOC lawsuits, public safety lawsuits, union grievances and a condemnation lawsuit for ROW of a county road, all generated during a previous administration.

Served on Lake County's emergency medical service (EMS) feasibility task force that resulted in the establishment of Lake-Sumter EMS in October of 2000. Performed due diligence for purchase of a private water and sewer system and for the purchase of planned unit development containing a golf course and residences. Completed conversion of the old Town Hall to a renovated library.

In-progress were a 5-phase water and sewer master planned infrastructure program using state revolving funds and fund balance reserves and master planning for 3 regional park complexes. Completed a municipal fire-rescue service feasibility study for a township (36 square miles).

Projects and administrative functions:

- ◆ Performed as a fundraiser for the PAC for the successful Lake County Penny Sales Tax Referendum & as a lobbyist for the Florida League of Cities;
- ◆ Established an Economic Development Advisory Board for strategic planning;
- ◆ Established fire & rescue services and solid waste Municipal Benefit Services Units (MSBU) for those assessments on trim notice and certified tax rolls;
- ◆ Constructed new Public Works Complex (\$1.2m);
- ◆ Applied for CDBG grant for neighborhood revitalization-wastewater (\$1.1M);
- ◆ Constructed recreation facilities: soccer field complex, baseball field complexes, concession stand and restrooms; and relocated the town's golf driving range (\$1M);
- ◆ Accomplished voter ward re-districting due to 2000 census;
- ◆ Executed interlocal agreement for project development and environmental study for CR 466 widening with intersection enhancements (\$.3M);
- ◆ Extended the water utility and expanded the wastewater utility service area by 50%;
- ◆ Effected water/wastewater utility mandatory hook-ups; and,
- ◆ Placed a CDBG funded well and water treatment plant (#3) on-line.

Reason for Leaving: The Town Commission voted for termination of employment "without cause". Severance pay was awarded in accordance with the Employment Agreement.

Job Title	Mo/Yr	Mo/Yr	Population
ACM, Director of Personnel and Risk Management	9/12/94	9/19/99	27,000

Annual Earnings: \$46,613

Firm Name	Address	Telephone
City of DeLand	120 South Florida Avenue, DeLand, Florida 32720	(386) 740-5701

Kind of Business	Immediate Supervisor's Name and Title	Hours worked per week:
Municipal Government,	Mike Abels, City Manager	Salaried

Duties: Home of Stetson University. **Director of Personnel and Risk Management**, September 1994-September 1999. I served at the level of an Assistant City Manager as the Director of Personnel and Risk Management and was also appointed as the **Acting City Manager** in the city manager's absence. Human resources & benefits management; compensation plans and studies, classification plans and studies, employee and labor relations, staffing services; and recruitment. Responsible for employee safety and training. Provided all internal risk management services since the city was self-insured for Workers' Compensation. Keenly involved with Intergovernmental Relations, Local and Global Economic Development, Real Estate Acquisitions, Capital Improvement Projects, Organizational Effectiveness. Required to liaison with local, state, and federal agencies on behalf of the City. Regarding consensus building and cultural diversity, the DeLand Area Chamber of Commerce Spring Hill Task Force publicly cited my performance as City Liaison. I was also the City Liaison for the Citizens' Advisory Task Force, and was named a co-recipient of President's Award for Exemplary Service, Southwest Volusia Committee of 100 (economic development), which was presented to the City in September 1998. I accomplished the Fish Hospital demolition and land conveyance from WVHA/Fish Trust to the City and then to Volusia County for the new Justice Center. My involvement with MainStreet DeLand was

through contracts, special events, and public relations for the Downtown Streetscape Project. I functioned as the City representative to Volusia County's Emergency Operations Center and as the Acting City Manager at the City's EOC. I was also active at the DeLand Municipal Airport through Risk Management, development of regulations, conduct of special events, economic development and in the areas of US Customs and the Foreign Trade Zone #198. I was here for "Firestorm '98".

Reason for Leaving: Accepted employment with the Town of Lady Lake

Job Title	Mo/Yr	Mo/Yr	Population
Director of Personnel and Risk Management	10/90	09/94	14,000
Annual Earnings: \$35,256			
Firm Name	Address	Telephone	
City of Longwood,	175 West Warren Avenue, Longwood, Florida 32750	(407) 260-3440	
Kind of Business	Immediate Supervisor's Name and Title	Hours worked per week:	
Municipal Government	City Administrator	Salaried	

Duties: Actively involved in the functional areas of Labor Contracts and Negotiations; Workers' Compensation, General and Property Liability, Life, Health, and Dental Insurance; Recruitment; Job Audits and Classification Studies; Salary/Wage Survey; IRS 125 Plan; Appeals/Grievance Hearings; EOE; Unemployment Claims; and all Personnel Actions.

Reason for Leaving: Accepted employment with the City of DeLand