

SUMMARY

Resourceful, accomplished, experienced problem solver and results-oriented manager, with a track record of measurable success in City Government. Strategic thinker who builds and leads teams which understand, embrace and achieve the organization's specific goals and overall mission. Self-motivated, innovative professional with diverse experience in:

- Public Works Operations
- Emergency Management
- Utility Management
- Budget Management
- Capital Project Management
- Grantsmanship
- Management
- Strategic Planning
- Economic Development
- Negotiations
- Project Coordination
- Historic Preservation

WORK EXPERIENCE

CITY OF LEESVILLE, LOUISIANA

City Administrator

Feb 2011 – August 2012

- Managed an \$11 M annual budget, including General Fund and Utilities, with a team of 199 employees
- Utilizing efficient management of operations and budgetary direction and control, I accomplished saving the City over \$1.0 M in 12 months and provided a balanced budget with minimal service reductions
- Increased Utility Revenue over 25% by proper management of over 3,000 utility meters and elimination of zero read and damaged meters and hiring of skilled meter readers
- Prepared a balanced budget for Fiscal Year 2013 with a positive Fund balance and reserves

CITY OF MONTICELLO, GA

City Manager

June 2005 – December 2008

- Managed a \$10.8 M+ annual budget, including General Fund and Utilities, with a team of 55 City employees
- Utilizing effective management, budgetary and purchasing control, I saved the City \$750,000 in two years without any service reduction
- As a MEAG/MGAG City, I supervised the provision of a full range of municipal services and electric, gas, and water and sewer from our local plants to 2,600+ residents including, residential, commercial, Industrial and municipal customers
- Restored compliance and positive relations with both the EPD and the PSC for the City's water, sewer, and gas systems; recognized by City officials and constituents as a significant accomplishment
- Instrumental in developing 2 major infrastructure projects - electric distribution system 12kV upgrade managing \$750,000 MEAG funded loan
- Managed \$1.2M Water/Sewer Bond upgrade to Water and Sewer Plants and Reservoir, directed an amendment to the Engineering Report to use previously authorized, but unspent bond funds

CITY OF COLORADO SPRINGS, CO (1985 – 2004)

Public Works Strategic Projects Manager

1999 – 2004

- Led the Administration Support Group to Department of Public Works that provided strategic planning implementation, customer service, information technology, marketing, public relations, budgetary, grants, annual report with performance objectives and legislative support
- Coordinated all Public Works functions with U.S. Army Corps of Engineers, Colorado State Agencies, Colorado Springs Utilities, Colorado Department of Transportation, Pikes Peak Area Council of Governments and El Paso County
- Managed the Disaster Emergency Preparedness of the Department; coordinated all Public Works resources at the Emergency Operations Center in response to disasters

Street Division Manager

1990 – 1999

- Managed a \$12M annual budget, 130 employees at Municipal Street Division, consistently achieving City infrastructure maintenance goals while maintaining 1,200+ centerline-miles of roadway for a 350,000 population City; managed Services teams for pavement rehabilitation, snow and ice control, street sweeping, drainage maintenance, and concrete maintenance
- Successfully implemented Work Management System, Pavement Management System & Geographical Information System, achieving a 150% effectiveness improvement of operational functions
- Developed a nationally recognized state-of-the-art Recycling System

Deputy Director of Public Works

1985 – 1990

- Managed and Developed \$100M+ Capital Improvement Plan
- Secured funding for \$4M+ runway improvements at Colorado Springs Airport
- Key negotiator for the City's new 30-year U.S. Forest Service Use-Permit; successful results of a yearlong Federal negotiation process for Pikes Peak Highway Toll Road
- Long-range planning and management expertise

CITY OF MANITOU SPRINGS, CO (1977 – 1985)

City Manager

1981 – 1985

- Managed a full service municipality of 5,000 residents spiking to 25,000 summer residents
- Achieved designation as a "State Main Street City" in recognition of economic development, and as a Historic Preservation District on the National Register of Historic Places
- \$2M improvements of water treatment plant and water storage, acquired joint State-Bond funding
- Secured \$500,000+ CDBG and Urban Development Action Grant funding, establishing a revolving loan program downtown
- Created the City's first comprehensive personnel procedures code, purchasing policies, and police community relations plan

Assistant City Manager

1979 – 1981

- Staff advisor to and Acting Manager for City Manager
- Supervised Planning and Zoning functions, obtained Federal and State grant funds of \$250,000 for park improvements, historic site inventory and residential historic design guidelines

EDUCATION

Master of City Management – East Tennessee State University

Bachelor of Business Administration – East Tennessee State University

TRAINING

Planned Development Process Training (30 hours)
Georgia Department of Transportation - August 19-21, 2008

Regional Economic and Leadership Development Graduation
Georgia Academy for Economic Development – November 16, 2006

National Incident Management System and Public Works Personnel - ICS 100 (3 hours)
FEMA Emergency Management Institute - September 25, 2006

National Integrated Emergency Management Course – Consequences of Terrorism (40 hours)
FEMA Emergency Management Institute Emmetsburg, MD - May 19-23, 2003

Connecting Communities Emergency Preparedness and Security Forums (16 hours)
U. S. Department of Transportation Federal Transit Administration - October 30-31, 2002

Preparing for and Responding to Terrorism / Weapons of Mass Destruction (24 hours)
Department of Justice Office for Domestic Preparedness - Colorado Springs, CO - September 17-19, 2002

Operation Hourglass - Functional Exercise on Responding To Weapons of Mass Destruction (18 hours)
Colorado Springs, CO – June, 2002

Hazardous Material Response Training Level 1 (24 hours)
Environmental Services Division City of Colorado Springs, CO - November 1998

Penn State Executive Management Program For Transportation and Highway Engineers (40 hours)
Penn State University, University Park, PA - September 13-18, 1998

ACHIEVEMENTS

“COLORADO SPRINGS STREET DIVISION REUSES IT AGAIN”
Published in PUBLIC WORKS professional magazine; Author - July, 1996
Regarding the innovative recycling program that I developed as Street Division Manager

“MANITOU CITIZENS HEARD”
Published in Colorado Springs GAZETTE TELEGRAPH Editorial - September 20, 1984
Recognizing City Manager Hugh King’s development of Police Community Relations Plan to address a significant and volatile issue regarding excessive force used during a police arrest