

**Perry J. Mitrano,
Director of Solid Waste,
City of Bunnell**

**Requests Consideration for the Position of
City Manager,
City of Bunnell**

**Submittal of
City of Bunnell Application for Employment,
Resume
&
Letters of Recommendation**

8.19.13

PERRY J. MITRANO

207 LONDON DRIVE PALM COAST, FL 32137 (386)237-2047 C (386)864-7653 H
(PJM58@AOL.COM)

August 18, 2013

Ms. Sandi Bolser
City Clerk
City of Bunnell
P.O. Box 756
Bunnell, FL 32110

Re: City Manager, City of Bunnell

Dear Ms. Bolser:


As the current City of Bunnell, Director of Solid Waste please accept my application, resume and Letters of Recommendations to be considered for the position of City Manager, City of Bunnell. I welcome an opportunity to engage in the interview process for the position.

I believe that I am a qualified candidate that would bring solidarity, leadership and a positive attitude to this high profile position. The City Manager should possess a friendly continued open door policy as the previous City Manager has successfully done in the past. The City Staff has made incredible strides in the last five years under great leadership. I would like to carry that torch and continue the focus and vision with my own style of management as proven within my short tenure in Solid Waste at the City of Bunnell.

My resume illustrates my 35 years of management experience overseeing budgets and personnel of the same magnitude of the City of Bunnell and then some. I have knowledge in finance, human resources, utilities, safety and economic development. I have experience in implementing municipal goals and objectives established by the current commission.

Thank you for your time.

Respectfully Yours,


Perry J. Mitrano

Enclosures

[✓] City of Bunnell Application for Employment

[✓] Resume (Career Profile, Benchmarks & Innovations, Leadership Competencies and Professional Experience – 2 pages)

[✓] Letters of Recommendation: Town of Mount Pleasant, NY, Town of New Castle Public Works, Town of New Castle Advisory Board, Town of Yorktown Heights & Town of North Castle

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 . 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.

CITY OF BUNNELL, FLORIDA

PO Box 756

Bunnell, FL 32110-0756

Telephone: 386-437-7500

Fax: 386-437-7503

APPLICATION FOR EMPLOYMENT

Received by: _____

Date Received: _____

Important Instructions: Hand-print or type neatly in black ink only. Fill in every blank line or box. If a blank line or box doesn't apply, enter "NA," or if you have no comment, enter "NC." A resume may be submitted with your completely filled-out Application for Employment form. Do not write "See Resume" in any of the blank lines or boxes.

Position applied for: City ManagerAPPLICANT'S FULL NAME: Perry J. MitranoDesired wage/salary: \$80,000 Date you can start: WHEN NEEDEDHave you ever used a different first name, last name, or any nickname? Yes ___ No ☒

If yes, please list names used: _____

Applicant's mailing address: 207 LONDON DR.City: PALM COAST State: FL Zip Code: 32137Daytime Phone number: 386-237-2047 Other Phone number: 386-864-7653How did you learn of this job opening? POSTINGAre you 18 years old, or older?..... Yes ☒ No ___Can you legally hold a job in the USA?..... Yes ☒ No ___Are you currently employed?..... Yes ☒ No ___If not currently employed, were you laid off and/or subject to re-call?..... Yes ☒ No ___May we ask information about you from your current employer?..... Yes ☒ No ___Have you ever worked for the City of Bunnell before?..... Yes ☒ No ___Have you ever been arrested?..... Yes ___ No ☒

If yes, please provide details below or attach detailed documentation including date(s), crime(s), disposition(s), probation(s), and location(s): _____

Job Applicant's full name: PERRY J. MITRANO**DRIVERS LICENSE**Do you have a valid Florida Drivers License?..... Yes ☒ No ☐What type of drivers license is it? Hardship___ Operator___ CDL Class D___ C___ B___ A ☒Do you have less than six violation points charged against your license? Yes ☒ No ☐Has your drivers license ever been suspended or revoked? Yes___ No ☒If yes, give reason(s) and the month and year of each: I HAVE NO VIOLATIONS**MILITARY SERVICE**

Have you ever served in the US Army___ Air Force___ Navy___ Marines___ Coast Guard___ or National Guard___? Are you now in the National Guard or Reserve? Yes___ No___

What was your discharge? Honorable___ Dishonorable___ Other than honorable___

What rank/grade did you achieve (E-3, O-2, etc.)? _____

What was your rating (communications, infantry, supply, medic, etc.)? _____

Are you claiming veteran's preference (attach DD Form 214)? Yes___ No___

EDUCATION

Level	Name of School City & State	# of Years	Diploma/ Degree	Type of Degree or Major discipline
High School	<u>SALESIAN BUSINESS</u>	<u>4</u>	<u>DIPLOMA</u>	<u>BUSINESS</u>
College	_____	_____	_____	_____
Voc-Ed	_____	_____	_____	_____

PROFESSIONAL / VOCATIONAL CERTIFICATION(S) / LICENSE(S)1. ENVIRONMENTAL CERTIFICATIONS2. TRAINING CERTIFICATES HR,SAFETY,DRIVING,FLEET MANAGEMENT & OTHERS**SPECIAL SKILLS**

List all, such as word-processing speed, operate front-end loader, mechanical, pipe laying, computer programs you're proficient at, electrical, operate tractor mower, crime investigation, construction inspection, HazMat training, conflict resolution, administration, etc.

UNDERSTAND THE PRINCIPALS OF FINANCE, PUBLIC ADMINISTRATION, HR, ICURRENTLY HAVE A WORKING UNDERSTANDING OF PUBLIC WORKS, UTILITIES,ECONOMIC DEVELOPEMENT,FLEET MANAGEMENT, AND CAN BUILD CROSSFUNCTIONAL BUSINESS DEVELOPEMENT WITH THE ABILITY TO BUILD PEAK PERFORMANCE MANAGEMENT TEAMS.

Job Applicant's full name: PERRY J. MITRANO

REFERENCES

Do not list former employers, people related to you, or people you have known less than one year.

Name	City/State of Residence	Telephone	Years
<u>MARK LANGELLO</u>	<u>BUNNELL, FL.</u>	<u>386-313-6950</u>	<u>4</u>
<u>LINDSEY DOLAMORE</u>	<u>PALM COAST, FL</u>	<u>386-503-8303</u>	<u>8</u>
<u>BRUCE VAN DEUSEN</u>	<u>PALM COAST, FL</u>	<u>386-437-2224</u>	<u>3</u>

RESUMES

I have a resume which I have attached for the City's consideration..... Yes ☒ No ☐

OTHER PERTINENT COMMENTS OR REMARKS

Be all-inclusive. You may refer to attached/included documents. Include social as well as work matters.

ENCLOSED ARE LETTERS OF RECOMMENDATIONS FROM PAST TOWN MANAGERS INCLUDING
PUBLIC WORKS DIRECTORS, UTILITIES DIRECTORS, A CITIZENS SOLID WASTE BOARD
ALL OF THE LETTER ARE OF POSITIVE COMMENT.

AFFIRMATION OF APPLICANT

I certify that all information in this Application for Employment, including all attachments, is true and complete; and, I understand that if any false information, omissions, or misrepresentations are discovered I may be rejected from potential employment, and if employed this is grounds for termination. In consideration of the employment applied for, I agree to conform to the City's rules, regulations and policies. I understand that Florida is a "right to work" state; and, therefore, my employment and compensation can be terminated with or without cause at either my option or the City's option.

Applicant's signature: Perry J. Mitrano Date: 08/19/2013

Job Applicant's full name: PERRY J. MITRANO

EMPLOYMENT HISTORY

Start with your current, or most recent, job and list all former employers for the last ten years. If you need more space, photocopy the next page (page 5 of 6) before you fill it out.

Current or Most Recent Job

Name of Organization: CITY OF BUNNELL

Mailing Address: P.O. BOX 756

City: BUNNELL State: FL Zip Code: 32110

Job Title: DIRECTOR OF SOLID WASTE

Summarize the work you did/do: AT THE DIRECTION OF THE CITY MANAGER AND THE BOARD OF COMMISSIONERS DEVELOPEMENT AND IMPLIMENTED THE SOLID WASTE DEPT.

Name & Title of Supervisor: MR. ARMANDO MARTINEZ CITY MANAGER

Telephone: 386-437-7500 Fax Number: _____

Dates Worked (Mo/Yr): Started: 12/2010 Ended: CURRENT

Final Wage/Salary: \$ 54,000 per YEAR. Hours worked per week: 50

Reason for Leaving: N/A

Next Most Recent Job

Name of Organization: THE HUT ,LLC

Mailing Address: 207 LONDON DR.

City: PALM COAST State: FL. Zip Code: 32137

Job Title: OWNER

Summarize the work you did/do: CONSULTING AND INVESTMENT

Name & Title of Supervisor: PERRY MITRANO

Telephone: 386-237-2047 Fax Number: _____

Dates Worked (Mo/Yr): Started: JAN 2008 Ended: CURRENT

Final Wage/Salary: \$ N/A per _____. Hours worked per week: _____

Reason for Leaving: N/A

Job Applicant's full name: _____

CONTINUATION OF EMPLOYMENT HISTORY

Next Most Recent Job

Name of Organization: WASTE PRO USA OF FLORIDA

Mailing Address: _____

City: LONGWOOD State: FL. Zip Code: _____

Job Title: DIVISION MANAGER

Summarize the work you did/do: MANAGED DAY TO DAY OPERATIONS AND ANSWERED TO THE REGIONAL VICE PRESIDENT

Name & Title of Supervisor: JIM CINELLI

Telephone: 386-937-4434 Fax Number: _____

Dates Worked (Mo/Yr): Started: 3/2007 Ended: 3/2008

Final Wage/Salary: \$ N/A per _____. Hours worked per week: _____

Reason for Leaving: DOWNSIZED

Next Most Recent Job

Name of Organization: ALLIED WASTE/ SUBURBAN CARTING

Mailing Address: 566 N. STATE RD.

City: BRIARCLIFF MANOR State: NY Zip Code: 10566

Job Title: DISTRICT MANAGER

Summarize the work you did/do: ANSWERED TO THE REGIONAL VICE PRESIDENT AND MANAGED DAY TO DAY OPERATIONS

Name & Title of Supervisor: BRUCE STANAS/ NICK ORLANDO

Telephone: 914-698-4300 Fax Number: _____

Dates Worked (Mo/Yr): Started: 2003 Ended: 2007

Final Wage/Salary: \$ N/A per _____. Hours worked per week: _____

Reason for Leaving: SOLD DIVISIONS

Job Applicant's full name: PERRY J. MITRANO

Applicant is not to type/write on this page.

Application:

Neat: Yes ___ No ___; Writing is easily read: Yes ___ No ___; Complete: Yes ___ No ___

Recommendation for Interview: Yes ___ Potentially ___ No ___

Reviewed by: _____ Title: _____

FIRST INTERVIEW: Date: _____ Structured: _____ Random: _____ Tour: _____

Interviewer: _____ Title: _____

Applicant was: Neat in appearance___ Articulate___ Confident___ Sincere___ Friendly___
Abrasive___ Evasive___ Not succinct___ Seemed to have good understanding of the job___
Other Comments: _____

Recommended for a second Interview? Yes ___ No___

References checked: Yes ___ No ___ Result _____

Former Employees Checked: Yes ___ No ___ Result _____

SECOND INTERVIEW: Date: _____ Structured: _____ Random: _____ Tour: _____

Interviewer: _____ Title: _____

Applicant was: Neat in appearance___ Articulate___ Confident___ Sincere___ Friendly___
Abrasive___ Evasive___ Not succinct___ Seemed to have good understanding of the job___
Other Comments: _____

Recommended for Hiring by:

Name: _____ Title: _____

Signature: _____ Date: _____

PERRY J. MITRANO

207 LONDON DRIVE PALM COAST, FL 32137 (386)237-2047 C (386)864-7653 H
(PJM58@AOL.COM)

CAREER PROFILE

Results-driven Executive with over 35 years' experience in general business. Recognized as a valued member by Senior Management for demonstrated ability to build peak performance teams, achieve cross functional business objectives, developing guide lines, resolve conflicts and to help implement plans designed for maximizing returns at the lowest possible costs. Safety oriented, created "The Common Sense Approach to Safety" that has a proven track record to reduce losses. Reliable team leader who stays focused under pressure. Managed relationships with Public Works/Sanitation/Utilities Directors. Experienced in Municipal Government Administration. Experience includes: environmental services, transportation, sales, sales management with expertise in startup and turnaround management. Proven success areas include management, customer focus management, business development, contract negotiations, equipment configuration/layout as well as EPA/OSHA and local compliance.

CAREER BENCHMARKS & INNOVATIONS

Spearheaded a Publicly Traded Company (O.T.C.) that recycled used tires into oil Environment Issue - New law prohibited disposal of vehicles and used tires in landfills posed a threat to business. Pioneered an innovative technology for tire recycling. Built prototype unit to convert 9 lbs. of shredded tires into 1 liter of oil, proving it could be done. **Result:** Reduced cost of shipping by 100% due to shredding.

Safety oriented, created "The Common Sense Approach to Safety"

High Loss Injury Rate - Reviewed current safety procedures, met with employees and supervisors and introduced "The Common Sense Approach to Safety." Improved morale by staging competitions amongst teams with monthly barbeques, prizes and bonuses. **Result:** Reduced loss rate from 43% to 8% within 90 days this increased EBIT by \$300K.

Operations/Maintenance Manager Dual Roles

During a company downsizing and the loss of the company Maintenance Manager I was asked to take on this position as well as the continued role of Operations Manager/MRF/Transfer. **Result:** Improved vendor relations and pricing. Reducing shop cost, personnel and overtime by 26% and increasing Maintenance shop performance 12%.

Managed the Startup, Transisition and Sale from Family Owned Scrap Metal and Used Auto Parts business to an Environmental Service Company

Evaluated facilities locations, designed layout for the equipment needed, filed for all EPA/Local compliance permits. **Results:** Successfully sold company in 1993 to Metropolitan Transfer inc. for a profit. Personally managed and trained the new owners that are still in operation today.

PERRY J. MITRANO

207 LONDON DRIVE PALM COAST, FL 32137 (386)237-2047 C (386)864-7653 H
(PJM58@AOL.COM)

LEADERSHIP COMPETENCIES

Expertise Summary – 35 years of Management Experience:

Preparation of Operating Budgets Municipal Government, Hauling Company, Transfer Station and MRF (Municipal Recycling Facilities) *

Increased Revenue & Profits* Survey & Route Management *

Contract & Union Negotiations* Industry Relations * Implementation of Policies *

Proficient in Purchasing and Operating All Heavy Equipment *

Pro-Active in Safety Management * Certified Smith System Driver Training*

OSHA Forklift training *Human Resource Training *

Mentors & Challenges Managers * Marketing & Sales Experience *

Excellent Customer Relations to Municipalities, Corporate & Private Sectors *

Extensive Knowledge in Odor, Dust & Pest Control Systems *

University of Florida Landfill Operators Certificate

PROFESSIONAL EXPERIENCE

City of Bunnell, Fl . Consultant 2009- 2010 Present Currently Director of Solid Waste

SaniPro/Suburban Carting 2007- Solid Waste Consultant

Self Employed Restaurateur, Owner of 3 Martin's Bread Routes &

Consultant to the Solid Waste Industry 2007-2010

Waste Pro USA

District Manager (2006-2007) Budget \$ 8M

Directed and Supervised Operation & Maintenance Managers at 5 Sites 100+ employees* Directed Safety & DOT Compliance* Strategic Planner for Growth & Revenue* Managed Internal Municipal Recycling Facility* Design & Fabrication of a State of the Art Recycling Sorting System

Allied Waste (Suburban Carting Divisions)

General Manager (2003-2006) Budget \$ 67M 100+ Employees

Westchester County Transfer Stations & Hauling Operations Consisting of 5 Divisions

Managed all aspects of these sites* One Rail served C&D site with two MSW truck served sites*

Managed Budget P&L and all Compliance including Safety and Union Contracts*

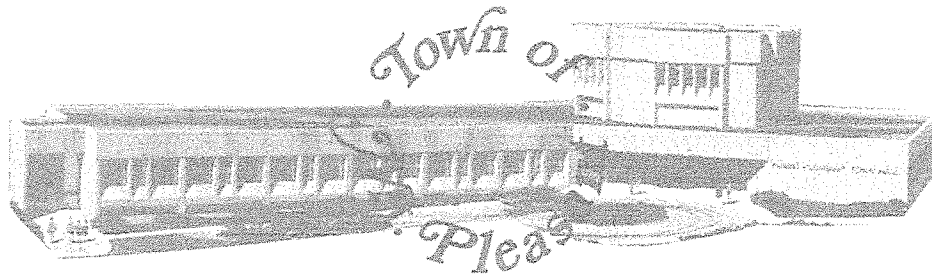
Sales and Customer Relations for two large Hauling Companies both Residential &

Commercial * Assisted in the Sale of Divisions

Waste Management (A-1 Compaction, Yonkers; Waste Management of Kingston, NY; Westchester County Solid Waste Management, MRF) Budget \$ 18M

100+Employees Operations Manager/ Fleet Maintenance Manager (1998-2003)

Budget \$12M 100+ Employees Operations/Survey & Route Management* Sent in as Company Trouble Shooter to Repair Efficiencies * Operations/Route Management



ROBERT F. MEEHAN
Supervisor

December 13, 2005

Perry Mitrano
207 London Drive
Palm Court, FL 32137

Dear Mr. Mitrano:

Thank you for your good work over the past several years in connection with our municipal garbage and recycling collection contracts with Allied Waste Systems, Inc.

Your responsiveness to our calls and your ability to handle problems as they arose in a swift and efficient manner is much appreciated. This has enhanced the service that has been provided to the public and is a credit to yourself and your company. If you ever need a reference I will be happy to provide one.

I wish you the best in your future endeavors.

Sincerely,

Robert F. Meehan

RFM:ls



TOWN OF NEW CASTLE DEPARTMENT OF PUBLIC WORKS

COMMISSIONER
GERARD C. MOERSCHELL

280 Hunts Lane, Chappaqua, New York 10514
dpw@town.new-castle.ny.us
recycle@town.new-castle.ny.us

PUBLIC WORKS
914-238-3968
914-238-6205 Fax

DEPUTY COMMISSIONER
MARK D. ORSER

RECYCLE OFFICE
914-238-8091
914-238-5009 Fax

ASSISTANT COMMISSIONER
DAVID J. RAMBO

December 20, 2005

Mr. Jim Cinelli
Waste Pro
PO Box 4530
St. Augustine, FL 32085

Dear Mr. Cinelli;

As the Assistant Commissioner of Public Works, I have the responsibility of managing all solid waste services within the Town of New Castle. Having to deal with the many refuse and recycling issues on a daily basis, I rely on Perry Mitrano to see that the taxpaying residents within our town receive the service they are paying for. Perry exemplifies a professional, forthright and straight management approach to meet our solid waste challenges. Seeing through these challenges Perry has assisted with simplifying routes and updated the dispatch database to track Town services, which in turn, has improved communications and service.

Perry demonstrates a leadership style and professionalism that has been unmatched by any of his predecessors. While a decision of this is personal, and while we support his decision, we will miss his overall knowledge and experience in the solid waste industry.

Sincerely,

David Rambo
Assistant Commissioner



TOWN OF NEW CASTLE DEPARTMENT OF PUBLIC WORKS

COMMISSIONER
GERARD C. MOERSCHHELL

280 Hunts Lane, Chappaqua, New York 10514
dpw@town.new-castle.ny.us
recycle@town.new-castle.ny.us

PUBLIC WORKS
914-238-3968
914-238-6205 Fax

DEPUTY COMMISSIONER
MARK D. ORSER

RECYCLE OFFICE
914-238-8091
914-238-5009 Fax

ASSISTANT COMMISSIONER
DAVID J. RAMBO

Solid Waste Advisory Board
Town of New Castle
New Castle, New York

December 20, 2005

Mr. Jim Cinelli
Waste Pro
PO Box 4530
St. Augustine, FL 32085

Dear Mr. Cinelli;


In the time I have known Perry Mitrano I have found him to be accessible, professional and responsive. I am the current chairperson of the volunteer citizen committee that oversees solid waste and recycling issues in the town of New Castle, New York.

One of the most frequent questions residents of the town ask is how we know our recycling is actually being recycled? Perry organized a field trip to a MRF that he contracted specifically because they process all of the materials that our town chooses to collect. Our committee and our residents are very grateful for his understanding of our needs and his ability to deliver the services we require.

When we have experienced problems with scheduling or collection Perry made the time to meet with us and he demonstrated a willingness and ability to find solutions.

Our loss will truly be your gain.

Sincerely,


Michael Drillinger
Chairperson, SWAB
914-668-6000



JOHN A. LOMBARDI
Supervisor

TOWN OF NORTH CASTLE

Town Hall
15 Bedford Road
Armonk, New York 10504
Established 1736

Office of the Supervisor
Telephone (914) 273-3001
FAX (914) 273-6936
Email JAL1924@aol.com

December 21, 2005

Waste Pro
Mr. Jim Cinelli
P.O. Box 4530
St. Augustine, FL 32085

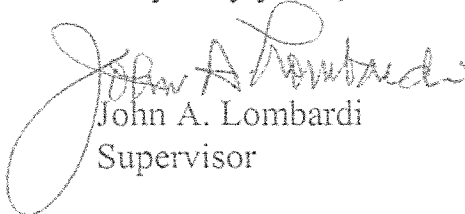
Dear Mr. Cinelli:

I have been asked for a reference letter by Mr. Perry Mitrano, an executive with Suburban Carting. I am pleased to inform you that during the time Suburban has served our community, we have been very pleased with their services primarily due to the management techniques that Mr. Mitrano performed as an executive.

Whenever we had any minor problems, he has been most helpful and satisfying to our home owners. This is a very important matter when you are dealing with tax payers. His relationship with all of the people in our office and with the highway department has been excellent.

I am pleased to recommend him highly for whatever endeavor he will be performing with your company.

Very truly yours,


John A. Lombardi
Supervisor

Environmental Conservation Department

2279 Crompond Road

Yorktown Heights, NY 10598

(914) 245-4438

December 12, 2005

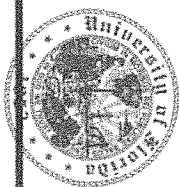
To Whom It May Concern:

As the head of the Environmental Conservation Department for the Town of Yorktown, I have had the pleasure of working with Mr. Perry Mitrano of Allied Waste, Inc. Mr. Mitrano was in charge of operations for garbage and recycling collection in Yorktown. Mr. Mitrano showed great knowledge of waste industry matters, promptly returned calls, rectified problems and was always courteous with Yorktown residents. During Mr. Mitrano's tenure, Yorktown's recycling and garbage services vastly improved.

It is without reservation that I recommend Mr. Perry Mitrano.

Sincerely yours,

Patrick J. Jofas Jr.



UNIVERSITY OF
FLORIDA

TREEO CENTER

Center for Training, Research and Education for Environmental Occupations

certifies that

Perry Mitrano

attended

*24-Hour Initial Training Course for Landfill Operators
(Class I, II, III and C&D Sites)*

November 15-17, 2006

and is awarded this

Certificate of Attendance

Date Issued: November 17, 2006
CEU: 2.4
FBPE PDH (EXP00074): 24.0
Solid Waste I II III/C&D: 16.0
SWANA CEU: 20.0

Passed Exam with 70% or Higher Proficiency

University of Florida TREEO Center • 3900 SW 63rd Boulevard • Gainesville, FL 32608-3800 • www.treeco.org

William T. Engel, Jr., Ph.D.

A handwritten signature in dark ink, appearing to read "William T. Engel, Jr.", written over a horizontal line.