

December 3, 2024

Palm Coast, Florida  
c/o Strategic Government Resources

RE: City Manager

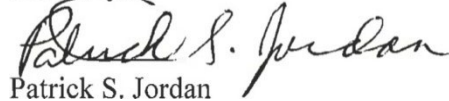
Dear Mayor Norris and Council:

The posting for this position immediately caught my interest. I've spent 30 years in public service, the first 10 or so in law enforcement and the Courts, and the last 20 years in municipal management. I believe I have a great deal to offer in service to your community. We have close friends and immediate family members close by, and we're looking for the right community in which to live and serve.

I earned a Master of Public Administration at Western Michigan University in June 2000. I taught as college adjunct faculty for 9 years teaching American Government and International Relations. My experiences in municipal management have included a great deal of economic development, intergovernmental partnerships and utility construction and improvements.

I am looking for a long-term position with positive, respect-filled relationships with my Commission and employees. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Patrick S. Jordan". The signature is written in black ink and is positioned above the printed name.

Patrick S. Jordan

## **Patrick S. Jordan**

8534 Anglers Cove  
Clarksville, MI 48815

231-920-1122

[Patrick-jordan@live.com](mailto:Patrick-jordan@live.com)

### **SUMMARY**

Seeking a rewarding, challenging position as City Manager with Palm Coast, Florida.

### **PROFESSIONAL EXPERIENCE**

#### **County Administrator Ionia, MI**

**November 2022-Present**

Chief Administrative Office for the County, serving at the pleasure of the Board of Commissioners. Responsible for ensuring directives and policies of the BOC are implemented. Responsible for the day-to-day business activities of the County, Finance/Budget management and Human Resources including union negotiations. Staff resource to the Board of Commissioners on all matters facing the County and attend all BOC and Committee meetings. I serve as liaison for various community commissions.

#### **City Manager Escanaba, MI**

**June 2017 – November 2022**

Chief Administrative Officer of a full-service municipality of 13,000 with a private deep water port. Our budget, that I am responsible for assembling and managing, is \$30 Million including Electric, Water and Wastewater utilities. I am responsible to the 5-member City Council and serve at their pleasure. I am very active as a community liaison with other local governments, working groups, Tribal governments and committees with interest in the community. I oversee Directors of Water, Wastewater, Electric, Public Works, Recreation, Finance, HR/Treasurer, City Clerk, Public Safety and Library. We have a DDA that covers our approximately 1 ½ mile long downtown corridor. I arrived in Escanaba after the first Court of Appeals decision in the “Dark Store” case, Menards v. City of Escanaba. I built support for our case through the MML, MTA and MAC and raised over \$250,000 in contributions from member communities to help fight this fight. I directed improvements to our water system and hydrant system, and oversaw the initial phases of lead service line replacements.

#### **Wexford County Administrator Cadillac, MI**

**November 2015 – April 2017**

Chief Administrative Office for the County, serving at the pleasure of the Board of Commissioners. Responsible for ensuring directives and policies of the BOC are implemented. Responsible for the day-to-day business activities of the County, Finance/Budget management and Human Resources including union negotiations. Staff resource to the Board of Commissioners on all matters facing the County and attend all BOC and Committee meetings. I served as liaison for various community commissions.

#### **Assistant City Manager City of Unalaska, AK**

**January 2013–November 2015**

I was the Director of Administration for the City. My duties included management of all HR functions, Risk Management, City Housing program and the Community Grants program, a program with a \$1 million annual endowment. I served as City Manager in his absence and therefore must stay current on all issues facing the city. I worked closely with the Tribe and the Native Corporation on various community projects. Unalaska had several Enterprise Funds. Critical ICS 100-400 certification.

**Borough Manager****November 2011-January 2013****Bristol Bay Borough, Alaska**

I served as Borough Manager with Bristol Bay Borough. Bristol Bay Borough is made up of 3 villages; Naknek, South Naknek and King Salmon. Children in S. Naknek are flown to school every day. We have an established Port but have also been accepted as part of a GO Bond by the State for \$350 million of which we are \$7 million for property acquisition and port expansion. My general fund budget was \$8 Million, with 40FT employees. In Alaska, the Native Corporations own virtually all lands, so good relationships are a necessity. I worked closely with the Native Corporation and the local Tribe on cooperative issues.

**Vital Records Manager****August 2008-November 2011****Tarrant County Clerk**

I served as Vital Records Manager for the Tarrant County Clerk's Office. I managed the operation of the main downtown office as well as the 6 Sub-courthouses throughout Tarrant County. Since joining the County Clerk's Office, Tarrant County agreed to assume Registrar duties for the City of Ft. Worth, and I was responsible for implementing organizational improvements to provide for a smooth transition. Under my leadership, we accomplished this and in the process won a 2008 5-Star Award from the Texas Bureau of Vital Statistics and a 2009 Exemplary Award, the first such awards since 2002. Our revenues approximately tripled from this transition. Under my direction, we were able to use new technologies and old ones to offer the 1.7 million residents of Tarrant County the ability to obtain their needed vital records at any of the 7 court house locations around the county.

**Township Supervisor****March 2004- August 2008****Muskegon, MI**

The oldest Township in Michigan, Muskegon Township has a diverse population of 19,000. As a full-service Township, I supervised Department Heads over Sanitation, Highway, Police, Fire, Inspections, Utilities and Economic Development.

The Township has 50 employees and a \$13 million budget. In addition to budget development and management, I dealt directly with issues related to expansions of our water and sewer systems and related financing, sustainable growth, economic development, industry retention, personnel administration and

collective bargaining with 3 unions. As Township Supervisor, I was the Chief Elected Official and Chief Administrative Officer. I spent a good deal of my time and energy in the Economic Development area and I had good success, and that success continues today based upon the positive relationships I maintained with the business community. Muskegon Township maintains 3 enterprise funds, water, sewer collection and sanitation.

I was appointed, then elected, to a 4-year term and worked with a 7 member Board of Trustees elected at-large to 4 year concurrent terms.

**Adjunct Professor, Baker College****August 1998 – May 2008****Muskegon, MI**

Taught college level courses in American Government, International Relations and Western Regional Geography.

**Deputy County Clerk Supervisor  
Muskegon, MI**

**April 2000- March 2004**

Served as Assistant County Clerk. I supervised the daily operations of the County Clerk's office. Coordinated County Elections which included optical scan programming, training, and facilitation of elections throughout the county with a population of 170,000. Managed the Circuit Court jury system and developed and implemented an enforcement system for "no-show" jurors.

**Friend of the Court Investigator**

**January 1998- April 2000**

Ottawa County Family Court  
Grand Haven, MI

Managed a caseload of 1,400 domestic relation cases, enforced court orders, and investigated child support, parenting time, and custody matters. Facilitated agreements with parents concerning support and parenting issues. Served as the enforcement officer for hearings in open court.

**Corrections Officer**

**May 1994- January 1998**

Ottawa County Sheriff Dept  
Grand Haven, MI

Supervised and performed intake, classification, administration and court commitments and dispositions of inmates. Coordinated LEIN operations. Maintained security of the 400 bed facility.

**EDUCATION**

Master of Public Administration, June 2000  
Western Michigan University  
Kalamazoo, MI

Bachelor of Science, Political Science, December 1995  
Grand Valley State University  
Allendale, MI

Toccoa Falls Bible College  
Pastoral Studies 1989-90  
Toccoa, GA

**Professional Affiliations**

- Muskegon Area-Wide Plan-Smart Growth/Sustainable Development
- West Michigan Shoreline Regional Development Commission Board /MPO
- COPS (9-1-1) Board of Directors of Muskegon County
- Leadership West Michigan, Class of 2005
- Prison Liaison Committee, Brooks, MCF and Shoreline Correctional Facilities
- Muskegon Area First, Governmental Economic Development Agency Board of Directors