## **RICK PHILLIPS**

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August 27, 2013

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

RE: City Manager of City of Bunnell

After successfully managing the affairs of the City of Saint Marys, WV and the Parks, Buildings/Grounds and Floodwall departments for the City of Parkersburg, WV, I am now seeking new challenges with another organization in need of someone with exceptional municipal management experience.

As detailed in the enclosed resume, my background includes more than 12 years of municipal management experience complemented by strong community development. I am able to prepare and analyze comprehensive reports and participate in the budgeting process. In many of my positions I have developed solid collaborative relationships with other governmental departments. I can be a valuable addition to your team and look forward to a personal meeting to discuss how I can deliver results for your city.

Sincerely,

**Rick Phillips** 

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### **SUMMARY**

- Supervisory experience
- Finance operations and budget development
- Program development
- Operations and Project Management
- Personal community engagement

- Media Relations
- Strategic Planning and Operations
- Analysis
- Labor Relations
- Energetic Organizer

Committed, experienced city manager with additional leadership experience in diverse activities. Successful in community development, community outreach, budget development, and supervision.

# REALEVANT LOCAL GOVERNMENT EXPERIENCE

City Manager, City of St. Marys, St. Marys WV

2011 to present

St. Marys is a city with a population of 2000. It is the county seat of Pleasants County and was established in 1849 by Alexander Creel. St. Marys is part of the Parkersburg-Marietta-Vienna, WV-OH Metropolitan Statistical Area. Train tracks run through the middle of 2<sup>nd</sup> street and freight trains run through the middle of downtown. It is one of the few towns in the United States where freight trains actually share streets with automotive traffic.

Duties and Responsibilities as a City Manager

- Chief executive officer of a municipal government with a \$26 million infrastructure budget.
   Oversight responsibility for the following functions: roads, storm water drainage, water and sewer utility, safety of all buildings and property within corporate limits, parks and recreation, planning, general services and personnel.
- Implementation of Council directed policy. Administration of the cities day-to-day operations as well as identification and resolution of long range issues.
- Negotiation with public and private sector entities on a variety of issues ranging from economic development and growth of service contracts.
- Media representation of the city including appearances on television and radio, interviews with the print media and preparation of press releases.
- Responsible for the cities compliance with County, State and Federal regulations.
- Enforce city ordinances codes, and statutes, subject to the approval of the City Council.

#### **Achievements**

- Restored morale and built a high performance management team by restructuring and developing existing staff. Eliminated a layer of bureaucracy to become more responsive to residents needs.
- Restored financial integrity to the water and sewer utility fund. Additionally eliminated the odor problems at the city's wastewater treatment plant.
- Replaced the existing mini-computer with a local area network. Reduced costs eliminated system downtime and greatly expanded user capability. Converted utility billing and began conversion of the financial system.
- Replaced water and sewer lines in uptown and downtown St. Marys at a cost of \$7,400.000.
- Repaired all streets with new pavement within project.
- Collaboration with CSX railroad to construct two underground bores with the end result being connection of water to both sides of downtown.
- Created adopt a Flower Bed Program

### SUPERINTENDENT, City of Parkersburg, Parkersburg WV

1996-2008

Parkersburg is located at the confluence of the Ohio and Little Kanawha Rivers, it is the third largest city in the State of West Virginia. It is the seat of Wood County and the largest city in the Parkersburg-Marietta-Vienna Metropolitan Statistical Area. The population is 33,000. Parkersburg was connected to the Baltimore and Ohio Railroad in 1857, but lacked a crossing over the Ohio River until after the American Civil War. When constructed in 1868-1870, the Parkersburg Bridge (CSX) by the B&O to Belpre, OH was the longest railroad bridge in the world.

### Duties and Responsibilities of the Superintendent

- Implementation of council directed policies and administration of the day-to-day operations of all cities Parks, Buildings, Grounds and Floodwall.
- Negotiation with public and private sector entities on a variety of issues ranging from economic development and the growth of long range issues.
- Media representation of the city including appearances on television and radio, interviews with the print media and preparation of press releases.
- Responsible for the cities compliance with County, State and Federal regulations.
- Provided annual five-year projection plan for the city's Parks and Recreation, Building and Grounds and Floodwall.
- Coordinated Governors Summer Youth Program for the city.

- Supervised and conducted annual performance reviews for 80 employees. Full-time, part-time, temporary, seasonal and governors summer youth program.
- Maintained daily operations of eight city parks. Bicentennial Park, Corning Park, Point Park,
   Southwood Park, Quincy Park, Parkersburg City Park, Johnson T. Janes Park and Friendship Park.
- · Worked with elected officials and citizens to make Parkersburg an outstanding community.
- Worked to maintain and better our water park, swimming pools, skate park, sports fields, tennis courts and City Park Pavilion.
- Comprehensive knowledge of the principles, practices and techniques of public parks and recreation administration.
- Attended meetings, shares goals and provides direction and input into the process improvements.
- Plans, acquires, designs and constructs facilities consistent with citizens' interest and input and in accord with the County policies and standards.
- Ensures skilled human resources are available to meet objectives and provide excellent customer service within generally accepted practices.
- Meets with citizens and community groups to describe parks and recreation resources. Provide positive visitor experience through excellent customer service standards and to address citizens' concerns.
- Provides support to the Parks and Recreation Commission, and works effectively with the Commission to understand and plan for the recreational needs of citizens.
- Monitors day-to-day operations through meetings with key staff, site visits, inspections and attendance at programs and activities.
- Performs administrative and managerial responsibilities in accordance with policies, procedures and practices related to hiring, training, planning assigning and directing work to staff.
- Develops and recommends short and long-term goals and objectives by evaluating the needs of the citizens.
- Plans, organizes and directs a comprehensive community recreation and municipal parks
  program including responsibility for the development, maintenance and effective operation and
  utilization of recreation facilities and park land.

### Achievements

- Restored morale and built a high performance management team by restructuring and developing existing staff.
- Restored employee morale by obtaining new and improved equipment and implementing a new more feasible work schedule.
- Procured finances to obtain a new maintenance building housing all equipment.
- Added new safety certified playground equipment in four of eight city parks.
- Awarded Army Corps of Engineers Best Maintained Floodwall in 1988 and 1999.

# OTHER RELATED EXPERIENCE

- Councilman, City of Vienna WV
- Tree City USA
- Created Adopt-a-Flower-Bed Program, City of Parkersburg WV
- West Virginia City Managers Association
- Pleasants County (WV) Chamber of Commerce
- Awarded Army Corps of Engineers Best Maintain Floodwall for the City of Parkersburg

## **EDUCATION**

Bachelor of Science - Education, West Virginia University, Morgantown, WV, 1989 Master in Education- Ohio Valley University, Parkersburg, WV, Thirty Five Credit Hours

### PERSONAL ACCOMPLISHMENTS

- Offered full football Athletic Scholarship to West Virginia University, Morgantown WV.
- Played for the university's national football championship in Tempe Arizona, January 1999
- All Big East Football Team 1988, 1989, West Virginia University
- 1<sup>st</sup> Team Scripts Howard All-American Football, 1988 West Virginia University
- Named Ideal Mountaineer 1987, 1988 West Virginia University
- Named to the Mid-Ohio Valley Sports Hall of Fame. Parkersburg, WV
- Assistant high school football coach in Parkersburg WV. Contributing to State Football Championships in 1999 and 2001.

## **REFERENCES**

Jimmy Colombo (304) 481-3100

Mentor and friend during college. Mayor and my employer for ten years with the City of Parkersburg, Parkersburg WV

Mark McCullough (304) 481-2998

Friends and coaches for football and baseball at Parkersburg High School, Parkersburg WV.

John Westbrook (304) 464-5826

Father in Law. Work at the Jungle Drive In Theatre with him for twenty five years.

Craig Farnsworth (803) 318-3879

Friends and coaches for football twelve years at Parkersburg High School , Parkersburg WV

Steve Swisher (304) 481-0798

Friends for twenty five years. Coached his son in high school football and baseball. He now plays professional baseball for the Cleveland Indians.