Larry L. Collins

April 30, 2018

Kristen Bates, City Clerk
City of Bunnell
201 W. Moody Blvd.
Bunnell, FL 32110

Dear Ms. Bates

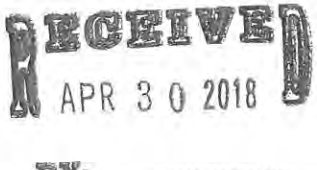
Please accept this letter and enclosed resume along with my application for the position of City Manager in Bunnell, Florida. My blend of experience and education makes me uniquely qualified to serve in this capacity

As a senior level government manager, I offer significant experience in strategic planning, performance management, customer service, budgeting and fiscal management, HR, public safety, and community and intergovernmental relations, and experience managing in a Florida county.

In addition to business acumen, technical skills and experience, I sense the city is also looking for a progressive, engaging and energetic leader with strong interpersonal skills who can assist in continuing to move a vibrant and highly regarded community forward by establishing relationships and by developing and inspiring others to accomplish the vison articulated by the City Council and the broader community. This is something I have considerable experience doing in my current position. I also offer a high level of formal business education combined with relevant experience in all phases of local government operations and services both as an Acting City Administrator and as an Interim Assistant City Administrator (referred to in Ann Arbor as a Service Area Administrator) where I have led the Community Services Area in the City of Ann Arbor, Michigan. Community Services has direct responsibility for the leadership and management of the City Planning Department, including Zoning and Historic Preservation and supporting the Plan Board; Building Services and Inspections Department; Economic Development; the Parks and Recreation Department, including Open Space /Park Land Preservation; and Community Development, which includes the Housing and Human Services segments of the City's government. Additionally, I occasionally serve as Acting City Administrator in the absence of the regular City Administrator.

I came to Ann Arbor after serving five years as Fire Chief for the Brevard County, Florida Fire Rescue Department--a department with over 800 members and an annual budget exceeding $80 million. While there I was a senior member of the county administration team, one of only three Directors reporting directly to and working closely with the County Manager. Consequently, I was involved in many aspects of public administration beyond emergency services. Finally, I was a member of the senior leadership team for the City of Dayton, Ohio during my last 11 years there. I understand the requirements and strategic aspects of positions at this level of government and have successfully managed several departments that appear to align well with areas this position oversees.

While in Florida, I was also an adjunct professor at Barry University where I taught undergraduate courses in Public Administration and Political Science, further enhancing my depth of knowledge and experience in matters of government management and administration. I am presently an adjunct professor at Concordia University in Ann Arbor teaching corporate finance in the business program.



A close examination of my resume reveals that my leadership and management experience and achievements in local government administration are broad and diverse. A strong customer service orientation coupled with High Performance Organization practices have helped to lay the foundation for my successes in this regard.

I have significant experience in strategic planning, both at the department and city levels having been directly and actively involved in strategic plan development and implementation in three different communities. I offer substantial experience in the implementation and on-going administration of performance management systems, including the use of The Balanced Scorecard, and metrics used to measure progress towards identified goals. This includes experience in customer service as the focal point underpinning a performance model for service delivery. I am laser-focused on providing good customer service as the basis for exceptional core services at the local level of government.

I have considerable experience in HR functions including labor relations, and have negotiated numerous labor agreements and managed all manner of personnel issues that have arisen over the years. I am strong in all areas of budgeting and fiscal management, having coordinated and managed the execution of budgets exceeding $80 million, in addition to grant acquisition, management and funding and experience with tax campaigns. I am experienced with communications and community and media relations having worked in a major media market with several television news stations and local newspaper and radio stations; and I have experience managing economic development.

Finally, as a seasoned public official, I am experienced at providing effective advice and support to the elected body when they are developing and implementing policy and strategies that address the unique qualities and needs of the community; in managing high level strategic issues with elected officials; in the preparation of agenda items and council briefings, formal council and community presentations, and press conferences and briefings. Overall, I work well with employees, political bodies and the community at large and look to build relationships and regional partnerships whenever possible. I am visible and active within the communities where I work and live.

In conclusion, I offer significant government leadership and management experience gathered in progressive municipal and county organizations that will transfer well to the City of Bunnell as it strives to implement its vison and utilize best practices to achieve its goals. I would welcome a personal interview to further discuss how my knowledge, experience, and leadership can be of assistance to Bunnell as it works to achieve its current and future goals. I can be reached at the above listed telephone number or email address at any time. Thank you for your time, attention and consideration. I look forward to hearing from you soon.

Sincerely,

Larry L. Collins

Larry L. Collins

Professional Summary

Results-oriented senior level manager with proven leadership, collaboration, communication, fiscal, operational, analytical and problem solving skills. Over 35 years of local government management and leadership experience with demonstrated record of success building high performance organizations through strategic planning, organizational change and development, collaboration, and successful resource allocation. Responsibilities include significant oversight and involvement in the following areas:

Balanced Scorecard	Strategic and Operational Planning
Budget/Fiscal Stewardship	Organizational Change and Development
Performance Management	Human Resource Functions
Project Management	Intergovernmental Collaboration
Economic Development	Public Safety/ Emergency Management
Labor Relations/ Negotiations	Policy and Procedure Development

Relevant Government Experience

Assistant City Administrator, Interim (SAA) **2015-2016**
Ann Arbor, Michigan

Home to the University of Michigan, Ann Arbor has a resident population of 120,000, but a daily population of over 250,000 while the students are in school. The university possess a world-wide reputation for its research and technology focus and naturally attracts high-tech firms and supporting industries to the community. Growth and economic development within the city are at an all-time high. The city provides comprehensive municipal services in support of the university and the community with an annual budget of $320 million and a workforce of nearly 750 employees.

Key Duties and Responsibilities:

As Interim Assistant City Administrator (referred to in Ann Arbor as a Service Area Administrator) for Community Services Area, was directly responsible for the leadership and management to over 100 FTEs plus 200-part time employees and a $23 million-dollar budget; provided strategic leadership and management to the following municipal departments:

- City Planning Department, includes Zoning and Historic Preservation;
- Building Services, Inspections and Plan Review;
- Economic Development;
- Parks and Recreation Department, including Open Space /Park Land Preservation; and
- Community Development, including the Housing and Human Services segments of the City's government.
- Acting City Administrator during City Administrator's absence

ACA Accomplishments:

- Led development and implementation of strategic and business plans for successful turnaround of an underperforming city organization.
- Performed a comprehensive assessment of the city's building inspection, code enforcement functions and planning department leading to wide-ranging operational changes improving efficiency and effectiveness.
- Facilitated positive relationships with the local development community and city's elected body as tensions mounted over lack of performance by the building department.
- Implemented performance measures so that better data-driven decisions are made regarding operational performance and outcomes to measure progress in all managed areas.
- Invested in technology (field-based inspection and reporting computer technology) and training to improve our efficiency and effectiveness and the ability of our personnel to make better decisions using the data collected.
- Embraced a strong customer service attitude to improve service delivery within the Community Services Area, significantly reducing builder and contractor complaints regarding service delivery.
- Reduced a 4-week building inspection backlog down to a 24 hour turn around re-establishing a positive relationship with the area's builder and contractor association.
- Reconfigured organizational structure putting proper support in key areas to ensure success and improve morale within service areas.
- Implemented fair, balanced and consistent code enforcement process, and spurred action from the city attorney's office for the update and re-write of the current zoning code and sign ordinance.
- Provided strategic leadership to one of the busiest planning and building departments in the State of Michigan as they grappled with unprecedented growth, conducting over 30,000 building and rental inspections and issuing more than 10,000 permits per year.
- Spearheaded efforts to develop an economic development strategic plan for the city (and area) as it grapples with rapid growth and development.
- Managed an unprecedented amount of development, both residential and commercial, within the city: major projects included several new hotels, new indoor-outdoor world class track and field facility for U of M, multiple high-rise condominium buildings in downtown, and 4 new residential housing development projects totaling over 2000 new housing units.

Fire Chief **2015 –Current**
Ann Arbor Fire-Rescue

Ann Arbor has a resident population of nearly 120,000, but a daily population of over 250,000 while the students are in school. The Fire Department provides an all hazard level of service to the community, including fire suppression, fire prevention, medical first responder service, Haz/Mat and Technical Rescue response. The department staffs five fire stations with 88 total members and a $16 million annual budget.

Key Duties and Responsibilities:

- Chief executive reporting directly to the city administrator, responsible for personnel management and leadership of an 88-member municipal fire department and for development, negotiation and administration of $16 million annual operating budget.

- Oversee HR functions including hiring, firing, grievance and disciplinary hearings, performance evaluations and contract negotiations.
- Maintain programs and formulate and implement policies ensuring operational readiness and personal safety, accountability and emergency risk management for maintaining the safety of the citizens and firefighters of Ann Arbor.
- Responsible for the City's Office of Emergency Management and Preparedness.

Achievements:

- Performed comprehensive assessment of the fire department leading to significant operational changes improving efficiency, effectiveness and safety to firefighters and community.
- Managed development of community-based strategic plan to guide the department in keys areas of service delivery, including fire station location, national accreditation; improved dispatching, improvements in fire prevention, deployment analysis and configuration; and modern diversity, recruitment and hiring initiatives, etc.
- Department undergoing national accreditation process through the Center for Public Safety Excellence; anticipate formal accreditation designation in fall of 2017.
- Improved department's ISO rating from class 4 to class 3 resulting in lower fire insurance premiums for residents and businesses.
- Implemented performance measures to gage improvement progress; invested in technology and training to improve ability of personnel to make better decisions both operationally and administratively.
- Successfully managed transition of the Office of Emergency Management from Police Department into the Fire Department.
- Identified and corrected deficiencies in existing training, facilities, command procedures, apparatus and equipment, and have helped to secure over $2 million in federal grants.

Director & Chief **2009 –2014**
Brevard County (FL) Fire-Rescue

Brevard County, located on the Atlantic Ocean in central Florida 35 miles east of Orlando, has a population of 600,000 residents. The department provides all-risk Fire and emergency services to the 9th largest and one of the fastest growing counties in Florida. The department has over 800 members, an $80 million annual operating budget and covers over 1500 square miles from 33 fire/EMS stations.

Key Duties and Responsibilities:

- Chief executive reported directly to the county manager, responsible for personnel management and leadership of 800-member fire department and development, negotiation and administration of $80 million annual operating and capital budget.
- Oversaw all personnel functions including hiring, firing, grievance and disciplinary hearings, performance evaluations and contract negotiations.
- Managed high level issues with elected officials, preparation of agenda items, conduct commission briefings, formal commission presentations, community presentations and press conferences and briefings.

Achievements:

- Led a comprehensive review and reorganization of the fire-rescue department. Devised a multi-year strategic plan; made significant progress with its implementation improving service delivery and customer service to the community.
- Implemented Balanced Score Card performance system improving operational performance using outcomes to measure progress.
- Identified and corrected deficiencies in training, facilities, apparatus and equipment while saving nearly $17 million over 4 years as department and county navigated through tough economic times.
- Implemented Zero-Based-Budgeting for fire department to better gauge efficiency and effectiveness and enhance accountability.
- Created five year rolling capital equipment replacement and CIP plans.
- Department recognized with a 2014 National Association of Counties (NACO) Achievement Award for innovative government in the "Financial Management" category.
- Successful in overcoming poor relationships with neighboring cities; able to overcome years of ill-will between the county and municipal departments by seeking win-win partnerships versus turf based confrontations. Took the initiative to open lines of communications and offered joint training and operational opportunities that ultimately lead to trust and eventually shared emergency responses, shared equipment, joint staffing, and cost savings by all involved parties.
- Worked with county manager to gain considerable economic development knowledge while he negotiated several large ED projects.
- Served as a member of Brevard County Emergency Management Policy Group, a select group of government leaders who directed overall policy implementation during crisis situations.
- Successful hiring highly skilled staff members and developing high performing teams and organizations. Led organizational transformations leading to considerable cost savings.
- Implemented modern testing/hiring and promotional processes; diversity increased since.
- Secured over $7 million total in Federal and State grants.

Director & Chief of Fire **1997-2008**
Dayton, Ohio

The City of Dayton, Ohio is a dense, diverse inner city urban community of nearly 200,000 citizens. As Fire Chief, led a department providing comprehensive emergency and support services. The department had nearly 440 members serving a community which included numerous historical areas. Served as a senior member of the city's executive leadership team and as the city's Emergency Management Director.

Key Duties and Responsibilities:

- Chief executive reporting to city manager, responsible for personnel management and leadership of a 440-member urban fire department and $38 million annual budget.
- Assigned to City Manager's Office for 5 months to assist with special projects, 2001-2002.
- Manage high level issues with elected officials, preparation of agenda items, conduct commission briefings, etc.
- Oversee all personnel functions including hiring, firing, grievance and disciplinary hearings, performance evaluations and contract negotiations.

Achievements:

- Developed and implemented community-based strategic and master plans and Emergency Management and preparedness plans, including Homeland Security considerations.
- Served as member of Dayton City Manager's Budget Advisory Committee--responsible for recommending service and fiscal priorities for balancing city's overall $600 Million annual operating budget.
- Strong public budgeting and fiscal management experience, including management of service delivery in a declining economic environment while maximizing financial resources.
- Served as a member of the Dayton City Manager's "Change Agent Team," tasked with planning, cultivating and implementing high performance organizational and cultural changes.
- Past Chairperson of the Miami Valley Fire /EMS Alliance, a Council of Governments (COG) serving 23 area communities formed to enhance inter-governmental relations while reducing costs and enhancing service delivery.
- Enhanced regional cooperation by expanding the department's Automatic Mutual Aid System
- Developed partnership agreement with local Community College to jointly share the cost of building a new live fire training facility saving each party $250,000.
- Managed the development and implementation of a Fire Department Diversity Plan. Worked cooperatively with NAACP, Urban League, the Fire Union, and other community activist and leadership groups in concert with Federal Courts in establishing the program.

Other Relevant Professional Experience

Management Consultant **2007– 2015**

- Private consultant conducting fire-EMS operational/efficiency studies for communities.
- Retained by a large EMS billing firm to re-engineer company management and operations.
- Retained by Total Fire Group/ Honeywell Corp. to assist with strategies for securing difficult municipal contracts.
- Consulted with Morris & McDaniel, a Washington DC management consulting firm.

Adjunct Professor, Concordia & Barry Universities **2012- Present**

- Adjunct professor at Barry University (Florida), teaching undergraduate courses in Public Administration and Political Science; currently adjunct professor at Concordia University in Ann Arbor teaching corporate finance.

Education and Training:

- DBA Saint Leo University, Saint Leo, FL (projected completion, May 2019)
- MS Operations Management (W/Business Certificate), University of Arkansas, Fayetteville, AK
- BS Public Safety Management, Franklin University, Columbus, OH
- AS Fire-Rescue Administration, Sinclair Community College, Dayton, OH
- Senior Executive Institute, LEAD Program, University of Virginia, Charlottesville, VA

Work History

Fire Chief 1/2015 -- Present ▪ Interim Assistant City Administrator/SAA ▪ Acting City Administrator	Ann Arbor Fire Department	Ann Arbor, MI
Fire Chief 2009 – 9/2014	Brevard County Fire-Rescue	Brevard County, FL
Management Consultant 2008 – 2015	Total Fire Group/Honeywell Corp.	Dayton, Ohio
Director and Chief 1997 – 2008	Dayton Fire Department	Dayton, Ohio

Professional Organizations:

- International City/County Managers Association (ICMA)
- Rotary Club of Ann Arbor
- United Way Chair Person, Brevard County Government
- CFO Designate (Chief Fire Officer) Center for Public Safety Excellence
- International Association of Fire Chiefs (Metropolitan FD Section & EMS Section)

Professional References:
Larry L. Collins

- Steve Powers, City Manager, Salem Oregon. Past City Administrator, Ann Arbor, MI
  Cell: (734) 369-1379. manager@cityofsalem.net

- **Howard Tipton, St Lucie, FL County Manager; Past Brevard County FL County Manager**
  Cell: (321) 239-4612. hmtipton@aol.com

- Dr. David Morris, Ph.D. JD, Principal, Morris-McDaniel Management Consulting Firm,
  Alexandria, VA. Cell: (703) 944-9880. morrisd@morrisandmcdaniel.com

- Glenn Alexander, Fire Chief (Retired), City of Dayton, OH. Interim City Manager, City of
  Moraine, OH. Interim Township Administrator, Miami Twp. and Beavercreek, OH. HM:

- Leslie R Hoog, Assistant Fire Chief, Brevard County (FL) Fire Rescue (Retired)
  Assistant Chief of Strategic Programs for BCFR. (

- Mark Lighthill, Vice President, National Sales, Key Hose Mfg. Dothan, Alabama; Retired
  Assistant Fire Chief, Operations, Brevard County, FL

CITY OF BUNNELL, FLORIDA
PO Box 756
Bunnell, FL 32110-0756
Telephone: 386-437-7500
Fax: 386-437-7503

APPLICATION FOR EMPLOYMENT

Received by: KBA

Date Received: 4/30/2018

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 Manager

APPLICANT'S FULL NAME: Larry L. Collins

Desired wage/salary: Negotiable within range Date you can start: 6/4/2018

Have you ever used a different first name, last name, or any nickname? Yes ☐ No ☑

If yes, please list names used: _____

Applicant's mailing address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone number: _____ Other Phone number: _____

How did you learn of this job opening? FCCMA Website

Are 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):

NA

Job Applicant's full name: Larry L. Collins

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: NA

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	Meadowdale Dayton, OH	4	Diploma	High School
College	St Leo University St. Leo, FL	3	Doctorate	Business Administration
Voc-Ed				

PROFESSIONAL / VOCATIONAL CERTIFICATION(S) / LICENSE(S)

1. _____

2. _____

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.

Many in Emergency Services professions.

Job Applicant's full name: Larry L. Collins

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
Howard Tipton	ST. Lucie County, FL	(321) 239-4612	10.00
Steve Powers	Salem OR	(734) 369-1379	4
Dr. David Morris	Alexandria, VA	(703) 944-9880	20

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.

Please see attached resume.

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: _____ Date: 4/30/2018

Job Applicant's full name: Larry L. Collins

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 Ann Arbor

Mailing Address: 301 E. Huron St.

City: Ann Arbor State: MI Zip Code: 48104

Job Title: Fire Chief/ Interim Asst City Admin (SAA)/Acting City Administrator as necessary

Summarize the work you did/do: Chief executive reporting directly to the city administrator, respo

Name & Title of Supervisor: Howard Lazarus

Telephone: _____ Fax Number: _____

Dates Worked (Mo/Yr): Started: 01/2015 Ended: 05/2018

Final Wage/Salary: $ 128000 per year. Hours worked per week: 40

Reason for Leaving: NA

Next Most Recent Job

Name of Organization: Brevard County Florida

Mailing Address: 2725 Judge Fran Jamieson Way

City: Viera State: Florida Zip Code: 32940

Job Title: Fire Chief

Summarize the work you did/do: Chief executive reporting directly to the county manager, respo

Name & Title of Supervisor: No longer there

Telephone: _____ Fax Number: _____

Dates Worked (Mo/Yr): Started: 09/2009 Ended: 09/2014

Final Wage/Salary: $ 106000 per year. Hours worked per week: 40

Reason for Leaving: At will position. Newly appointed County Manager wanted to establish his ow

Job Applicant's full name: Larry L. Collins

CONTINUATION OF EMPLOYMENT HISTORY

Next Most Recent Job

Name of Organization: City of Dayton

Mailing Address: 101 West 3rd St

City: Daron State: OH Zip Code: 45402

Job Title: Fire Chief

Summarize the work you did/do: Chief executive reporting directly to the city manager, responsib

Name & Title of Supervisor: No longer there

Telephone: _____ Fax Number: _____

Dates Worked (Mo/Yr): Started: 10/1978 Ended: 08/2008

Final Wage/Salary: $ 114000 per year. Hours worked per week: 40

Reason for Leaving: Retired

Next Most Recent Job

Name of Organization: NA

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Job Title: _____

Summarize the work you did/do: _____

Name & Title of Supervisor: _____

Telephone: _____ Fax Number: _____

Dates Worked (Mo/Yr): Started: _____ Ended: _____

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

Reason for Leaving: _____

Job Applicant's full name: Larry L. Collins

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: _____

Lawrence W. McNaul

It is with great enthusiasm I am submitting my resume for this opportunity. I am a dedicated leader with strong organizational and leadership skills, which are essential to any to any executive position.

I'm 48 years old with 23 years of progressive leadership experience as a City Manager, Police Chief, Chief Deputy, Police Sergeant, retired Army Officer and volunteer work as a Disaster Response Manager. Through my civilian profession, military career and volunteer work I have gained executive level administration experience in both national and international environments. I bring calm, collect and educated decision making to the table and deliver problem solving strategies where everyone will benefit.

I hold a Master's in Public Administration; Drake University, Bachelor's in Administration and Management; Excelsior College, National Certified Public Manager; Drake University and a graduate of the School of Police Staff and Command; Northwestern University. My formal education, coupled with my experiences as a successful Public Administrator, Military Officer, and my volunteer works have enabled me to gain valuable experience and qualifications ranging from public administration to a global view of what it takes to make large projects successful.

My family and I immensely enjoy the east coast and I committed to them when I retired from the guard and finished my Master's degree we would relocate. We feel this opportunity is right for us and is commensurate with my background and experience.

Respectfully,

Lawrence W. McNaul

Lawrence W. McNaul

Lawrence W. McNaul

OBJECTIVE:

Lead efforts providing support to programs and operational assistance in developing plans, goals and objectives for new and existing projects, creating new opportunities while leading and mentoring employees and create positive community growth.

QUALIFICATIONS:

I have more than 23 years of extensive and increasing responsibility to project, planning human resources, personnel and financial management experience. My experience has consisted of 5 years as City Manager for the City of West Liberty, 13 years as Chief Deputy, 4 years as Police Sergeant and 23 years as a successful retired Army National Guard Officer. I have consistently demonstrated my ability to communicate with the public diplomatically and effectively in both domestic and international venues, remain fiscally responsible and manage employees in very complex projects.

EDUCATION:

-Drake University, Masters Public Administration, 2017
-Drake University, National Certified Public Manager, a 18 month comprehensive management program focused on improving performance, economic development and advancing best practice standards for public sector managers, 2015
-Excelsior College, B.S. Public Administration and Management, 2010
-Northwestern University School of Police Staff and Command; 3 month, 9 college credit hour, premier management school for law enforcement executives, 2008

EMPLOYMENT:

City of West Liberty, **City Manager 2013 – Present**

My responsibilities include overall management of the City of West Liberty and general accounting of a 12 million dollar operations budget. This includes management of the City Superintendents managing 9 Superintendents over 40 fulltime, and 30 seasonal employees in daily operations of the Financial Administration, Electric Utility, Planning and Zoning, Police, Parks and Recreation, Streets, Solid Waste, Recycling, Water Utility and Waste Water Departments. Reporting to the City Council on matters of general finances and condition of the City with recommendations for improvements. Major construction projects designed and managed consist of $4.1 million Electric Substation and switchgear upgrade, $2 million Waste Water Treatment Plant, $3 million Reverse Osmosis Water Treatment Plant, $3.6 million Street upgrade including water, sanitary & storm water upgrade and 1.5 million dollar recycling & solid waste station.

My primary focus has been to set the city on a positive track to success by correcting several major financial errors, reorganized the current structure of the city and established the need for a new comprehensive plan. Using my experience through partnerships both public and private I created a better quality of life, spending less money in effort to make every proprietary service self-funded.

Accomplishments:

- 2018 identified a cost savings of more than $350,000 to the Waste Water Treatment Plant operations and began the transition to a municipal operated plant.
- 2017 administered and completed 3.6 million dollar street, water and sewer rehab on one of the city's main roadway arteries identified as the Maxson St. Project.
- 2017 secured funding and implanted planning for 4.1 million dollar Electric Utility upgrade for transformer and switch gear.
- 2016 successfully wrote a 1 million dollar grant to the Solid Waste Alternative Program with Department of Natural Resources to build a regional recycling center in West Liberty.
- 2015 successfully brought the Electric Utility from a $300,000 cash balance to excess of 1 million dollars setting the City on a positive tract to enter into a revenue bond for a new transformer and switch gear which had not been fiscally possible for over a decade.
- 2014 successfully took the Solid Waste fund that was operating in the negative $(750,000) dollars over a 5 year period to a positive fund balance of $400,000 in 2 years.
- 2014 overlooking the city's method of financing a large scale water project already underway, I secured a more conservative model for the city utilizing State Revolving Loan versus the GO bond for water they were on track to use. This kept the city from imminent financial hardship and saving more than $600,000 dollars in alternative options.
- 2014 established a State Revolving Loan Fund for the Waste Water Treatment plant 2.4 million dollar upgrade which was previously set for traditional revenue bonds.
- Established a method to reduce cash contracts by upgrading the system for a thickener process which was previously costing the city hundreds of thousands of dollars annually. This savings helped establish and make payment for the remaining upgrades as well.

City of West Liberty, **Police Chief 2013-2014**

My responsibilities included managing the daily operations of the Police Department. I was selected to coordinate and streamline the Police Department which was operating with no policy, procedure and no leadership. Identified costly purchasing practices and implemented more effective measures and secured outside funding for mobile computer systems. Reinstituted the Reserve Officer program and hired local officers. I was selected as the City Manager and asked to hire my replacement.

Lawrence W. McNaul

Poweshiek County Sheriff's Office, **Chief Deputy** 2001-2013
My responsibilities included managing the daily operations of the Sheriff's Office, supervision of first line supervisors managing over 35 employees in Patrol, Investigations, E-911 Communications, Jail Divisions and Civil Department with administration of a 2 million dollar operating budget. I conducted job performance evaluations, internal investigations, disciplinary/corrective actions, terminations and hiring. In this position I was the primary to the Sheriff in accounting, preparing and implementing the annual budget.

Accomplishments:

- Exclusively responsible for working with grants and private foundations, with success in securing and managing over three quarters of a million dollars. Grants funding technology, equipment and special projects to enhance law enforcement efforts.
- Solely responsible for developing and training of the Poweshiek County Emergency Response team.
- 2006 I was the key component to successfully securing a Local Option Sales Tax and the bonding processes to build a new County Public Safety Center through public education and communication.
- 2008 I was principal in designing and developing operations for the new nine million dollar County Public Safety Center project.
- As a part of developing the facility in 2009, I was the project manager and responsible for the successful staffing and training of a County Wide Communications effort, merging two dispatch centers into one state of the art facility. The staff was fully operational and trained in the fundamentals of dispatching and jail, opening in the spring of 2010.

City of Grinnell Police Department, 1995-2001
Accomplishments:

- **Supervisory Sergeant,** 2000-2001: Responsible for managing and supervising officers on patrol assignments and implementation of special operation detail.

- **Detective Sergeant, Team Leader, Fire Arms Instructor,** 1998-2000
  Conducted large-scale investigations including forgery, stalking, harassment and burglaries. Warrant Service Entry Team Leader, my responsibility was to manage and train an eight person team to assess and diffuse potentially volatile situations.

- **Narcotics Investigator, Poweshiek, Jasper and Pella Drug Task Force,** 1997-1998 I was Responsible for overseeing confidential funds, informants and conducting drug investigations to identify drug dealers and users in a multi-jurisdictional area.

- **Police Officer,** 1995-1997: Responsibilities included; community policing, responding to calls for service to citizens.

Lawrence W. McNaul

United States Military, *1989- Retired July 2015*
Top Secret/SCI Security Clearance
Captain Military Intelligence, Tactical Intelligence
Successful career in both the reserves and active duty with 13 years Enlisted and 10 as a Commissioned Officer serving as primary staff officer to battalion and larger sized elements. I deployed 3 times in support of the Global War on Terror and numerous international assignments responsible for governance projects and intelligence collection and dissemination.

Highlights of my military career was being selected in 2010 as a Staff Officer for a special team designed to mentor and develop government operations in Kunar, Afghanistan the most remote and kinetic environment during this time. The staff was all specially trained in governance and key leadership procedures to sustaining legal large scale government projects providing me an opportunity daily to work with Other Government Agencies and Non-Government Organizations. I assisted Special Investigator General for Afghan Reconstruction in a large scale international criminal investigation resulting in millions of dollars of misappropriated funds.
Additional military resume available if requested.

Emergency/Humanitarian Response
Team Rubicon Emergency Operation Response
Deputy Field Operations Manager State of Iowa 2017
Damage Assessment & Team Leader 2016

Operation Hard Hustle – Houston Texas, Conducted a variety of recovery and relief efforts to include assisting in providing critical damage assessments for follow on action by Strike Teams conducting Light Demolition and Sawyer operations, assisted in Heavy Equipment site surveys and worked on Demo Strike Teams.

Operation Scouts Honor – Ottawa & Naplate Illinois, Conducted a variety of recovery and relief efforts to include assisting in providing critical damage assessments for follow on action by Strike Teams conducting Light Demolition and Sawyer (Chainsaw) Operations, assisted in Heavy Equipment site surveys and worked on Light Demo teams in Ottawa and Naplate, Illinois which were severely damaged by tornados.

Operation Hermes International Emergency Response Team Leader 2016 – Thessaloniki Greece,
I was responsible for leading a team of 10 medical professionals to Thessaloniki, Greece to assist and maintain continuity of clinical care for the refugee crisis. As team leader and filling in as project manager for a period of my stay, I assisted in meeting with the Ministry of Health to share the importance of hardened structures and the quality of life by providing daily access to medical services on site for refugees. Diverting a large burden off of the local emergency services which were all recovering from their own

economic crisis. The scope was to provide a sustainable clinical environment and aid in the transfer of authority to another NGO and the Greek Government. The team also (cont.) worked to establish permanent personal and health records to aid the refugees in their transition to and achieve visas for further documentation and travel.

United Methodist Committee on Relief (UMCOR) Team Leader 2013
Lead a team of volunteers to Red Bank, New Jersey to assist with to Hurricane Sandy, Response and Recovery efforts and projects. I was responsible for coordinating with other NGO's working in the area and organized spontaneous volunteers to streamline services on project sites.

Iowa Army National Guard Disaster Response
In 2008 I lead a team responding to the Iowa floods with the National Guard assigned to the community of Columbus Junction, Iowa for all phases of emergency management of Mitigation, Preparedness, Response and Recovery. My team remained on scene after the levy broke causing major damage to homes, businesses and municipal infrastructure displacing many of the towns residents. Our team provided logistic and operational support establishing water purification and aid stations.

In 2005 I was mobilized for Hurricane Katrina with the Iowa Army National Guard as the Operations Officer in Charge for the Rear Detachment supporting all logistic operations for over 300 member response team providing support in Louisiana. In conjunction with Louisiana we established a quick care and relief station at the Iowa State Fairgrounds for displaced disaster families relocated to Iowa.

TRAINING:

- Iowa State University Planning and Zoning 2018
- Iowa Municipal Managers Institute Spring Conference 2017
- ICS 200 Single Resources and Initial Action Incident 2017
- ICS 800 National Response Framework 2017
- Iowa Municipal League of Cities 2016
- Iowa Municipal Managers Institute Spring Conference 2016
- Employment Law 2016
- Iowa Municipal Managers Leadership Summit, 2014
- Electronic Systems & Engineering, 2014
- Municipal Leadership Academy, 2013
- Iowa League of Cities Municipal Budgeting Session, 2013
- FBI Fraud Prevention for Business Owners, 2013
- Leadership Conference 2013
- Iowa Police Chiefs Executive Training Conference, 2012
- Missing Children Seminar for Chief Executives, 2011
- US Secret Service Principles of Protection, 2011
- Negotiating Labor & Management Contracts 2008
- Spanish for Law Enforcement 2008

Lawrence W. McNaul

- Military Intelligence and All Source Tactical Intelligence School 2005
- Principles of Labor Negotiations 2005
- Poweshiek Leadership Program, 2004
- Reid Interview and Interrogations Certified 2000
- First Line Leadership 2000
- Basic Narcotics Investigations 1998
- Iowa Law Enforcement Academy, Certified Peace Officer 1995
- FAST and Naval Special Warfare Operational Support Training 1991
- Instructor certifications
  -Anti-Terrorism/Force Protection
  -Southern Florida Training Academy High Risk Entry & Emergency Response
  - Ethics and Human Rights Instructor

HONORS:

- Bronze Star recipient, *Operation Enduring Freedom 2011*
- Combat Action Badge, *Operation Enduring Freedom 2011*
- Bronze Star recipient, *Operation Iraqi Freedom 2007*
- German Armed Forces Proficiency Badge, *German Army 2006*
- Commendation Letter, State of Iowa, DVA/SAC 2006
- Commendation of Valor, City of Grinnell, 1998
- Commendation of Valor, City of Chania, Crete Greece, 1993
- Commendation, Flag Officer *Operation Desert Storm 1991*

MEMBERSHIPS:

- Council for International Visitors to Iowa Cities (CIVIC)
- International City & County Managers Association
- Iowa Municipal League of Cities
- Iowa Municipal Managers Institute
- Rotary International, Member
- Team Rubicon USA & International Disaster Response
- United Methodist Committee on Relief, Disaster Reconstruction Team Member
- Iowa Police Chiefs Association
- Iowa State Sheriff's and Deputies Association Legislative Committee (past)
- Veteran's Commission, City of Grinnell appointed by the Mayor, Past President

Lawrence W. McNaul

REFERENCES:

Craig Bargfrede

Brigadier General Iowa Army National Guard (RET)
Operations Administrator Iowa Department of Transportation

Russell Behrens
citymanager@grinnelliowa.gov PH. 641-990-6372 Office 641-236-2666
City Manager Grinnell, Iowa
927 4th Ave.
Grinnell, Iowa 50112

Lee Geertz
Email: lgeertz@lcom.net PH 319-627-2418
City Clerk/Finance Director, City of West Liberty
409 N Calhoun St. West Liberty, IA 52776

Rachelle L. Karstens, J.D.
Email: **Rachelle.Karstens@briarcliff.edu** PH. 712-279-5407
Executive Vice President
Briar Cliff University
3303 Rebecca St. Sioux City, IA 51104

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 Manager

APPLICANT'S FULL NAME: Lawrence Wade McNaul

Desired wage/salary: 80,000 Date you can start: 6/25/2018

Have you ever used a different first name, last name, or any nickname? Yes ☐ No ☑

If yes, please list names used: _____

Applicant's mailing address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone number: _____ Other Phone number: _____

How did you learn of this job opening? Florida League of Cities

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Are 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: Lawrence Wade McNaul

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: _____

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.)? 0-3E
What was your rating (communications, infantry, supply, medic, etc.)? Intelligence Officer
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	Montezuma Community Montezuma, IA	4	Yes	Gen Ed
College	Drake University Des Moines, IA	3	Yes	Master Public Admin
Voc-Ed				

PROFESSIONAL / VOCATIONAL CERTIFICATION(S) / LICENSE(S)

1. Certified Public Manager
2. Certified Police Officer

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.

I can use all office equipment and I'm very familiar with heavy equipment and construction.

Job Applicant's full name: Lawrence Wade McNaul

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
Lee Geertz	West Liberty, IA	(319) 627-2418	8.00
Russell Behrens	Grinnell, IA	(641) 236-2666	20
Rachelle Karstens	Sioux City, IA	(641) 891-8761	25

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.

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: _____ Date: 5/3/2018

Job Applicant's full name: Lawrence Wade McNaul

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 West Liberty

Mailing Address: 409 N Calhoun St

City: West Liberty State: IA Zip Code: 52776

Job Title: City Manager

Summarize the work you did/do: Oversee daily operations of all city departments, planning & zoning administrator and prepare annual budget.

Name & Title of Supervisor: Mayor Robert Hartman

Telephone: (319) 627-2883 Fax Number:

Dates Worked (Mo/Yr): Started: 07/2013 Ended:

Final Wage/Salary: $ 86,000 per Yr. Hours worked per week: 50

Reason for Leaving: Relocate to East Coast

Next Most Recent Job

Name of Organization: Poweshiek County

Mailing Address: 4802 Barnes City Rd

City: Montezuma State: IA Zip Code: 50171

Job Title: Chief Deputy

Summarize the work you did/do: Oversee all operations of the Sheriff's Office to include E-911 Operations, Jail, Patrol, Investigations, Civil Department and prepare annual budget.

Name & Title of Supervisor: Tom Sheets

Telephone: Fax Number:

Dates Worked (Mo/Yr): Started: 02/2001 Ended: 07/2013

Final Wage/Salary: $ 65,000 per Yr. Hours worked per week: 50

Reason for Leaving: Professional Development closer to college extension

Job Applicant's full name: Lawrence Wade McNaul

CONTINUATION OF EMPLOYMENT HISTORY

Next Most Recent Job

Name of Organization: Grinnell Police Department

Mailing Address: 1020 Spring St

City: Grinnell State: IA Zip Code: 50112

Job Title: Supervisory Sergeant

Summarize the work you did/do: Oversee police operations, training and ancillary budgets

Name & Title of Supervisor: Mike Birmingham

Telephone: (641) 236-2650 Fax Number:

Dates Worked (Mo/Yr): Started: 08/1995 Ended: 02/2001

Final Wage/Salary: $56,000 per Yr. Hours worked per week: 50

Reason for Leaving: Professional Development

Next Most Recent Job

Name of Organization: Army National Guard

Mailing Address: 6100 NW 78th Ave

City: Johnston State: IA Zip Code: 50131

Job Title: Captain

Summarize the work you did/do:

Name & Title of Supervisor: Brigadier General Craig Bargfrede

Telephone: Fax Number:

Dates Worked (Mo/Yr): Started: 03/1998 Ended: 07/2015

Final Wage/Salary: $1500 per Mo. Hours worked per week:

Reason for Leaving: Retired

Job Applicant's full name: Lawrence Wade McNaul

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: _____

DAVID A WILKINSON

05-06-2018

City of Bunnell, Florida

Dear Sir, Madam,

As a seasoned professional in the fields of management, leadership, human resources, and government my greatest successes to date have been achieved in the areas of community development, comprehensive planning, and project management. As such, I enthusiastically submit myself for your consideration regarding your posting seeking a City Manager.

In my prior role as Town Manager I was the lead member in the formulation and implementation of a community comprehensive development initiative. My duties also involved all human resource functions, directing operations of three utility systems, the police and street departments, and economic development. I am known as a versatile contributor with experience in all core planning functions, with top-flight consensus-building and problem-solving skills, and the ability to make difficult decisions.

In my most recent role, I have been responsible for the review, interviewing, and hiring of all hourly personnel. I have also been involved in the strategic activities of a multimillion dollar company including being responsible for the purchasing of all materials required, tracking of inventory, vendor relations, communications with customers, and reporting to senior management.

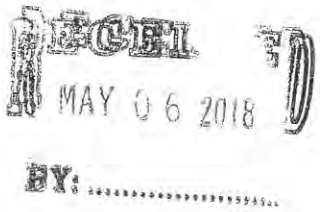
I believe that my years of experience in strategy development, coupled with my government experience and education have cultivated an enormous amount of understanding and practical experience in leading teams and developing and managing multiple projects. I look forward to discussing this opportunity and my qualifications in detail with you. I would be thrilled to be offered the opportunity to assume this role. I hope you will agree that my years of experience in public service, management, and directing operations make me an ideal candidate.

Please contact me at the phone number or e-mail address provided above. I will follow-up with you shortly to answer any questions you may have.

Sincerely,

David A Wilkinson

Enclosure: Resume



DAVID A WILKINSON

City Manager

Highly accomplished and resourceful professional with over 20 years of progressively higher leadership and management experience. Excellence in obtaining funding and grants evidenced by securing over $1M in grants and cost savings in 3 years. Proven success in economic development, directing operations, administering budgets, managing staff, community and economic development. Respected team player and leader with a strong work ethic, dedicated to surpassing organizational objectives.

- Economic Development
  - Ball State ED Course
  - Whitley County EDC
- Project Management
  - Waste Water upgrade
  - Street/sidewalk repairs
- Process Improvement
  - Automated Meter Reading
  - Standard Operating Procedures
- Comprehensive Planning
  - Historic Designations
  - Municipal Operations/Long Term
- Financial Management
  - Annual Budgeting
  - Grant Writing
- Employee Development
  - Updated Training
  - Decision Making Authority

PROFESSIONAL EXPERIENCE

WHITLEY MANUFACTURING, South Whitley, Indiana 2016 - Present

MANUFACTURER OF COMMERCIAL MODULAR BUILDINGS

HIRING MANAGER/PURCHASING AGENT

Screening of hourly applications to include work history, references and backgrounds. Also conducting interviews, hiring, and onboarding of applicants. Purchasing of production materials, inventory tracking, vendor relations, price negotiations, research, project management, and customer service for a multi-million-dollar company operating in 3 states with clients in the United States and overseas.

Key Accomplishments

- Reduced standing inventory of high cost materials
- Training of incoming purchasing agents

TOWN OF SOUTH WHITLEY, South Whitley, Indiana 2012-2016

MUNICIPAL GOVERNMENT WITH THREE UTILITES AND 12-15 EMPLOYEES

TOWN MANAGER

Executive director of all government activities to include management of four utilities; water, electric, waste water, and streets, as well as police activities. Responsible for preparations of annual budgets, project management, human resource functions, supervision, board reporting, economic development, and representing the community in many settings. Member of the Board of Directors for IMPA, (Indiana Municipal Power Agency), served as voting member of company reporting $400M in revenue and $1.6B in assets. Key leader in community economic development activities, monitoring and administering funds and tax revenue accounts totaling $3M annually. Served as community ADA Tile VI Coordinator and member of the Board of Directors of Region 3A, a community development organization.

Key Accomplishments

- Obtained over $800K in grant funding.
- Streamlined departmental administrative functions through the successful integration of an information technology infrastructure resulting in increased operational efficiency and accuracy, reducing meter reading times by 75%.
- Created and implemented standard operating procedures and improved employee training programs ensuring compliance with OSHA and state regulators.

CHIEF OF POLICE 1999-2016

Directed all law enforcement personnel, activities, and departmental operations, including police services, planning, organizational development, personnel management, community policing, and community relations.

Key Accomplishments

- Developed cost analysis reports detailing full time versus overtime staffing and vehicle maintenance; demonstrated cost savings in hiring more full-time staff versus paying overtime wages offering savings of approximately 25% per year.
- Spearheaded efforts to secure a contract with the local school system allowing the department to purchase gas directly from their bulk purchasing resulting in a cost savings of approximately 20 cents per gallon.
- Cultivated and fostered successful business relationships with county officials to implement new radio and onboard computer systems that met established requirements and remained within budgetary guidelines.
- Established School Resource Officer Program; advised school officials on improvement opportunities as a member of the school improvement committee; ensured high school sporting events optimal security.

Additional Positions Held

POLICE OFFICER 1989-1999

Participated in all phases of law enforcement practices and processes, including conducting investigations, traffic control, public relations, accident investigations, and arrest procedures.

EDUCATION

MASTER OF SCIENCE IN STRATEGIC MANAGEMENT, 2013
INDIANA WESLEYAN UNIVERSITY | Marion, Indiana

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION, 2004
INDIANA WESLEYAN UNIVERSITY | Marion, Indiana

ASSOCIATE OF SCIENCE IN ELECTRONIC ENGINEERING, 1987
ITT TECHNICAL INSTITUTE | Fort Wayne, Indiana

CERTIFICATIONS

- Ball State University Economic Development Course
- LTAP (Local Technical Professional).
- National Incident Management System 100, 200, 300, 700. Ma
- Leadership Whitley County.
- Indiana Law Enforcement Academy - Honor Graduate, Plainfield, Indiana.
- US Army Administration School - Certificate of Completion, Fort Jackson, South Carolina.

MILITARY

- US Army Reserves – Honorable Discharge

PROFESSIONAL REFERENCES

Mr. Greg Hockemeyer
Attorney/Town of South Whitley
116 N. Chauncey Street
Columbia City, IN 46725
260-248-2224

Mr. Mikel VanDevender
Chief of Police
Town of South Whitley

Mr. Randy Olinski
Purchasing
Whitley Manufacturing
201 W First Street
South Whitley, IN 46802
260-213-0098

CITY OF BUNNELL, FLORIDA
PO Box 756
Bunnell, FL 32110-0756
Telephone: 386-437-7500
Fax: 386-437-7503

APPLICATION FOR EMPLOYMENT

Received by: KBA

Date Received: 5/16/2018

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 Manager

APPLICANT'S FULL NAME: David A Wilkinson

Desired wage/salary: $75,000-$80,000 Date you can start: June 1, 2018

Have you ever used a different first name, last name, or any nickname? Yes ☐ No ☑

If yes, please list names used: _____

Applicant's mailing address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone number: 260-229-9624 Other Phone number: Same

How did you learn of this job opening? Florida Municipal Manager's Assocation

Are 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: David A Wilkinson

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: _____

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.)? E-4
What was your rating (communications, infantry, supply, medic, etc.)? Administration
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	Whitko High School South Whitley, IN	4	Diploma	General Studies/College
College	Indiana Wesleyan University Marion, IN	4	Master's	Strategic Management/I
Voc-Ed	ITT Technical Institute Fort Wayne, IN	2	Associate	Electronic Engineering

PROFESSIONAL / VOCATIONAL CERTIFICATION(S) / LICENSE(S)

1. Economic Development-Ball Sate University

2. _____

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.

Skilled in budgeting, human resources, investigations, conflict management, urban planning, negotiations, report writing, HazMat training, AED/CPR certified, law enforcement veteran, military veteran, utility management/ operations. , public speaking, grant writing.

Job Applicant's full name: David A Wilkinson

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
Mr. Greg Hockemeyer	Columbia City, IN	260-248-2224	20
Mr. Mikel VanDevender			20
Mr. Randy Olinski	Larwill, IN	260-213-0098	10

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. Highly accomplished and resourceful professional with over 20 years of progressively higher leadership and management experience. Excellence in obtaining funding and grants evidenced by securing over $1M in grants and cost savings in 3 years. Proven success in economic development, directing operations, administering budgets, managing staff, community and economic development. Respected team player and leader with a strong work ethic, dedicated to surpassing organizational objectives.

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: _____ Date: 5-3-18

Job Applicant's full name: David A Wilkinson

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: Whitley Manufacturing

Mailing Address: 201 W First Street

City: South Whitley State: IN Zip Code: 46787

Job Title: Purchasing/Human Resources

Summarize the work you did/do: Responsible for material purchasing, price negotiations, vendor r interviewing and hiring of hourly employees.

Name & Title of Supervisor: Mr. Mike Ransbottom/Director of Operations

Telephone: 260-723-5131 Fax Number:

Dates Worked (Mo/Yr): Started: April/2016 Ended: Still employed

Final Wage/Salary: $60,000 per year. Hours worked per week: 40

Reason for Leaving: Still employed/I would prefer to return to municipal management

Next Most Recent Job

Name of Organization: Town of South Whitley

Mailing Address: 118 E Front Street

City: South Whitley State: IN Zip Code: 46787

Job Title: Town Manager

Summarize the work you did/do: Executive Director, budgeting, human resources, utility managem supervision, grant writing, and economic development.

Name & Title of Supervisor: Town Council

Telephone: 260-723-5312 Fax Number:

Dates Worked (Mo/Yr): Started: Nov/2012 Ended: Jan/2016

Final Wage/Salary: $65,000 per year. Hours worked per week: 40 min

Reason for Leaving: Retired

Job Applicant's full name: David A Wilkinson

CONTINUATION OF EMPLOYMENT HISTORY

Next Most Recent Job

Name of Organization: Town of South Whitley

Mailing Address: 118 E Front Street

City: South Whitley State: IN Zip Code: 46787

Job Title: Chief of Police

Summarize the work you did/do: Direction of all police activities, supervision, budgeting, grant writ fleet management, training, hiring/discipline and training.

Name & Title of Supervisor: Town Council

Telephone: 260-723-5312 Fax Number:

Dates Worked (Mo/Yr): Started: Nov/99 Ended: Jan/2016

Final Wage/Salary: $65.000 per year. Hours worked per week: 40 min

Reason for Leaving: Retired

Next Most Recent Job

Name of Organization: Town of South Whitley

Mailing Address: 118 E Front Street

City: South Whitley State: IN Zip Code: 46787

Job Title: Police Officer

Summarize the work you did/do: Crime prevention, investigations, traffic enforcement, public relati

Name & Title of Supervisor: P. David McKeever

Telephone: 260-723-6871 Fax Number:

Dates Worked (Mo/Yr): Started: July/1989 Ended: Nov/1999

Final Wage/Salary: $40,000 per year. Hours worked per week: 60

Reason for Leaving: Promoted to Chief of Police

Job Applicant's full name: David A Wilkinson

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: _____

Application package

For the position of City Manager

R. Scott Tipton

for

The Mayor and Commissioners of Bunnell, Florida

05/06/2018

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R. SCOTT TIPTON

May 6, 2018
City of Bunnell
201 W. Moody Blvd
Bunnell, FL 32110

Dear Mayor and Commissioners:

I read recently that the city manager's position was vacated, and that you are actively seeking a candidate. I took the time to review the job advertisement on the city's website, and I am pleased to inform you that I meet all of the requirements including, but not limited to: education (masters' degree in public administration as well as a bachelor's degree in public administration), government experience (I am an honorably discharged veteran of the US Army, and a retired Florida Highway Patrol trooper/corporal/sergeant and have been a public servant for over 33 years; 8 of those in a management position). I am also pleased to inform you that I live within 5 minutes of Bunnell City Hall and have lived in the county since 2005.

Along with being a person of integrity, the senior public service manager must wear many hats: the hat of a leader; the hat of a planner; the hat of a facilitator; the hat of problem solver; the hat of a conflict resolver; the hat of a manger; and the hat of a researcher among many others. If one is successful, the workplace becomes more enjoyable and results in a more productive work environment. Daniel Goleman in his book "Primal Leadership" calls it a "resonant workplace".

Also a matter of great importance is a senior manager must be a great communicator. Again I quote Daniel Goleman who says, "Great leaders move us. They ignite our passion and inspire the best in us." I mention this not only because it's relevant, but because, with few exceptions, only those whom have studied organizational theory and public administration would have been exposed to such information; which supports your decision to hire those with a masters' degree in public administration.

Finally, a senior manager should be familiar with the term "best practices", what it entails, how to find them, and how to implement them. The bachelors' degree in public administration taught me research methods, and the masters' degree program taught me applied research methods which resulted in my capstone "Does' Formalized Public Administration Education Affect Attitudes Regarding Performance Appraisals?" This is important because successful managers must utilize research methods to establish baselines, affect positive change, and to measure outcomes so that long term success can be achieved.

In closing, please accept this cover letter and résumé as an expression of interest in joining your organization. I believe that the requirements of your organization strongly parallel my qualifications and competencies as mentioned above. I am certain it would be beneficial for us to meet in person so I could explain my credentials in depth, and answer any questions you may have. I have reviewed the salary for this position and I am comfortable with the amount advertised. Thank you again for your time and consideration.

Sincerely,

R. Scott Tipton, MPA
/s/ R. Scott Tipton

Enclosure: Résumé, job application, DD214, reference list
Capstone and transcripts available upon request

R. SCOTT TIPTON

CITY MANAGER

CITY OF INTEREST: BUNNELL, FL

QUALIFICATIONS SUMMARY

Dedicated and people-focused professional and Master of Public Administration graduate; seeking a challenging yet rewarding career within the city government to effectively utilize unique abilities and strong educational background. Enthusiastic to apply "hands-on" leadership experience in administration, program and budget management, public relations, personnel training, human resources, grant writing, supervision, policy development, "new normal" methods and implementation. Conversant in the Spanish language.

Core Competencies

- Broad knowledge of administrative law, constitutional law, U.S. history, executive orders, policies, procedures, and regulations
- Proven capacity to stimulate team effort, lead working teams, and maintain positive and constructive working relationships with management and individuals through communication and interpersonal skills
- Solid professional standards; excellent track record of dependability; and effectiveness in handling extreme pressure without compromising service
- Analytical and critical problem-solving skills in capturing important issues and championing appropriate methods as well as data collection and analysis to secure positive outcomes

EDUCATION

Master of Public Administration (2013); *Graduated Summa Cum Laude* | BARRY UNIVERSITY ▪ SOUTH MIAMI, FL
Bachelor of Public Administration (2012); *Graduated Cum Laude* | FLAGLER COLLEGE ▪ SAINT AUGUSTINE, FL
Associate of Arts (General) | BREVARD COMMUNITY COLLEGE ▪ COCOA, FL

RELEVANT COLLEGE COURSES SPECIFIC TO THE POSITION INCLUDING, BUT NOT LIMITED TO:

- *Productivity Improvement/Public Sector*
- *Public Planning/Growth Management*
- *Leadership \ Public Purpose/Organizations*
- *Public Law/Administration*
- *Public Financial Administration*
- *Emergency Management*
- *Accounting for Public Administrators*
- *Grant Writing and Finance Development*
- *Public HR Administration*
- *Public Policy Evaluation and Administration*
- *Theories, Principles, and Practices in Administration*
- *Applied Research Methodologies*
- *Fiscal Administration*
- *Program Evaluation*
- *Politics in the United States*
- *Principles of Public Relations*

PROFESSIONAL EXPERIENCE

FLORIDA HIGHWAY PATROL ▪ TALLAHASSEE | MIAMI | TITUSVILLE | COCOA | PALATKA | ST. AUGUSTINE, FL
Master State Trooper/Corporal/Sergeant **1983–2013**

Used training and experience to effectively enforce Florida law, manage a squad of 8 troopers, effectively handle citizen complaints, manage performance issues, conduct performance evaluations, manage staffing requirements/schedule leave/training, maintain the squad's patrol vehicles, maintain squad discipline, and investigate citizen / departmental complaints. Retired in good standing after a 30+ year career.

UNITED STATES ARMY ▪ FORT BRAGG, NC
Specialist 4th Class (E-4) **1979–1982**

Trained in Anniston Alabama as a military policeman, and later stationed in Fort Bragg, North Carolina, I was privileged to be included in the "Cuban Refugee Resettlement Program" as it pertained to the Mariel Boatlift, and was awarded the "Humanitarian Service Medal" for my participation. I served a total of 6 years, 3 active and 3 in the inactive reserves, and was honorably discharged.

TECHNICAL SKILLS

Microsoft Office Suite (Word, Excel, and PowerPoint) and IBM SPSS 21

R. SCOTT TIPTON

Professional References

Name: Joseph R. Saviak, PhD
Job Title: Associate Professor
School: Flagler College
Address: 74 King St, St Augustine, FL 32084
Phone Number: 904-599-5678
Email Address: jsaviak@flagler.edu

Name: Tom Bexley, BPA
Job Title: Flagler County Clerk of the Circuit Court & Comptroller
Address: 1769 East Moody Boulevard Building #1 Bunnell, FL 32110
Phone Number: 386-313-4410
Email Address: tbexley@flaglerclerk.com

Name: Peter G. Young, MS
Job Title: Master Corporal FHP

Name: David Motes, MPA
Job Title: Deputy Chief of Operations Clay County Fire Department

Name: Lenora Leddy, MPA
Job Title: Lieutenant - Quality Assurance and Training, St Johns County Fire Department

CITY OF BUNNELL, FLORIDA
PO Box 756
Bunnell, FL 32110-0756
Telephone: 386-437-7500
Fax: 386-437-7503

APPLICATION FOR EMPLOYMENT

Received by: CK

Date Received: 5/7/2018

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 Manager

APPLICANT'S FULL NAME: R. Scott Tipton

Desired wage/salary: as advertised Date you can start: 6/1/2018

Have you ever used a different first name, last name, or any nickname? Yes ☐ No ☑

If yes, please list names used: _____

Applicant's mailing address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone number: _____ Other Phone number: _____

How did you learn of this job opening? Internet

Are 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):

NA

Job Applicant's full name: R. Scott Tipton

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: NA

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.)? E-4
What was your rating (communications, infantry, supply, medic, etc.)? 95B military police
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	Meadowbrook H.S.	4	Diploma	High School Degree
College	Barry University	2	Degree	Master's/Public Admin
	Flagler College			
Voc-Ed	Brevard Comm Coll - 2 years	2	Degree	Bachelor's/Public Adm
	Associates' Degree - general			

PROFESSIONAL / VOCATIONAL CERTIFICATION(S) / LICENSE(S)

1. Certified Police Officer in the State of Florida

2.

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.

Microsoft Office Suite (r) (Word, Excel, Powerpoint), IBM SPSS 21

Job Applicant's full name: R. Scott Tipton

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
Joseph Saviak, Ph.D.	Saint Augustine, Florida	(904) 599-5678	8.00
Tom Bexley, BPA	Palm Coast, Florida	(386) 313-4410	8.00
Peter G. Young, MS			35.00

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.

I have included a resume', cover letter, DD214, and a more comprehensive list of references for your review. I will provide my college transcripts upon request.

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: R. Scott Tipton Date: 5/5/2018

Job Applicant's full name: R. Scott Tipton

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: Florida Highway Patrol

Mailing Address: 875 SR 16 Saint Augustine, Florida 32084

City: Saint Augustine State: Florida Zip Code: 32084

Job Title: Master State Trooper/Corporal/Sergeant

Summarize the work you did/do: I was a state trooper/corporal/sergeant

Name & Title of Supervisor: Captain J.G. Crews

Telephone: 904-417-4272 Fax Number:

Dates Worked (Mo/Yr): Started: 09/1983 Ended: 12/2013

Final Wage/Salary: $ 72000 per year. Hours worked per week: 40+

Reason for Leaving: Retired in good standing

Next Most Recent Job

Name of Organization: US Army

Mailing Address: 65 MPCO, 503 MPBN

City: Fort Bragg State: NC Zip Code: 28307

Job Title: Military Policeman

Summarize the work you did/do: I worked as a military policeman

Name & Title of Supervisor: Captain Gedney

Telephone: 910-396-9226 Fax Number:

Dates Worked (Mo/Yr): Started: 10/1979 Ended: 10/1982

Final Wage/Salary: $ 1000 per month. Hours worked per week: varied

Reason for Leaving: Honorable discharge

Job Applicant's full name: R. Scott Tipton

CONTINUATION OF EMPLOYMENT HISTORY

Next Most Recent Job

Name of Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Job Title: _____

Summarize the work you did/do: _____

_____

Name & Title of Supervisor: _____

Telephone: _____ Fax Number: _____

Dates Worked (Mo/Yr): Started: _____ Ended: _____

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

Reason for Leaving: _____

Next Most Recent Job

Name of Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Job Title: _____

Summarize the work you did/do: _____

_____

Name & Title of Supervisor: _____

Telephone: _____ Fax Number: _____

Dates Worked (Mo/Yr): Started: _____ Ended: _____

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

Reason for Leaving: _____

Job Applicant's full name: R. Scott Tipton

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: _____

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES

THIS IS AN IMPORTANT RECORD SAFEGUARD IT

ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID.

DD FORM 1 JUL 79 214 PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

1. NAME (Last, first, middle)	2. DEPARTMENT, COMPONENT AND BRANCH	3. SOCIAL SECURITY NO.
TIPTON, RICHARD SCOTT	ARMY RA	

4a. GRADE, RATE OR RANK	4b. PAY GRADE	5. DATE OF BIRTH	6. PLACE OF ENTRY INTO ACTIVE DUTY
SP4	E4		COLUMBUS, OH

7. LAST DUTY ASSIGNMENT AND MAJOR COMMAND	8. STATION WHERE SEPARATED
65th MP CO FORSCOM FC	FT BRAGG, NC 28307

9. COMMAND TO WHICH TRANSFERRED	10. SGLI COVERAGE
USAR CON GP(REINF)RCPAC 9700 PAGE BLVD ST LOUIS MO 63132	AMOUNT $ 35,000 ☐ NONE

11. PRIMARY SPECIALTY NUMBER, TITLE AND YEARS AND MONTHS IN SPECIALTY *(Additional specialty numbers and titles involving periods of one or more years)*

95B10 Military Police 2 yrs 8 mos

12. RECORD OF SERVICE	YEAR (s)	MON (s)	DAY (s)
a. Date Entered AD This Period	79	10	23
b. Separation Date This Period	82	10	22
c. Net Active Service This Period	03	00	00
d. Total Prior Active Service	00	00	00
e. Total Prior Inactive Service	00	00	13
f. Foreign Service	00	00	00
g. Sea Service	00	00	00
h. Effective Date of Pay Grade	81	05	01
i. Reserve Oblig. Term. Date	85	10	22

13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED *(All periods of service)*

Humanitarian Service Medal, Army Service Ribbon, Expert Badge M-16, Sharpshooter Badge Hand Grenade, Expert Badge .45 Caliber Pistol.

14. MILITARY EDUCATION *(Course Title, number weeks, and month and year completed)*

Law Enforcement Crs 8 wks (Feb 80)

15. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS' EDUCATIONAL ASSISTANCE PROGRAM	16. HIGH SCHOOL GRADUATE OR EQUIVALENT	17. DAYS ACCRUED LEAVE PAID
☐ YES ☒ NO	☒ YES ☐ NO	27.5

18. REMARKS

NOTHING FOLLOWS

19. MAILING ADDRESS AFTER SEPARATION	20. MEMBER REQUESTS COPY 6 BE SENT TO OH DIR. OF VET AFFAIRS ☒ YES ☐ NO
21. SIGNATURE OF MEMBER BEING SEPARATED: Richard S Tipton	22. TYPED NAME, GRADE, TITLE AND SIGNATURE OF OFFICIAL AUTHORIZED TO SIGN: R L Anderson R.L. ANDERSON, SFC, CHIEF USA SEP TRF PT

SPECIAL ADDITIONAL INFORMATION *(For use by authorized agencies only)*

23. TYPE OF SEPARATION	24. CHARACTER OF SERVICE *(Includes upgrades)*	
RELIEF FROM ACTIVE DUTY	HONORABLE	
25. SEPARATION AUTHORITY	**26. SEPARATION CODE**	**27. REENLISTMENT CODE**
CH 4, AR 635-200	LBK	1
28. NARRATIVE REASON FOR SEPARATION		
EXPIRATION TERM OF SERVICE		
29. DATES OF TIME LOST DURING THIS PERIOD	**30. MEMBER REQUESTS COPY 4**	
NONE	RSI INITIALS	

SERVICE - 2

May 4, 2018

Kristen Bates

City Clerk

201 W. Moody Blvd

Bunnell, Fl. 32110

Honorable Mayor and Commissioners,

I am submitting herewith, a copy of my resume in response to the advertisement posted on the City's website, May 1, 2018, for the position of the City Manager. While there were some basic requirements so stated in the official notice, I have in excess of thirty years total experience as a successful City Manager. My resume further exceeds all minimum standards stated in the public notice for a City Manager.

I would like to express my sincere appreciation for your time and consideration in one of the most important decisions you will make on the behalf of the City of Bunnell this year.

Yours truly,

John B. Parker

RECEIVED
MAY 04 2018
BY:

JOHN B. PARKER

OVERVIEW

Thirty-three plus successful years in municipal government as a City Manager; served as Police Chief/Public Safety Director for seven plus years; served in the U. S. Army, both active status and USAR for thirty years; retired from the Army with the rank of CW4.

CURRENT POSITION

GMP² Technology Inc.

CEO

January 1, 2014 – **Present**

GMP² Technology, Inc. is a green energy company that utilizes municipal solid waste, commercial, industrial, and hazardous material to generate electricity, soil conditioner, substitute for coal, insulation for buildings and several items for concrete and asphalt. These materials are treated with a low temperature gasification process between 3,000°F and 4,000°F and the plasma process at approximately 12,000°F to 14,000°F. This complete process will totally eliminate the need for landfills.

Retirement

July 1, 2013 – December 31, 20013

PREVIOUS

CITY MANAGER/DIRECTOR OF PUBLIC SAFETY, CITY OF FOREST PARK, FOREST PARK GA 30297

April 2006 – June 30, 2013

- Direct the preparation and submittal of the annual budget and capital improvement budget
- Control expenditures to stay within the approved budgets

- Establish administrative priorities
- Organize and implement projects and programs approved by the governing body
- Participate in conflict resolution of unique situations
- Enforce all applicable laws, rules and regulations of the local governing authority, state, and nation
- Coordinate all activities between the Army, Department of Defense (DOD), Office of Economic Development (OED), other Governmental agencies, and civilian entities to close and transfer Fort Gillam properties
- Responsible for the daily operations of a full service city

DEPUTY SHERIFF, CLAYTON COUNTY SHERIFF'S DEPARTMENT, JONESBORO, GA 30236

April 2003 – April 2006

- Preform uniform patrol operations; i.e. issue citations, respond to emergencies, assist stranded motorists, etc.
- Assist in criminal investigations; i.e. collect evidence, secure crime scenes, testify in court, arrest suspected criminal, etc.
- Maintain security for various county facilities; i.e. all courts in Clayton County, jail, juror locations, etc.
- Serve civil process documents including search warrants, temporary protective orders, subpoenas and arrest warrants

CITY MANAGER/CHIEF OF POLICE, CITY OF AVONDALE ESTATES, AVONDALE ESTATES, GA 30002

July 1994 – March 2003

- Direct the preparation and submittal of the annual budget and capital budget program
- Establish priorities
- Organize and implement new programs as approved by the Mayor and Commission
- Participate in conflict resolution of unique situations

- Enforce all applicable laws, rules and regulations of the city, state, and nation
- Continually update the organizational structures to increase efficiency in service delivery and academic operations
- Locate the appropriate grants, submit applications and administer programs
- Supervise codes enforcement requirements
- Organize and enhance revenue expansion
- Direct training programs and employee advancement
- Control expenditures
- Direct the design and construction for expansion programs in:
    - Water distribution
    - Liquid waste collection
    - Liquid waste treatment
    - Water treatment facilities
- Direct public safety functions to include the courts and incarceration facilities
- Direct parks, recreation facilities, and activities
- Direct public work operations
- Supervise administration
- Enhance the city's image utilizing public relations and community involvement

CITY MANAGER, CITY OF FOREST PARK, FOREST PARK GA 30297

July 1991 – June 1994

- Same duties as above

CITY MANAGER, CITY OF MORROW, MORROW, GA 30260

January 1990 – June 1991

- Same duties as above

COMPTROLLER, PELCO, INC. ATLANTA, GA

January 1986- December 1989

- Applications for various levels of credit with financial institutions
- Analysis of transportation cost verses actual costs in relation to net profit percentages and gross income projections necessary to satisfy predetermined budgetary requirements
- Monitor all reports and brief the CEO and Board of Directors as to the total financial structure and stability of the company
- Train and supervise billing, collections, fund disbursements, short and long term investments, budgeting and capital improvement programs

CITY MANAGER, CITY OF FOREST PARK, FOREST PARK, GA 30297

May 1980 – December 1985

- Same duties as above

CITY MANAGER, CITY OF PELHAM, PELHAM, GA 31779

April 1976 – May 1980

- Same duties as above

CITY MANAGER, CITY OF MONTICELLO, MONTICELLO, FL 32344

January 1973 – April 1976

- Same duties as above

STAFF ADVISOR TO DIRECTOR OF SPECIAL PROGRAMS, E G & G, INC., ALBUQUERQUE, NM

March 1964 – December 1972

- Provide technical assistance to project managers
- Directed customer relations activities
- Established special liaison between project management and project engineers
- Supervised unique tasks, both technical and non-technical
- Planned, implemented, and monitored program organization and budgeting procedures
- Technical support also included the installation operation, and repair

of heavy transmission equipment utilizing HF, VHF, and UHF frequencies

- Providing engineering liaison and wrote assembly. Operation. And maintenance manuals for the Joint Task Force Eight (JFT-8) Airdrop Program
- Performed circuit analysis of specialized test equipment for Sandia Laboratory and Los Alamos Scientific Laboratories, Nuclear Weapons Test Program
- Design and tested prototype devices
- Installed, operated, and repair airborne data-collection using analog-to-digital conversation equipment

NUCLEAR WEAPONS SPECIALIST, US ARMY

February 1961 – February 1964

- Assigned to the Defense Atomic Support Agency
- Taught selected military personnel nucleonic and special weapons theory
- Worked with pentagon representatives on new device feasibility studies

ESTIMATOR, CASCO CONSTRUCTION COMPANY, THOMASVILLE, GA

September 1959 – February 1961

Produced from architect's designs, construction cost estimates for commercial and residential structures

DRAFTING SUPERVISOR, DAVIS METER AND SUPPLY COMPANY, THOMASVILLE, GA

June 1957 – September 1959

- Directed the action of a six-member drafting department

UPPER IOWA UNIVERSITY, BACHELOR OF SCIENCE IN PUBLIC ADMINISTRATION

1982

UNIVERSITY OF NEW MEXICO, PHYSICS (MAJOR OF EMPHASIS IN THE PIEZO-

ELECTRIC EFFECT)

1967

MIDDLE GEORGIA COLLEGE ELECTRICAL ENGINEERING (AS-EE)

1957

CERT. NO. 2110 (INACTIVE)

- Certified Public Drinking Water;
- Plant Operator "C"
- State of Florida

CERT. NO. 3999 (INACTIVE)

- Wastewater Treatment System;
- Operator Class III
- State of Georgia

CERT. NO. 3750

- Certified Government Financial Manager
- Professional Certification Board
- Association of Government Accountants

CERT. NO. 403 (INACTIVE)

- Certified City Clerk;
- University of Georgia
- State of Georgia

CERT. NO. 77-1359-028-01

- Certified Police Officer;
- State of Georgia

CERT. NO. P77-135-90005

- Certified Chief of Police;
- State of Georgia

CERTIFIED GOVERNMENT FINANICAL MANAGER (CFGM)

USAR, RETIRED; RANK CW4, AMMUNITON AND EXPLOSIVES TECHNICIAN

1961 - 1998

REFERENCES

RON DODSON

Former Representative

1283 Trahlyta Terrace

Lake City, GA 30260

(H) 404.366.2324

MATTHEW SIMMONS

Superior Court Judge Retired

ROBERT MACK

Superior Court Judge

CITY OF BUNNELL, FLORIDA
PO Box 756
Bunnell, FL 32110-0756
Telephone: 386-437-7500
Fax: 386-437-7503

APPLICATION FOR EMPLOYMENT

Received by: KBA

Date Received: 5/4/2018

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 MANAGER

APPLICANT'S FULL NAME: JOHN B. PARKER

Desired wage/salary: $80,000.00 Date you can start: _____

Have you ever used a different first name, last name, or any nickname? Yes ☐ No ☒

If yes, please list names used: N/A

Applicant's mailing address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone number: _____ Other Phone number: _____

How did you learn of this job opening? LOCAL NEWS PAPER

Are 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):

N/A

Job Applicant's full name: JOHN B. PARKER

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: N/A

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.)? CW-4 (CHIEF WARRENT OFFICER)
What was your rating (communications, infantry, supply, medic, etc.)? NUCLEAR WEAPONS
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	MILAN HIGH SCHOOL MILAN, GEORGIA	4	DIPLOMA	HIGH SCHOOL DEGREE
College	UPPER IOWA UNIVERSITY	2	DIPLOMA	PUBLIC ADMINISTRATION
	MIDDLE GA. COLLEGE	2	DIPLOMA	ELECTRICAL ENG.
Voc-Ed	N/A	N/A	N/A	N/A
	N/A			

PROFESSIONAL / VOCATIONAL CERTIFICATION(S) / LICENSE(S)

1. CERTIFIED GOVERNMENT FINANCIAL MANAGER (CGFM) RETIRED
2. CERTIFIED CHIEF OF POLICE, STATE OF GA.

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.

I HAVE HAD CRIME SCENE INVESTIGATIONS AND TECHNIQUES, CONSTRUCTION INSPECTION OF MULTI-STORY COMMERCIAL STRUCTURE HAZMAT TRAINING, CONFLICT RESOLUTION AND ADMINISTRAT POLICIES, PROCEDURES AND OPERATIONAL MODIFICATIONS.

Job Applicant's full name: JOHN B. PARKER

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
RON DODSON	LAKE CITY, GEORGIA	(404) 366-2324	20
MATTHEW SIMMONS	GRIFFIN, GEORGIA	(770) 313-6168	2.5
ROBERT MACK	JONESBORO, GEORGIA	(770) 477-3436	12

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.

N/A

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: _____ Date: MAY 4, 2018

Job Applicant's full name: JOHN B. PARKER

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: GMP² TECHNOLOGY INC.

Mailing Address: P.O. BOX 1844

City: FOREST PARK State: GA Zip Code: 30298

Job Title: CEO

Summarize the work you did/do: DESIGN TOTAL SYSTEM TO COMPLETELY CONSUME SOLID WASTE AND ELIMINATE LAND FILLS

Name & Title of Supervisor: N/A

Telephone: N/A Fax Number: N/A

Dates Worked (Mo/Yr): Started: N/A Ended: N/A

Final Wage/Salary: $ NONE per N/A. Hours worked per week: VARIES

Reason for Leaving: N/A

Next Most Recent Job

Name of Organization: CITY OF FOREST PARK

Mailing Address: 745 FOREST PARKWAY

City: FOREST PARK State: GA Zip Code: 30297

Job Title: CITY MANAGER AND DIRECTOR OF PUBLIC SAFETY

Summarize the work you did/do: RESPONSIBLE FOR THE DAILY OPERATION OF A FULL SERVICE CITY; 300+ EMPLOYEES & CLOSING OF AN ARMY BASE.

Name & Title of Supervisor: MAYOR CORINE DEYTON

Telephone: (404) 366-4720 Fax Number: N/A

Dates Worked (Mo/Yr): Started: APRIL 2006 Ended: JUNE 2013

Final Wage/Salary: $ 145,000 per YEAR. Hours worked per week: 50-65

Reason for Leaving: RETIRED

Job Applicant's full name: _____

CONTINUATION OF EMPLOYMENT HISTORY

Next Most Recent Job

Name of Organization: CLAYTON COUNTY SHERIFF'S DEPARTMENT
Mailing Address: 9157 TARA BLVD
City: JONESBORO State: GA Zip Code: 30236
Job Title: DEPUTY SHERIFF
Summarize the work you did/do: SERVE WARRANTS, CRIMINAL INVESTIGATIONS, PATROL DUTIES, ISSUE CITATIONS,
Name & Title of Supervisor: CAPTAIN WOODARD (DECEASED)
Telephone: N/A (770) 471-1122 Fax Number: N/A
Dates Worked (Mo/Yr): Started: APRIL 2003 Ended: APRIL 2006
Final Wage/Salary: $ 44,000 per YEAR. Hours worked per week: 40-48
Reason for Leaving: BETTER JOB

Next Most Recent Job

Name of Organization: CITY OF AVONDALE ESTATES
Mailing Address: 21 NORTH AVONDALE PLAZA
City: AVONDALE ESTATES State: GA Zip Code: 30002
Job Title: CITY MANAGER AND CHIEF OF POLICE
Summarize the work you did/do: RESPONSIBLE FOR THE DAILY OPERTION OF THE CITY TO INCLUDE POLICE DEPT, COURT OPERATION & INCARCERATIONS
Name & Title of Supervisor: MAYOR JOHN LAWSON
Telephone: (404) 294-5400 Fax Number: N/A
Dates Worked (Mo/Yr): Started: JULY 1994 Ended: MARCH 2003
Final Wage/Salary: $ 95,000 per YEAR. Hours worked per week: 50-60
Reason for Leaving: RETIRED

Job Applicant's full name: JOHN B. PARKER

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: _____

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 Manager

APPLICANT'S FULL NAME: Winston L. Charles, Sr.

Desired wage/salary: 76,000.00 Date you can start: 7/9/2018

Have you ever used a different first name, last name, or any nickname? Yes ☐ No ☑

If yes, please list names used: Florida

Applicant's mailing address: 1917 Belhaven Drive

City: Orange Park State: FL Zip Code: 32065

Daytime Phone number: (909(616-4684 Other Phone number: _____

How did you learn of this job opening? Florida Association of Counties

Are 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: Winston L. Charles, Sr.

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: _____

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	Olney High School	4	Diploma	Academic
College	Spring Garden College	4	Bachelor	Business
Voc-Ed				

PROFESSIONAL / VOCATIONAL CERTIFICATION(S) / LICENSE(S)

1. _____

2. _____

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.

Job Applicant's full name: Winston L. Charles, Sr.

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
Gary Schilling	Middleburg FL	(904) 413-3995	12
John Michael	Jacksonville FL	(904) 402 2959	7
Josh Dubois	Middleburg FL	(904) 864 8211	3

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.

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: _____ Date: _____

Job Applicant's full name: Winston L. Charles, Sr.

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: I'M Sulzbacher Center

Mailing Address: 611 East Adams Street

City: Jacksonville State: FL Zip Code: 32202

Job Title: Controller

Summarize the work you did/do: Strategic planning, prepared annual budget, coordinated and assigned tasks, monitor financial performance, established financial control and prepared financial stmts.

Name & Title of Supervisor: Greg Watts - CFO

Telephone: (904) 394 8080 Fax Number:

Dates Worked (Mo/Yr): Started: 1/2016 Ended: 4/2018

Final Wage/Salary: $62,000 per year. Hours worked per week: 45

Reason for Leaving: Staff reduction

Next Most Recent Job

Name of Organization: Florida Department of Health

Mailing Address: 900 University BLVD

City: Jacksonville State: FL Zip Code: 32211

Job Title: Finance & Accounting Director

Summarize the work you did/do: Provided leadership to finance, operations and Human Resources, prepared and maintained annual budget and negotiated contracts.

Name & Title of Supervisor: Kelly Wells - Director

Telephone: (904) 253 1080 Fax Number:

Dates Worked (Mo/Yr): Started: 8/2011 Ended: 12/2015

Final Wage/Salary: $60,000 per year. Hours worked per week: 40

Reason for Leaving: Better opportunity to become a controller.

Job Applicant's full name: Winston L. Charles, Sr.

CONTINUATION OF EMPLOYMENT HISTORY

Next Most Recent Job

Name of Organization: Florida Department of Children and Families

Mailing Address: 4640 University BLVD

City: Jacksonville State: FL Zip Code: 32211

Job Title: Senior Budget Analyst

Summarize the work you did/do: Analyzed data gathered and developed solutions for alternative methods, prepared district spending plans and submit budgets amendments and developed budgets

Name & Title of Supervisor: Joy Bruce - Accounting Manager

Telephone: (90$) 314 8381 Fax Number:

Dates Worked (Mo/Yr): Started: 6/2010 Ended: 8/2011

Final Wage/Salary: $45,000 per year. Hours worked per week: 40

Reason for Leaving: Better opportunity for advancement

Next Most Recent Job

Name of Organization: Florida Division of Alcoholic Beverage 7 Tobacco

Mailing Address: 7500 University Blvd

City: Jacksonville State: FL Zip Code: 32211

Job Title: Tax Auditor (temporary position)

Summarize the work you did/do: Conducted liquor audits for state of Florida. Review retailiers invoices for compliance and accuracy and prepared fines reports to violators.

Name & Title of Supervisor: Kimberly Webb - Department Manager

Telephone: (844) 310-2266 Fax Number:

Dates Worked (Mo/Yr): Started: 3/2010 Ended: 6/2010

Final Wage/Salary: $20 per hour. Hours worked per week:

Reason for Leaving: Temporary position

Job Applicant's full name: Winston L. Charles, Sr.

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: _____

Winston L. Charles, Sr.
1917 Belhaven Drive
Orange Park, FL 32065
Cellular (904) 616-4684
Email - Marinedad08@yahoo.com

May 19, 2018

Kristen Bates, City Clerk
City of Brunnell
201 W. Moody Blvd.,
Bunnell, FL 32110

I'm applying for the challenging opportunity of **City Manager for City of Brunnell** where I can use my leadership skills, passion for public service and a can do attitude.

I'm a Finance and Accounting Professional with 20 years' experience in public, private, government accounting and financial activities including: Internal Control, Profit/Loss statements, grant preparations, Fixed Assets, budget preparation, accounts payable, accounts receivable, auditing, purchasing, federal contracts, billing, human resources, taxes and monthly/year-end financials. Oversees and performs all daily, monthly, and annual accounting functions while collaborating with colleagues, contractors, and vendors to guarantee the timely completion of various projects.

I have strong communication and interpersonal skills; ability to manage at all levels of an organization and effectively work with different personality types. Good organizational and time management skills. Knowledge of Generally Accepted Accounting Principles and Government Accounting.

Accomplishments include:

- Recovery of one million dollars from vendors for damage merchandises.
- The implementation of an accounting system from beginning to fruition.
- Provided leadership in the growth of a franchise from 30 to 200 locations.
- Decreased monthly financial closings by two days.
- Assisted St. Johns Health Department team with winning the 2015 Governor Sterling Award.
- Reviewed and approved all purchase orders related Super Bowl XXXIV on behalf of Park Maintenance department in Jacksonville.
- Negotiated contracts which resulted in better prices.

I look forward to meeting you in person to discuss how my professional experience, leadership and a strong work ethic will be an asset to **City of Brunnell.** I will be available at (904) 616 - 4684 if you need any additional information from my part.

Thank you for your time and consideration.

Winston L. Charles, Sr.

WINSTON L. CHARLES, Sr.
1917 Belhaven Drive * Orange Park, FL 32065 * Cellular (904) 616-4684 * Email - Marinedad08@yahoo.com

Finance and Accounting Professional with 20 years' experience in public, private, government accounting and financial activities including: Sarbanes-Oxley act, 10-K , 10-Q, SEC filings, budget preparation , accounts payable, accounts receivable, purchasing, federal contracts, billing, human resources, taxes and monthly/year-end financials. Oversees and performs all daily, monthly, and annual accounting functions while collaborating with colleagues, contractors, and vendors to guarantee the timely completion of various projects.

PERSONAL ATTRIBUTES:

Strong communication and interpersonal skills, ability to manage at all levels of an organization and effectively works with different personality types. Good organizational and time management skills.

PROFECIENT COMPUTER SKILLS:

- Proficient with Microsoft word, excel and PowerPoint.
- Experience in designing and constructing spreadsheets for tabulating and transferring data in Excel, Crystal Reports, Access and PowerPoint presentations.
- Accounting: PeopleSoft, Ross, FLAIR, Solomon, Mas90 and Financial Edge.

PROFESSIONAL EXPERIENCES:

I'M SULZBACHER CENTER **January 2016 to April 2018**

Controller:

*Strategic planning for the organization and growth.
*Prepare annual budget and coordinate inventory.
*Prepare monthly revenue reports.
*Monitor and report financial & operational performance and coordinate task to appropriate departments.
*Establish new accounting policies and controls.
*Prepare monthly Income Statement and Balance Sheet for board of directors.
*Record monthly depreciation for fixed assets and reconcile to the general ledger.

FLORIDA DEPARTMENT OF HEALTH, - St. Johns and Duval Counties **August 2011 to December 2015**

Finance and Accounting Director:

* Provided leadership to Finance, Operations, Accounts Payable/Receivable, Human Resources, Purchasing and Billing.
* Prepared federal budget and reports.
* Prepared and maintain annual budget.
* Reviewed and update policies as necessary.
* Prepared monthly depreciation for fixed assets and reconciled to the general ledger along with conducting annual inventory.
* Reviewed and negotiated contracts to make sure agency is in compliance of polices and procedure.
* Quarterly and yearly performance evaluations and IDP.

FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES **June 2010 to August 2011**

Senior Budget Analyst:

* Analyzed data gathered and develops solutions or alternative methods of proceeding.
* Assured that documentation for all requests are consistent across zone.
* Prepared District Spending Plans and submits budget amendments identified through development of the plans.
* Coordinated with Zone Program Staff to develop and recommend budget fund shifts within Zone Budgets to align budgets for most efficient and effective operation.
* Coordinated with District and Zone Program Mgmts. to develop long range objectives and the financial strategies.
* Reviewed and approved service contracts.

FLORIDA DIVISION OF ALCOHOLIC BEVERAGES & TOBACCO **March 2010 to June 2010**

Tax Auditor: Temporary position after being laid off.

* Conducted liquor and tobacco audits for the state of Florida.
* Reviewed retailer's invoices, accounting records and licenses for accuracy and compliance.
* Prepared fines reports and invoiced retailer for non-compliance issues.

WINN-DIXIE STORES Inc., - Corporate Headquarters **January 2006 to September 2009**

Senior Store Accountant/ Retail Supervisor:

* Prepared month-end schedules.
* Supervised eight Accountants and Accounting Clerks.
* Finalized revenue for over 500 stores on a weekly basis.
* Reviewed compliance reports and monthly reconciliation's for discrepancies and accuracy.
* Prepared monthly Sales & Gross Profit reconciliation's and Cash Over and Short account.
* Reviewed P & L Statements and communicate variances with upper management.
* Prepared Daily Sales Report for fuel centers and assists with setting up fuel prices.

PROFESSIONAL EXPERIENCES - Continued

CITY OF JACKSONVILLE, **March 2003 to December 2005**

Accountant / Supervisor:

* Fiscal year budget preparation and maintaining financial records.
* Developed new accounting controls.
* Tracked all expenses for individual blanket, purchase and emergency orders.
* Reconciles general ledger accounts.
* Supervised account payables and customer service.
* Developed account receivables procedures to ensure proper billing of services.
* Composed correspondences to Division Chief, Purchasing department and outside vendors.
* Quarterly and yearly performance evaluations and IDP.

IKEA WHOLESALE INC., **January 2001 to August 2002**

Business Controller:

* Prepared monthly financials and reviewed comments on a monthly basis.
* Prepared and updated store's forecasting schedules and revenue reports.
* Prepared weekly and monthly sales report in addition to gross margin report.
* Reviewed cash reconciliation on a daily basis to avoid discrepancies.
* Reviewed and updated business contracts with vendors and suppliers.
* Reviewed and updated accounting procedures according to GAAP.
* Quarterly and yearly performance evaluations and IDP.

LA WEIGHT LOSS CENTERS, **April 1997 to January 2001**

Controller:

* Managed a staff of 30 accountants, customer service, accounts payable, franchising, and inventory/purchasing
* Prepared and finalized revenue reports on a weekly basis. Prepared monthly cash flows and budgeting reports.
* Reviewed and finalized all inventory reports for over 200 corporate stores and franchises.
* Coordinated annual audits 401k audits, 125 plan and file 5500 forms for medical.
* Prepared GAAP Financials and Modified Financials on a monthly basis.
* Transferred and wire cash to operating account, payroll, payables accounts in addition to maintaining cash management systems.
* Prepared franchises tax, property tax, corporate tax, sales and use tax schedules and updated licensing.
* Department goal setting, training and hiring.
* Add, retire and transferred assets on a monthly basis in addition to maintaining FAS software.
* Quarterly and yearly performance evaluations and IDP.

IKEA WHOLESALE INC., **June 1991 to April 1997**

Staff Accountant:

* Prepared financial statements according to GAAP.
* Supervised 1.2 million of domestic payables and 2.0 million in foreign currencies.
* Recorded all incoming wires, checks and make the appropriate entries.
* Add, retire and transferred assets on a monthly basis in addition to maintaining FAS software.
* Reconciled over 30 G\L accounts, including intercompany and special projects on a monthly basis.
* Responsible for the collections of old receivables.

EDUCATION:

Florida Department of Health Leadership Course — **September 2012 to June 2013**

Toast Master International – Public speaking — **March 2004 to December 2005**

Master of Business Administration (MBA) — **Spring 2019 to complete my MBA.**
UNIVERSITY OF PHOENIX

B.S. in Accounting and Business Management. — **September 1987 to December 1991**
SPRING GARDEN COLLEGE - Philadelphia, PA
* President of student affairs committee.

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 Manager

APPLICANT'S FULL NAME: Lyndon L. Bonner

Desired wage/salary: $80K.+ Negotiable Date you can start: June 18, 2018

Have you ever used a different first name, last name, or any nickname? Yes ☐ No ☑

If yes, please list names used: N/A

Applicant's mailing address: 1320 South Daytona Avenue

City: Flagler Beach State: Florida Zip Code: 32136

Daytime Phone number: 352-209-2123 Other Phone number: N/A

How did you learn of this job opening? Friend

Are 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):

June 1973, Littering, Paid Fine, Ocala Florida.

Job Applicant's full name: Lyndon L. Bonner

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: _____

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	Forest High Ocala, Florida		Diploma	HS
College	University of Florida, Gainesville, FL.		Degree	BSBA
	Webster University, St. Louis MO.		Degree	MBA
Voc-Ed	Structural Welding		Certification	
	MapGraphics GIS/GPS		Certification	

PROFESSIONAL / VOCATIONAL CERTIFICATION(S) / LICENSE(S)

1. International City / County Managers Association Credentialed Manager CM (Dec. 2018)

2. Florida Public Notary

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.

Expert level experience with Microsoft Office, various Enterprise Resource Planning (ERP) platforms, Certified County Court Mediator (Inactive), Construction Methods (Road, Sidewalk, Bridge, Water, Wastewater, Stormwater, Buildings. Recreation Facilities, Local Government Commercial and Bonded Funding, Regional, State and Federal Appropriations, Contract Administration, Project Management, Collective Bargaining, Large and Small Scale Land Use Amendments, Annexation, Utilities Management, Capital Planning, Budgeting, Human Resources.

Job Applicant's full name: Lyndon L. Bonner

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
Mr. David Ellspermann	Ocala, Florida	(352) 671-5604	50
Mrs. Shairi Kamali	South Miami, Florida	(305) 778-7700	6
Mr. Mac Serda	Hillsboro Beach Florida	(305) 525-5505	6

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.

I was most recently employed by the Jackson County Florida Commission as County Administrator. My employment was terminated for allegedly creating a hostile work environment that I adamantly deny. The County's legal expert and two Commissioners have determined that the facts do not support this claim.

Most important for the City Commissioners to know is that I have always insured the employee(s) and my employer's interests above that of my own, there are no exceptions to this anywhere in my public service career. My record on Discrimination and Harassment before during and since this event remains an exemplary model of public administration and personal conduct.

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: Lyndon L. Bonner Date: May 16, 2018

Job Applicant's full name: Lyndon L. Bonner

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: Jackson County, Florida

Mailing Address: 2864 Madison Street

City: Marriana State: Florida Zip Code: 32448

Job Title: County Administrator

Summarize the work you did/do: Serve as Florida County Administrator in accordance Florida Statutes 125 and the Jackson County Code of Ordinances.

Name & Title of Supervisor: County Commission

Telephone: (850) 482-9643 Fax Number: (850) 482- 9643

Dates Worked (Mo/Yr): Started: March 5, 2018 Ended: March 26, 2018

Final Wage/Salary: $ 115K. per Annual . Hours worked per week: 50 +

Reason for Leaving: Employment Agreement Terminated.

Next Most Recent Job

Name of Organization: City of Brooksville, Florida

Mailing Address: 201 Howell Avenue

City: City of Brooksville State: Florida Zip Code: 34601-2041

Job Title: Interim City Manager

Summarize the work you did/do: Chief Executive Office for a full service Florida Municipality.

Name & Title of Supervisor: City of Brooksville, Florida City Council

Telephone: (352) 540-3810 Fax Number: (352) 544-5424

Dates Worked (Mo/Yr): Started: May 15, 2017 Ended: November 15, 2017

Final Wage/Salary: $ 96K per Annual . Hours worked per week: 50 +

Reason for Leaving: My assignment with the City of Brooksville was a six-month Contract for Interim City Manager Services.

Job Applicant's full name: Lyndon L. Bonner

CONTINUATION OF EMPLOYMENT HISTORY

Next Most Recent Job

Name of Organization: Henry County Georgia

Mailing Address: 140 Henry Parkway

City: McDonough State: Georgia Zip Code: 30253

Job Title: County Manager

Summarize the work you did/do: Chief Executive Officer of a Georgia County Government.

Name & Title of Supervisor: Henry County Board of County Commissioners

Telephone: (770) 288-6001 Fax Number: (678) 814-4559

Dates Worked (Mo/Yr): Started: October 2015 Ended: January 2017

Final Wage/Salary: $ 130K. per Annual . Hours worked per week: 50 +

Reason for Leaving: Election of new Commissioners that wanted new management team.

Next Most Recent Job

Name of Organization: City of North Miami Beach, Florida

Mailing Address: 17011 NE 19th Avenue

City: City of North Miami Beach State: Florida Zip Code: 33162

Job Title: City Manager

Summarize the work you did/do: Chief Executive Officer of a Full-Service Municipality in Miami / Dade County Florida.

Name & Title of Supervisor: City of North Miami Beach, City Council

Telephone: (305) 947-7581 Fax Number: (305) 787-6034

Dates Worked (Mo/Yr): Started: March 2011 Ended: September 2012

Final Wage/Salary: $ 160K per Annual . Hours worked per week: 50 +

Reason for Leaving: Third Employment Agreement mutually not renewed.

Job Applicant's full name: Lyndon L. Bonner

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: _____

Applicant's full name: Lyndon L. Bonner

EMPLOYMENT HISTORY

Name of Organization: Okeechobee County, Florida

Mailing Address: 304 NW 2nd Street

City: Okeechobee State: Florida Zip Code: 34972

Job Title: County Administrator

Summarize the work you did/do: Serve as Florida County Administrator in accordance Florida Statutes 125 and the Okeechobee County Code of Ordinaces.

Name & Title of Supervisor: Okeechobee County, Florida - Board of County Commissioners

Telephone: 863-763-6441 Fax Number: (863) 763-0118

Dates Worked (Mo/Yr): Started: April 2008 Ended: February 2011

Final Wage/Salary: $ 135K per Annual. Hours worked per week: 50 +

Reason for Leaving: Pursued City Manager Position in Miami / Dade County.

Next Most Recent Job

Name of Organization: Sumter County, Florida

Mailing Address: 7375 Powell Road

City: Wildwood State: Florida Zip Code: 34785

Job Title: Interim Assistant County Administrator

Summarize the work you did/do: The position's responsibilities included that of the Assistant Budget Officer. My Capital Improvement respondsibilities involved completing several Special Projects that has been delayed by personnel changes.

Name & Title of Supervisor: Bradly Arnold, County Administrator

Telephone: (352) 689-4400 Fax Number: (352) 689-4401

Dates Worked (Mo/Yr): Started: February 2007 Ended: December 2007

Final Wage/Salary: $ $95K per Annual. Hours worked per week: 50 +

Reason for Leaving: My assignment in Sumter County was a ten-month Contract for Interim Assistant County Administrative Services.

May 16, 2018

Mayor Catherine Robinson
Vice-Mayor John R. Rogers
City Commissioner Bill Baxley
City Commissioner John Sowell
City Commissioner Elbert Tucker

RE: City of Bunnell – City Manager Appointment
Via: kbates@bunnellcity.us

Honorable Commissioners:

I am pleased to submit this Cover Letter and the attached City of Bunnell Employment Application, Résumé and References for your consideration in the selection of the next Bunnell City Manager. The Résumé documents and the References confirm a career defined by the highest levels of integrity, leadership and achievement in local government.

I am an ICMA Credentialed Manager with verifiable experience leading Florida and Georgia local governments through the full-range of operational, financial and the developmental challenges that the City of Bunnell will have to manage over the next twenty years.

Specific to the City Manager's qualifications, I possess a Masters Degree in Business Administration, (MBA) and have over twenty-five years of private and public administrative experience. This includes direct responsibility for managing Budget and Finance Departments, Public Safety Services, Utilities, Capital Improvement Projects, Public Works, Parks and Recreation, Planning / Permitting / Building services, Procurement, Land Development Codes, Facilities Management, Code Enforcement, Human Resources, Collective Bargaining, Information Technology, General Aviation Airports, Marinas and Legislative Coordination.

Unique to Bunnell's current and future needs, I have professional level experience developing, implementing and administering large-scale infrastructure projects. Projects include regional Water and Wastewater, and Stormwater systems, Public Buildings, Roadway and Bridges, and Recreation facilities. I have served as Executive Director for Community Redevelopment Agencies (CRA's) and managing economic development corporations, affordable housing agencies, Special Taxing Districts, Inter-Governmental Agreements, and consulting Professional Services Agreements for Legal, Engineering, Architectural, Actuarial, Auditing, and Lobbyist services. Additionally, I have professional level experienced managing the special challenges coastal communities face including extensive Coastal Emergency Management experience leading the preparations, response, mitigation and recovery from five Federal Declarations of Emergency.

My contract administration experience is a solid history of delivering quality results and completing projects on time and within budget. I have authored State and Federal appropriation exceeding $25 million dollars and managed / implemented over $100 million dollars in local government infrastructure.

Citizens, elected officials and staff I have served, consistently report that I excel in keeping ALL stakeholders, equally and well informed and that I have an outstanding record of developing and maintaining diverse, high performing organizations.

The management decisions I made over my public service career continue to withstand "the test of time". Without exception, these successes are the result of a collaborative effort between citizens, elected officials and local government staff. Official documentation from each jurisdiction I have served, confirm that the administrative and operational solutions implemented produced the intended results and that I maintained the highest level of ethical professionalism representing local government.

In preparing this submittal, I have carefully researched the City's 2015 and 2016 Annual Financial Reports and reconciled these documents to the 2015, 2016 and 2017-2018 Operational Budgets. I have reviewed the City's Code of Ordinances and City of Bunnell 2030 Comprehensive Plan. I have also read selected Commission Minutes, listened to various Commission Meetings and researched local news media regarding the Bunnell community.

I am prepared to serve and make the commitments the Commission seeks and the citizens deserve. I am available for full-time service June 15, 2018.

If you have any questions or I may be of further service, please contact me at your earliest convenience.

Sincerely,

Lyndon L. Bonner

Lyndon L. Bonner, ICMA-CM

Phone: 352-209-2124
Email: lyndonbonner@gmail.com

Attachments:
City of Bunnell Employment Application
Resume
Dr. Willy Spires, Commissioner, Jackson County, Florida (Reference)
City of Brooksville, Florida City Proclamation
Mayor Robert Battista, City of Brooksville, Florida (Reference)
Chairman Tommy Smith (Retired) Henry County, Georgia (Reference)
Commissioner Boss Moss, Henry County, Georgia (Reference)
Mayor George Vallejo, City of North Miami Beach, Florida (Reference)

Lyndon L. Bonner, ICMA-CM
1320 South Daytona Avenue, Flagler Beach, Florida 32136
Email lyndonbonner@gmail.com
Phone: 352-209-2123

1. Administrative Overview:

My private and public service career includes over twenty-five years of successful, experience managing the full range of operations and services that the City of Bunnell provides. I have verifiable expertise in the areas of sustainable budgeting, finance, police, fire and emergency medical services, emergency management, procurement, utilities management, community planning, contract administration, capital planning / implementation, large-scale project management, organizational development, succession planning, performance measures, human resources, collective bargaining, economic development, information technology, parks and recreation, marina and airport management, grant acquisition, inter-governmental coordination and modern construction methods.

My local governmental experience is from serving municipal and county governments in small, very rural communities and large, very urban jurisdictions. Operational responsibilities include developing and administering General Fund Budgets greater that $220 million dollars, Capital Improvements schedules exceeding $120 million dollars and managing the work of 1600 + employees.

Beyond individual accomplishments, the most significant contribution I bring to local government centers on increasing individual and organizational competencies. The ongoing achievements of elected officials and staff I have had the privilege to serve are professionally motivating and personally very gratifying.

2. Education:

College of Central Florida, Ocala, Florida.	Associates Arts & Associate of Science	AA/AS
University of Florida, Gainesville, Florida.	Bachelor of Science in Business Administration	BSBA
Webster University, St. Louis, Missouri.	Master of Business Administration	MBA

3. Professional Affiliations / Certifications:

Florida Notary Public	Commission Number	EE 205235
Florida League of Cities	Past Finance Committee	
Florida County Court Mediator (Inactive)	Mediation	Certification
Advanced Public Information Official (FEPA)	Emergency Management	Certification
Emergency Coordinators "Train the Trainer" (FEMA)	Emergency Management	Certification
International City and County Managers Association	Credentialed Manager	Certification
Florida Governmental Finance Officers Association	Member Affiliate	

4. Managerial and Administrative Summary:

1973-1983	Heavy Road and Bridge Construction - Journeyman / Supervision / Construction Liaison
1983-1993	Commercial Marine and Automotive Distribution Industry - Training / Management
1993-2013	Local Government, Municipal and County - Management / Administration
2001-2018	Public, Private and Not-For-Profit – Volunteer Consulting / Management Services
2015-2018	Local Government, Municipal and County - Management / Administration

5. Local Government Employment:

Employer:	Jackson County, Florida – County Commission	
Title:	County Administrator	
Dates:	March 5, 2018 – March 26 2018	
Employees:	424	Population: 49,746
Budget:	$63 Million FY 2017-2018	
Contact:	Mrs. Lennetta Loman-Greene, Human Resources Director	Phone: 850-482-9865

I was most recently employed by the Jackson County Florida, as County Administrator. My employment was terminated for allegedly creating a hostile work environment. I adamantly deny the allegation and County's legal expert and two Commissioners have determined that the facts do not support this claim.

The difficulties that exist in Jackson County were there before my arrival and led to the appointment of five different County Administrators in one year's time. I was fully aware of and prepared for the extraordinary challenges that Jackson County faces when I applied for the appointment. Since my departure each Commissioner has publicly stated that my analysis, communications and knowledge of local government was the most comprehensive they had experienced. (Recommendations included.)

Most important for the City Commissioners to know is that I have always insured the employee(s) and my employer's interests above that of my own, there are no exceptions to this anywhere in my public service career. My record on Discrimination and Harassment before during and since this event remains an exemplary model of public administration and personal conduct.

Major Accomplishments:

- Identified ill regularities with County Utility Customer Contacts, Rate Schedules and the 2015 $3.9 Million Bond Refinancing Covenants.
- Capital Improvement Model demonstrating the multi-million dollar deferred CIP costs.
- Revived and scheduled an Inmate Contribution schedule at the County Jail.
- Empowered Staff to address Jackson County's extraordinary financial and operational challenges.

Employer:	City of Brooksville, Florida – City Council	
Title:	Interim City Manager	
Dates:	May 2017 – November 2017	
Employees:	120	Population: 8,074
Budget:	$ 46 Million FY 2017-2018	
Contact:	Mrs. Lynn Sosa, Human Resources Director	Phone: 352-540-3810

Responsibilities:

The City of Brooksville City Manager is the Chief Executive Officer for a full-service, municipal government providing Administration, Police, Fire and Emergency Medical Services, Utilities, Parks and Recreations, Public Works, Community Redevelopment and Main Street programs. On May 15, 2017, I was appointed to a six-month term as Interim City Manager.

The City was suffering a financial crisis, the loss of key personnel, increasing operational costs with meager increases in revenue and depleted reserves. Although the Council solicited my accepting the position, I declined pursuing the City Manager position upon appointment knowing that the best way I could serve this City Council and the residents of Brooksville was to develop a comprehensive plan to manage the City's financial position and recruit talented contributors for the City's open leadership roles. (Mayor's Letter of Recommendation and City Council Proclamation included)

5. Local Government Employment: Brooksville, Florida **(Continued)**

Major Accomplishments:

- Develop Five Year Operational and Capital Improvement Plan.
- Managed the recruitment and selection of a City Clerk, Deputy City Clerk, Interim Fire Chief, two Fire Captains, Executive Assistant, City Attorney and a permanent City Manager.
- Served as the City's Lead Negotiator for Collective Bargaining.
- City's Emergency Manager during preparation, response and recovery from Hurricane Irma.

Employer: Henry County, Georgia – County Commission
Title: County Manager
Dates: October 2015 – January 2017
Employees: 1,674 Population: 240,000
Budget: $218M General Fund / Operational FY 2016-2017
Contact: Human Resources Phone: 770-288-6000

Responsibilities:
The Henry County Manager is Chief Executive Officer, responsible for General Administration, Finance / Budget, Public Safety (Police, Fire/EMS, 911 and Emergency Management), Human Resources, Risk Management, Transit, Fleet, Capital Improvements, Information Technology, Code Enforcement, Planning / Permitting / Building Services, Airport, Golf Course, Senior Services and Parks and Recreation. (Chairman and Commissioner's recommendations included.)

Major Accomplishments:

- Increased the General Fund's Unrestricted Fund Balance by $5.8 million.
- Secured $7.8 million in Grant Funds from Georgia Department of Transportation.
- Developed the Henry County's first 5 Year Operational and Capital Budget. (Adopted May 2016)
- Acquired aviation hangars from private receivership valued at $1.5 million at no cost to County.
- Mobilized a stalled $2.0 million gravity collection system to serve the Henry County Airport.
- Led $5.0 million Enterprise Resource Planning and Public Safety / CADD hardware and software renovation project.
- Implemented cost containment program that saved General Fund $11,113,424 during 2016 Budget Year. (CAFR Documentation available.)

Employer: City of North Miami Beach, Florida – City Commission
Title: City Manager
Dates: March 29, 2011 – September 30, 2012
Employees: 422 Population: 41,523
Budget: $111 Million FY 2012-2013, ($121 Million FY 2010-2011)
Contact: Mrs. Audrey Williams, Human Resources, Phone: 305-948-2918

Responsibilities:
The City North Miami Beach is a full service municipal government delivering services via five divisions, General Administration, Public Services, Police, Leisure Services and Finance / Budget. The City Manager also serves as a Pension Board Trustee, the Executive Director of the Community Redevelopment Agency (CRA), Chief Purchasing Agent and the City's Lead Negotiator for Collective Bargaining negotiations. (Mayor's Reference included and Councils recommendations available.)

5. Local Government Employment: City of North Miami Beach, Florida **(Continued)**

Major Accomplishments:

- Increased the General Fund's Unrestricted Reserve Fund Balance by $2.9 million.
- Restored the Enterprise Construction Reserves from negative ($4) million to a positive $7 million.
- Adjusted General Fund operations and expenditures to over come the Revenue short fall of $7.5 million dollars in 2011-2012 Budget. (2012 CAFR documentation available.)
- Developed and implemented organization's first financial and operational performance measures.

Employer:	Okeechobee County, Florida - Board of County Commissioners	
Title:	County Administrator	
Dates:	April 2008 – February 2011	
Employees:	418	Population: 39,996
Budget:	$121 Million FY 2007-2008, $89.7 Million FY 2010-2011.	
Contact:	Human Resources Department	
	304 NW 2nd Street, Okeechobee, Florida 34972	Phone 863-763-6441

Responsibilities:

I directly supervised Budget Preparation, Capital Improvements, the Road and Bridge Department, Airport, Industrial Park, Solid Waste Services, Fleet Management, Emergency Management, Planning, Building and Code Compliance, Airport, Civic Centers, Parks, Campground and Marinas. I was also responsible for supervising the work of external consulting engineers, legal counsel and grant consultants. I served as the Lead Negotiator to Collective Bargaining Units that included the International Association Fire Fighters and International Brotherhood Operating Engineers.
(Chairman and Commissioners Recommendations available.)

Major Accomplishments:

- Secured funding and completed over $7.5 million for Building - Capital Building Projects including the complete restoration of the Historic Okeechobee County Court House and construction of a new 911 Emergency Operations Center, BOTH on time and within budget.
- Increased service levels while experiencing a 25% decrease in revenues.
- Administered Specialty Grants for Capital Improvement Projects, including a $4.4 million airport / runway rehabilitation project, $2 million dollars in storm water management projects and affordable housing units, $1.3 million emergency bridge rehabilitation and $2.7 million dollar Florida Department of Transportation - Local Agency Projects (LAP) funding.
- Administered the response / restoration operations of two State Declarations of Local Emergency and negotiated Final Closed-Out of FEMA Claims resulting from the 2004 Hurricane Season.

Employer:	Sumter County, Florida - Board of County Commissioners	
Title:	Interim Assistant County Administrator	
Dates:	February 2007 - December 2007	
Employees:	437	Population: 93,420
Budget:	$ 134 Million	
Contact:	Human Resource Department	Phone 352-689-4400

Responsibilities:

Coordinated the activities and communications among assigned departments, including problem identification / resolution and completion of major Capital Improvement Projects.

5. Local Government Employment: Sumter County, Florida **(Continued)**

Provide administrative assistance to the Board, County Administrators and Staff. The position's responsibilities included that of the Assistant Budget Officer, responsible for coordinating the budget process, analyzing budgetary actions and supervising the preparation of the county budgets. My major contributions to the 2007-2008 Sumter County budgets were related to implementation Capital Improvement and completing several Special Projects that has been delayed by personnel changes.

My assignment in Sumter County was a ten-month Contract for Interim Services. This arrangement came about as a result of the County Administrator being called to active military duty and my being recruited to serve as Assistant County Administrator until his return. (Supervisor's recommendations available.)

Major Accomplishments:

- Direct and final administrative oversight responsibilities for the work of consulting engineers, contractors, compliance officials, site inspections and payment disbursements for Sumter County's portion of the Lake Panasoffkee restoration project. At the time this was the largest fresh water lake restoration effort in the United States.
- Supervised the re-permitting, completion and compliance certifications of the Sumter County Fair Grounds Exposition Center.
- Coordinated and expedited the Emergency Permitting Review / Fee Waiver Authorizations for emergency repairs and restorations during the 2004 Federal Disaster Declaration. (An F3 tornado that killed 8 and severely injured 25 peopled, destroying 301 and damaging another 1100 homes.)
- Responsible for the work plan that resolved emergency weather notification failures. I negotiated the equipment purchase, Tower Leases, the geo-technical and transmitting analysis and obtained the Permitting from State and Federal regulatory agencies. This work was completed on schedule and under budget. The National Weather Service reported that this installation was operational in the shortest time in the agency's history.

Employer: City of Bunnell, Florida - City Commission
Title: City Manager
Dates: May 2002 - May 2006
Contact: City Clerk's Office Phone: 863-437-7508

Responsibilities:
By Charter, the City Manager is the Chief Executive Officer of the City, responsible for all the administrative and operational functions of the City. (Commissioners Recommendations available.)

Major Accomplishments:

- Negotiated a multi-county maintenance agreement with Florida Department of Transportation (FDOT) whereby the city will maintain FDOT roadway assets in all Flagler County and a portion of Volusia County, resulting in the formation of Bunnell Maintenance Services (BMS).
- Maintained the Ad Valorem Tax Rate constant over four budget years.
- Negotiated and defended the City's first major annexations and Comprehensive Plan Amendments.
- Responsible for Bid Specifications and supporting documentation for the City's contracted Capital Improvements Projects, including the wastewater plant renovation / expansion, Fleet and Equipment lease / purchases and roadway construction / resurfacing and bridge inspections.
- Managed the City's response / recovery and FEMA reimbursement during 2005 Hurricane Season.
- Personally climbed the Bunnell Water Tower and restored illumination to the City's logo.

5. Local Government Employment: **(Continued)**

Employer: City of Dunnellon, Florida - City Commission
Title: Director of Public Services
Dates: December 1998 – July 2001
Contact: City Clerk's Office Phone: 352-465-8500

Responsibilities: The position of Director of Public Services was a highly responsible position that supervised all the administrative and operational functions of the City's Water & Wastewater Utilities, Road & Streets Department, City Garage, Community Development Department, Building Inspections, Grant Development, Comprehensive Planning, Code Enforcement, Planning and Zoning, Facility Management, Parks and Recreation Department, Animal Control, Emergency Management and the Solid Waste Collection / Recycling Programs. (Mayor and Council's recommendations available.)

Employer: City of Wildwood, Florida - City Commission
Title: Project Planner, Senior Planner, And Emergency Management Coordinator
Dates: November 1993 – November 1998
Contact: Human Resources Phone: 352-330-1330

Responsibilities: The training and development of the Community Development Department Staff including Director, Building Official, Planners, Code Enforcement Officer and Permitting Technicians. Supervised all the work related to Comprehensive Planning and Land Use legislation, site plan reviews, plats, concurrency determinations, environmental and developmental permitting. The Project Planner responsible for coordinating the work necessary for the expansion of municipal water and sewer utility. This was an expansion and capacity building project of a small municipal system to become a regional provider of water, wastewater and reuse utility services. Emergency Management Coordinator responsible to the development of the City emergency management plans and coordinating the response during catastrophic events. (Mayor and Council's recommendations available.)

6. Personal:

My leadership style is best characterized as facilitative and participatory. I am not afraid to acknowledge someone else has a better solution. Administratively, I listen and appreciate the fact that differing perspectives often improves decision-making. I make informed decisions and accept responsibility for my actions. I believe and work under the premise that leadership is a blend of elements not assured by a command of facts or position of authority. I value reciprocal accountability and expect managers to manage, be accountable and recognized for their work, accepting nothing less of myself.

I am married to Pamela Lynne Bonner. Pam is career law enforcement professional and we are blessed with a 14-year-old Son, John Christopher. We are community volunteers in School Board Special Events Programs and active in Boy Scouts. I enjoy excellent health and am an avid outdoorsman. My hobby interests include paddle sports, sailing, power boating, hiking / camping, photography, drone piloting and GM performance engine building.

Lyndon L. Bonner

BOARD *of* COUNTY COMMISSIONERS

Phone (850) 482-9633
Fax (850) 482-9643
www.jacksoncountyfl.net

Administration Building
2864 Madison Street
Marianna, Florida 32448-4021

April 5, 2018

To Whom It May Concern:

It is with stupendous delight that I write this letter in support of Mr. Bonner's application for administrator.

Mr. Bonner is a very enthusiastic, high-energy individual who tackles all assigned tasks with the aforementioned attributes. He possesses superior intelligence as evidenced by his ability to grasp complex concepts and tasks quickly and to act to resolve tasks in an efficient manner.

Mr. Bonner's interpersonal skills are impeccable. He is able to establish rapport with commissioners, staff and constituents without difficulty. He is very articulate, compassionate and adaptable.

I recommend Mr. Bonner to any agency seeking to employ a high-caliber employee such as Mr. Bonner.

Thank you for allowing me to write this letter of recommendation on Mr. Bonner's behalf.

Should additional information become warranted, I can be reached at (850) 718-2232.

Sincerely,

Willie E. Spires, Ph.D.
Jackson County Commissioner
District 1

Commissioners

Dr. Willie E. Spires, District 1 | Clint Pate, District 2 | Chuck Lockey, District 3 | Eric Hill, District 4 | Kenneth Stephens, District 5

Ted Lakey, County Administrator

City of Brooksville

Proclamation

WHEREAS, the Brooksville City Council selected Lyndon L. Bonner to be Interim City Manager on May 8, 2017; and,

WHEREAS, almost immediately the Council began a line by line budget analysis of the proposed 2017-2018 budget. Mr. Bonner led the Council through twelve workshops and public hearings leading to final budget adoption; and,

WHEREAS, with the declaration of emergency for Hurricane Irma, Mr. Bonner, relying upon his past five Florida experiences with preparation, response, mitigation and recovery, immediately postured the City to respond to the event and post event, and led the staff through the FEMA requirements to recover those expenses incurred; and,

WHEREAS, during his term as the City of Brooksville's Interim City Manager, he has demonstrated leadership to City staff and provided advice and guidance to the City Council based upon his extensive years of local government employment. His leadership style is truly facilitative, participatory and energetic.

NOW THEREFORE, we the undersigned as City Council for and on behalf of the City Of Brooksville do hereby express our gratitude and appreciation to

LYNDON L. BONNER

For bringing his high level of competence in the full range of local government functions to the position of Interim City Manager during a time of transition.

In Witness Whereof, we have hereunto set our hand and caused the seal of the City of Brooksville to be affixed this 6th day of November, 2017.

City of Brooksville

Robert B. Battista, Mayor

Betty Erhard, Vice Mayor

Joe Bernardini, Council Member

ncil Member

William Kemerer, Council Member

est:

Doreen M. Summers, CAP-OM, CMC, City Clerk

September 18, 2017

To Whom It May Concern:

I recommend Mr. Lyndon L. Bonner for an executive management position with your organization. Mr. Bonner was selected by the Brooksville City Council on May 8, 2017, to be our Interim City Manager. I have worked in various Florida local governments for the past 26 years and have found Mr. Bonner to have the highest level of competence in the full range of local government functions. He has a high level of energy that he brings to the organization and has shown he can keep numerous critical tasks on schedule, even when interrupted by emergency management tasks associated with Hurricane Irma.

I believe Mr. Bonner to be an excellent candidate and have no doubt he will be a valuable asset to you and your organization.

Sincerely,

Robert B. Battista
Mayor

December 23, 2016

To Recruitment Professionals:

My name is Tommy N. Smith, I am the Chairman of the Henry County Board of Commissioners, and it is my honor to recommend Mr. Lyndon L. Bonner to any organization prepared to hire an accomplished and highly qualified local government professional. My comments below are qualified from twenty-four years of service as the Mayor of Hampton Georgia, seven years of service as Executive Assistant to the Henry County Board of County Commissioners and four years as Chairman of the Board.

I will politely offer that we, as the Henry County Board of Commissioners are a very competitive group of individuals, which partially explains why Mr. Bonner is the 5th Henry County Manager in less than 4 years!

Over the years I have learned that, it is performance that is the best measure of any manager's sincerity. In this regard the record is quite clear, Mr. Bonner's leadership and administrative experience has guided the Commissioners and County Staff to accomplish more during his first ten months than we did in the previous three years. True to his nature, Lyndon regularly accounts for the County's achievements by saying he "rides on the coat tails of the smart people at the County". In my view, it is Mr. Bonner as a resourceful knowledge base and facilitator that is the key that enables the Commissioners and Staff to focus their best efforts on County issues.

Mr. Bonner's passion for sustainable government is visible in all that we do. In 2013, two years prior to his appointment as County Manager, he recommended the Commissioners implement a multiple year Capital and Operational Plan. In 2015, as the County Manager he presented what he refers to as "Henry County's road map to the future" in our inaugural Five Year Plan.

Different from his predecessors, Mr. Bonner established working relationships with the County Constitutional Officers, municipal officials and State Representatives early on, which re-opened a cooperative spirit we have been missing since my days as the Mayor of Hampton. Georgia.

Decision makers today are challenged by influence from all directions. From my direct experience, and discussions with former colleagues and acquaintances an important and consistent quality emerges, Mr., Bonner a man of integrity with the natural ability to know the right decisions and the convections to make them! My thoughts have never waivered about his Honesty, Character, and Integrity.

I would enjoy answering any questions you may have regarding Mr. Bonner or his qualification, you may contact me by phone at 678-471-3204.

Best Regards,

Tommy N. Smith, Chairman
Henry County Board of County Commissioners
Henry County, Georgia

City of North Miami Beach, Florida
MAYOR GEORGE VALLEJO

September 10, 2012

To Whom it may concern:

I would like to recommend Lyndon Bonner as a candidate for your open City Manager position. For the past 18 months, he has served as our City Manager, which is a charter officer here in North Miami Beach.

During his tenure, Lyndon oversaw a budget of approximately $100,000,000 covering all of our city's operations, including the three enterprise businesses we operate: the water utility, the sewer utility and the sanitation utility. I have found him to have an incredibly deep well of experience in municipal operations, especially as they translate into the financial budgets.

He is extremely focused and thorough on the tasks he is assigned by the Council. I have found him to be a person of unwavering integrity and who follows the ICMA Code of Ethics to the letter. As an example, he has made it a point to act only at the direction of the Council as a whole, pursuant to our Charter.

Lyndon was brought in with orders to tackle a very challenging situation in our City. Our finances were a mess, our reserves had been depleted and political influence abounded in the upper reaches of the administration. He made many difficult and sometimes politically unpopular decisions. However, he did right the ship, get us back on a sustainable course and stop much of the outside influence on the administration.

In the final analysis, if you are looking for a manager who knows the right call and the backbone to make it happen, I strongly recommend Lyndon. If I may provide any further assistance, please feel free to call me at my cell 786-208-5626.

Sincerely,

George Vallejo
Mayor

17011 N.E. 19th. Ave • North Miami Beach, FL 33162-3111 • (305) 948-2986 • Fax: (305) 787-6036 • www.citynmb.com

John C. Klimm

704 Dungeness, Saint Simons Island GA 31522
Home: (803) 508.5243 - Cell: (803) 508.5243 - john.klimm@comcast.net

May 1, 2018

Ms. Christine Hancock, HR Director
City of Bunnell
PO Box 756
Bunnell, FL 32110

BY: CL

RE: City Manager

Dear Director Hancock,

It is an honor to submit my cover letter and resume for either the position of Interim City Manager or City Manager for your consideration.

As my resume indicates, I possess more than thirty-five years of experience in the field of public administration and public service. My professional history includes positions such as City Manager and Town Administrator, Regional Director and State Legislator. My entire career has involved working in the public sector.

In my most recent capacity as City Manager and Town Administrator, I have gained knowledge and experience in the very functions and responsibilities that you are looking for. I have decades of experience in fiscal management, budget preparation, analysis and implementation (leading two communities to AAA bond ratings); experience in strategic planning and community visioning; knowledge and hands-on experience in Human Resource Management and labor negotiations; experience in Airport Management and years of experience in intergovernmental relations and community engagement. I also have years of experience and success in creating and maintaining a high-performance culture with maximum organizational and personal accountability.

I have just completed my third year of a three-year contract. While I enjoyed the challenges of serving in a wonderful South Carolina city and had a contract that has been consistently extended, my wife and I are interested in permanently relocating and I have recently resigned from the position of City Manager.

I have attached my resume for your review and would be grateful to have the opportunity to discuss my experience and qualifications with you in the near future.

Sincerely,

John Klimm

John C. Klimm

704 Dungeness, Saint Simons Island GA 31522
Home: 803-508-5243 Cell: 803-508-5243
john.klimm@comcast.net

Executive Profile

Experienced City Manager seeking challenging position in vibrant community committed to excellence.

Skill Highlights

- Proven success in public sector management and administration including extensive budget preparation, forecasting and oversight experience; progressive, collaborative and results oriented management practices and extensive experience in strategic planning and organizational accountability.
- Commitment to long range community planning, public safety, emergency management, environmental protection, growth management, affordable housing and commercial revitalization and economic development.
- Strong practical experience in community/press relations and intergovernmental relations at the local, county, state and federal levels.
- International City/County Management Association ICMA Credentialed Manager Designation
- Regularly taught variety of public administration courses at the graduate level at Suffolk University
- MA Municipal Association's Annual Innovation Award winner for Town/School Consolidation-2007

Core Accomplishments

Professional Management/Finance
Received ICMA Credentialed Manager Designation. Developed and implemented a long range financial plan and ten-year financial forecast resulting in several bond rating upgrades to AAA bond rating in two cities. Led community effort to receive both the Government Finance Officers Association Financial Reporting Award and the Distinguished Budget Presentation Award in two cities. Developed both operating and capital infrastructure budgets for many years. Instituted operational audits in all major departments. Implemented new Procurement/Purchasing System and comprehensive and ongoing staff training programs. Instituted Historic Preservation Program in Aiken at the Aiken Rye Patch and Hopeland Gardens.

Community Development
Developed and implemented downtown revitalization plan receiving the E.P.A. Smart Growth Award for Hyannis downtown revitalization effort. Led delegation to compete and win the National Civic League's All America City Award in 2007 for our innovative efforts in affordable housing, historic preservation and commercial revitalization.

Community Outreach
Designed and implemented award winning comprehensive community outreach and transparency plan including comprehensive television programming, an award-winning website, a Citizens Leadership Academy, an annual citizen survey, an employee survey, a community newsletter and full use of social media.

Professional Experience

City of Aiken — April 2015 to February 2018
City Manager
Aiken, South Carolina

Responsible for the day to day administration of a vibrant South Carolina City. Initiated program of Infrastructure repair, initiated effort to completely revise annual budget format receiving G.F.O.A. Budget Award and conducted an overall organizational review implementing numerous organizational changes. Led effort to build a new Public Safety Headquarters using a unique public/private partnership in rehabilitating an existing and vacant Grocery Store.

Portsmouth — February 2012 to April 2015
Town Administrator
Rhode Island

Responsible for the day to day administration of a unique Rhode Island coastal community. Instituted numerous financial reforms leading to AAA Bond Rating. Implemented long range Infrastructure repair program and comprehensive Roads Program. Initiated an Annual Report for community and a weekly news TV Program, Portsmouth This Week.

Barnstable — December 1999 to December 2011
City Manager
Hyannis, Massachusetts
Chief Executive Officer for largest community on Cape Cod with population of 50,000 (year-round) and 130,000 (seasonal) with a $200 million overall budget. Responsible for every facet of municipal operation.

Cape Cod Chamber of Commerce — March 1999 to December 1999
Liaison for Business and Policy
Hyannis, Massachusetts
Work with local business community, legislative leaders and educators/administration to increase workforce training opportunities for Cape and Islands residents.

Commonwealth of Massachusetts — January 1991 to January 1999
State Legislator
Boston, Massachusetts
Principal Sponsor of Elder Abuse Statute, Funding Program for Breast Cancer Research and Scenic Roads protection program.
Vice Chair – Committee on Science and Technology
House Ways and Means Committee
Committee on Housing and Urban Affairs
Committee on Government Regulations
House Post Audit and Oversight Committee

Massachusetts Housing Partnership — April 1987 to May 1990
Regional Director
Boston, Massachusetts
Responsible for the day to day administration of the Southeastern MA Office. Responsibilities included community contact with all regional communities to develop affordable housing plans. Evaluated development proposals to ascertain financial viability and level of community impact. Responsible for development compliance and community meetings and conferences to explain complex state development regulations.

Barnstable — April 1981 to March 1987
Selectman
Hyannis, Massachusetts
Served on Barnstable's elected full-time Board of Selectmen responsible for the day to day administration or government working with a Town Meeting legislative branch of government. Prepared annual budget and long range capital budget; oversaw the hiring of employees; negotiated union contracts; implemented new personnel policy; expanded information systems department and long range land use planning agency.

Professional Exp.- Adjunct Professor

Suffolk University- Sawyer School of Management, Cape Cod Campus
Adjunct Professor
Graduate level courses in Labor Relations, State Government Management, Policy Analysis and Program Evaluation, Managing Public Organizations and Administration of Local Government. Cape Cod Campus.
Quinsigamond Community College, Worcester, MA
Adjunct Professor
Undergraduate Course in Speech Communications Skills
University of Massachusetts Dartmouth, Dartmouth, MA
Adjunct Professor
Undergraduate level courses in Introduction to American Politics, Urban Politics and State Politics.

Education

Barnstable High School
High School Diploma: College Preparatory
Hyannis, MA

Boston College
Bachelor of Arts: Political Science/Economics
Chestnut Hill, MA

Bridgewater State University
Master in Public Administration: Public Administration
Bridgewater, MA

Affiliations

Member- International City/County Management Association
Former Member, Board of Directors. National Civic League, Denver, CO
Former Member, Rhode Island League of Cities and Towns, Providence, RI
Former Member, Massachusetts Municipal Association, Boston, MA
Former Member, Board of Directors. Newport, RI Salvation Army
Member- South Carolina Management Association
Member- Board of Directors- Aiken County Hospital

References

Mr. Joseph Robicheau
Past President
Portsmouth Town Council
Wapping Road
Portsmouth, RI
401.847.1098

Mr. Paul Kesson
Town Councilor
East Main Road
Portsmouth, RI 401.248.3322

Mr. Len Gobeil
Former Town Councilor (Barnstable, MA)
Route 28
Hyannis, MA 02601
508.737.5786

Mr. David Jameson, CEO
Aiken area Chamber of Commerce
Aiken, SC 29801
803.617.9255

Ms. Lessie Price, Council Member
City of Aiken
135 Laurens Street
Aiken, SC 29801
803.439.8292

Summary:

Portsmouth, Rhode Island; General Obligation

Credit Profile		
US$1.505 mil GO bnds (Tax-exempt) ser 2014 A dtd 10/15/2014 due 10/15/2024		
Long Term Rating	AAA/Stable	New

Rationale

Standard & Poor's Ratings Services assigned its 'AAA' long-term rating to Portsmouth, R.I.'s series 2014 general obligation (GO) bonds. The outlook is stable

A pledge of the town's full faith and credit secures the bonds. We understand officials will use the bond proceeds to fund various capital improvements.

The rating reflects our assessment of the town's:

- Very strong economy in the broad and diverse Providence-Warwick metropolitan statistical area (MSA);
- Very strong management conditions with what we consider "strong" financial policies and practices based on our Financial Management Assessment (FMA) methodology;
- Strong budgetary flexibility based on what we consider a strong available fund balance;
- Strong budgetary performance with a history of positive general fund results;
- Very strong liquidity providing very strong cash levels to cover both debt service and expenditures; and
- Very strong debt and contingent liabilities position, which includes overall net debt at less than 3% of market value and rapid amortization of principal.

Very strong economy

Portsmouth, with a population estimate of 17,600, is primarily a residential seaside community 30 miles south of Providence. Newport County unemployment averaged 8.8% in 2013. Residents have access to additional employment in the broad and diverse Providence-Warwick MSA. The town's largest private employer is Raytheon (1,250 jobs), an aerospace and defense firm, that houses its sea power capabilities operations in the area. Projected per capita effective buying income is a very strong 167% of the national level.

Residential properties account for about 85% of total assessed valuation (AV), with commercial and industrial properties accounting for 9%. Portsmouth's AV has been stable the past three fiscal years, with about a 5% decline expected for fiscal 2015 due to revaluation. For fiscal 2014, total AV of taxable property was $3.2 billion; we consider Portsmouth's market value per capita extremely strong at about $185,000. The town's property tax base is very diverse, as the 10 leading taxpayers account for 7% of total AV.

Very strong management conditions

Standard & Poor's considers Portsmouth's financial management practices "strong" under its FMA methodology, indicating practices are strong, well embedded, and likely sustainable. Formal policies include a reserve policy that

OUR VIEW

Klimm got much done in brief time

It is unusual to see a town administrator come and go within the span of one three-year contract — and without some kind of controversy driving the decision.

But Portsmouth Town Administrator John C. Klimm is one of those rare examples. Last month, he notified the Town Council that he would not seek to renew his contract when it expires at the end of January.

"I think this is a terrific town, and I have enjoyed the three years I have spent here," Klimm said when he made the announcement. "I am not leaving the town because I have another job. I am leaving because I have accomplished the goals that were set for me and I think, from a personal standpoint, it makes sense."

Those goals included improving the town's financial outlook. In September, the town received an AAA bond rating — the highest rating available — which enables the town to borrow money at lower interest rates.

"John is going to ride out of town sitting high in the saddle," said James A. Seveney, who served as president of the Town Council for the past two years. "He has done everything the council has asked of him and most of the things on that list were hard things to get done."

Klimm had been the town manager in Barnstable, Mass., for 12 years before leaving that post and taking the job in Portsmouth in January 2012. (Barnstable was one of a few communities in that state with an AAA bond rating at the time of his departure.)

Klimm also fulfilled one of his very first goals upon arriving in Portsmouth: establishing a five-year capital improvement program, as well as reducing the number of financial requests the council was asked to approve outside of the annual budget process.

Under his tenure, the town also created a road improvement program that does not rely on borrowed money, enacted operational audits of town departments, implemented personnel evaluations and re-established a recreation department.

In addition to internal improvements, he also implemented community outreach efforts, such as the "Portsmouth This Week" cable television show, the CodeRED emergency alert system and a redesign of the town's website, which in turn has seen an increase in users.

Importantly, the town recently moved toward resolution of two problems with roots that extended well beyond Klimm's arrival in Portsmouth: the idled wind turbine at Portsmouth High School, and a notice of violation from the state Department of Environmental Management over water pollution in several areas of town.

Klimm did not take credit for those accomplishments, however, instead giving credit to leadership from the council and from members of the town's administrative team, including the finance director and his predecessor.

"I am leaving this community feeling very proud of the management staff — of the entire staff," Klimm said. "A town this size should be proud of the management staff we have. And we are blessed with good employees, who are committed to their town and make a difference every day."

Those certainly are encouraging words on which to depart, and it is good to know there is a solid foundation upon which the next administrator can build.

To that end, the council has decided to hire an executive search firm to assist in finding the town's next administrator. Council members noted the success such firms have had in the appointment of Klimm — when he was one of 65 applicants from 22 states and Canada — as well as of Police Chief Thomas F. Lee and Fire Chief Michael Cranson.

We wish the council well in its search, and wish Klimm well in his next endeavor — whatever that may be, and wherever that may take him.

OUR VIEW

Klimm sets tone of fiscal prudence

It's not easy to take over as town administrator, especially when succeeding someone who held the post for more than 20 years.

And it doesn't make it any easier to start the job at the beginning of the budget season.

But in both regards, Portsmouth's new town administrator John C. Klimm has impressed.

In just the first month in his new position, Klimm has been working with town staff to put together a budget proposal for the coming fiscal year as well as work on what he termed a top priority — creating a five-year capital improvement plan.

"It is very important that you as elected officials are able to see what our capital needs are," Klimm told the Town Council late last month.

While recognizing that not everything will be able to be funded, a long-range outline will allow town officials to prioritize what the town can afford. As was demonstrated this week, that would be a major improvement.

On the agenda for Monday night's council meeting were two requests to fund projects: $190,000 for erosion-related repairs at Glen Farm and $10,000 to repair the infield at the Little League softball field at the park.

Both projects are worth attention, but Klimm rightly pointed out that such projects should be included as part of the annual budget process, not as individual requests during the year.

"The practice of taking these requests day in and day out is not prudent financial management," Klimm said.

Such practices, including issuing "warrants" for capital projects outside of the annual budget, have been a bone of contention in town for years.

"One of my strongest financial recommendations that will be coming to you during the budgetary process is that you do the budget once a year, and not entertain requests throughout the year," Klimm said. "When you do that for a single request, you are not seeing the whole picture."

Creating a five-year capital improvement plan that can be updated year to year also will help paint the big picture and set the foundation for the annual budget discussions.

Another area for improvement is the town's fund balance, which is about 4 percent of the total budget. The goal is to get that reserve — sometimes called a "rainy day fund" — to at least 8 percent, but Klimm said municipal finance organizations now are setting 16 percent as the target for municipalities to have in reserve.

The town in the past has tapped its reserves in order to make up budget shortfalls and avoid tax increases. But such short-term solutions have left the town in a precarious position in the eyes of bond-rating firms and in the case of unexpected or emergency expenses — or a delinquent major taxpayer.

The fact one delinquent taxpayer — namely, Tower at Carnegie Abbey, which owes overdue taxes of $1.8 million, and interest and penalties of about $100,000 — can put the town in a deficit shows the need to build up the town's reserves, Klimm said.

"I was hired for a purpose and that was to bring a level of professionalism to the day-to-day operations of your town," Klimm told the council in making his recommendations.

He certainly was. And so far, he certainly is.

EDITORIAL

Let us give thanks

For these things, too, we are thankful ...

■ That heating oil and gasoline have dipped below $3 a gallon. Enjoy this treat while it lasts; surely the powers that be are contriving some crisis to push both back where they belong (witness the electric bill).

■ That there's finally a concrete plan in place to replace the broken wind turbine at the high school.

■ For the gift of great music — and all-around friendly vibes — that can be found on a regular basis at Common Fence Music (see page 3). A crack volunteer crew makes it all happen.

■ For police officers like Jeff Cornelisse (Nov. 20 issue), who befriended a young girl with cerebral palsy during a routine call. His sensitivity and patience epitomizes what community policing is all about.

■ For Town Administrator John Klimm, who will be leaving our midst sometime after his contract expires Jan. 30. His leadership and guidance has served the town well through many trials and tribulations over the past three years.

■ For the 50th anniversary this Thursday of the Thanksgiving Day football game between Portsmouth and Middletown high schools. Turkey day wouldn't be the same without this time-honored tradition.

■ That elections are done and with them tedious "That's my Nellie," Fung v. Raimondo etc. ads. Now the evening news is back to the usual upbeat fare of miracle meds for baby boomers.

■ That we don't live in Buffalo.

■ For the lobster boat duo who, by parking in the way of a coal freighter, brought nationwide attention to the causes of clean air and global warming.

■ No tolls! Credit unified outcry, some first-rate representation and common sense in squashing the levy to cross the short Sakonnet River Bridge. There's no understating the bad things that toll would have done to these towns.

Happy Thanksgiving!

PORTSMOUTH

Town receives top bond rating

By James A. Johnson
Staff writer

The town of Portsmouth has received the best bond rating given by the Standard & Poor's rating service.

It is the first time the town has achieved the triple A rating, local officials announced in a prepared statement, calling the rating "highly acclaimed and much lauded."

Triple A is the highest rating a community can receive and reflects the town's sound financial management, the statement says.

"This is Portsmouth's financial report card and it is nothing but A's," Finance Director James L. Lathrop said. "It is gratifying to work for a community that takes its financial health seriously."

The town learned of the rating in letter from Timothy Little, Standard & Poor's credit analyst.

"The stable outlook reflects our view that management will remain proactive and make the necessary adjustments to produce at least balanced operations as it has demonstrated while adding to available general fund reserves," Little wrote.

Town Council President James A. Seveney said the new rating is rewarding in view of the challenges the town faced during the past few years.

"It is an affirmation that the town is moving in the right direction," Seveney said. "The AAA rating reflects our absolute commitment to honor our fiduciary responsibilities to our residents and taxpayers and is a reflection of the hard work of our town and school leaders over the last two years."

Town Administrator John C. Klimm attributed the rating upgrade to the town's strong management, financial policies and its ability to maintain balanced budgets while increasing its fund balance.

Portsmouth is only the second Rhode Island community to obtain a AAA rating. Only 29 of the 351 communities in Massachusetts have a AAA rating. One benefit for residents is that borrowed funds carry a much lower interest rate.

In his letter, Little said Standard and Poor's does not expect to change the rating in the next two years, unless budgetary performance deteriorates.

Johnson@NewportRI.com

Administrator Klimm won't seek contract extension

Leaving job after 3 years to pursue other opportunities

BY JIM MCGAW
jmcgaw@eastbaynewspapers.com

Only three years after he was hired to be Portsmouth's town administrator, John Klimm last week said he will not seek an extension of his contract, which expires Jan. 30, 2015.

Mr. Klimm, a former Barnstable, Mass. town manager who was hired by the Town of Portsmouth in January 2012, said he loves the town but wants to pursue other employment opportunities that have cropped up.

"I have repeatedly received offers during my tenure here and have never been interested in following up on any of them, but I'm getting toward the end of a career and there are some really exiting things that have been offered," said Mr. Klimm, who's 59.

Mr. Klimm said he has not yet decided on a specific job offer.

"I have standing offers to consult, I have a offer in Washington, D.C. and in some other work. I've taught at the undergraduate and graduate level, and I have a standing offer to do that. I just want to take some time to work through that with my wife, Dolores, before we make a final decision," he said.

Mr. Klimm made it clear that he's not leaving due to any dissatisfaction with his job, the Town Council or town employees.

"I've always gotten along really well with the councils and I like this community. We have a terrific management team, but it's time for me, career-wise," he said.

Mr. Klimm said he's been mulling over the decision "over the last six or nine months" and wanted to give the town plenty of notice.

"You see managers tell the town at the last minute because they've already accepted a job and they're supposed to report next Monday. I'm not in that position. I've told the council although my contract is up Jan. 30, if they'd like me to stay on to prepare the budget or to assist in the transition, I'm really flexible. It's really important to me that the town not be in any stressful situation," he said.

Mr. Klimm added that it's appropriate that the new Town Council hire his successor. "Logically if the council has two-year terms, I think this is the time."

John Klimm

Town Council President James Seveney said the town has some big shoes to fill after Mr. Klimm leaves.

"All things considered, I'd rather he stay," Mr. Seveney said Thursday. "It's been a very fruitful three years coming up. We've seen some huge advances in the town's position, thanks to John's leadership. But, you know, real life is out there and beckons."

> "When I do leave I'll feel confident that the town is in very good hands."
> JOHN KLIMM

> ""We've seen some huge advances in the town's position, thanks to John's leadership."
> JAMES SEVENEY
> TOWN COUNCIL PRESIDENT

Added Town Planner Gary Crosby, "I'll be sad to see him go. He and I have worked very well together while he's been here."

Biggest accomplishments

Mr. Seveney credited Mr. Klimm with many accomplishments over the past three years, particularly in the area of financial reform and contract negotiations.

"John was asked to do the hard stuff," he said. "A lot of people have taken victories over some of the stuff that got done, and there was a pension commission that did a lot of data analysis and came to some recommendations which is all great, but the hard art was, you gotta sit down with mployees and say, 'OK, here's hat has to happen,' and John ok that bull right by the horns. verybody got bloody out of that, ut it had to be done for the wn's financial future. He was xecuting the will of the council nd he got it done and one of the sults is the AAA rating ... and ow we're saving money with sigificant interest reductions."

In September, the town chieved its first AAA bond rating llowing a review of its outanding general obligation onds by Standard & Poor's Ratg Services. The town became nly the second Rhode Island ommunity to obtain such a desnation, which is intended to eflect a municipality's sound nancial management.

As soon as Mr. Klimm was ired, said the council president, e "knew where to look for the roblems, found them and we arted dealing with them right way."

The council presented Mr. ilmm with a lengthy "to-do" list the summer of 2013, Mr. Seveney noted. "There's lot of stuff to ross off that list," he said. "We're etting our arms around Melville ampgrounds so it'll make some oney for us, we've got a roads rogram and the capital nprovement plan has gotten ew life breathed into it."

Town in 'very good hands'

Mr. Klimm said he believes at with the guidance and assisance from council members and own Hall staff, he was able to ccomplish many of his goals in ffice.

"When I was hired it was not ith the understanding that I ould be a longterm manager, but I was asked to do some very specific things and because of the town councils, I think we've accomplished much of what was asked of me and of them," Mr. Klimm said.

Before he was hired, he said, the town didn't have a roads management plan, a long-range capital plan or any long-range financial projections. In addition, the town had a pension system that had entered "crisis mode and healthcare costs going through the roof," he said.

"Now we have a five-year capital plan, we have a fully funded roads program that isn't funded through borrowing, we have a lot of improvements through financial practices and policies, major pension reform and major healthcare reform," he said. "From a financial standpoint I think we're in a much better place than we were three years ago."

Mr. Klimm was also charged with improving relations between the town and its citizens. "We started a TV program ("Portsmouth This Week," available on YouTube) thanks to an incredible group of volunteers. We're getting close to 120 programs now," said Mr. Klimm, adding that the town also initiated citizens surveys and has a new website that has increased traffic dramatically.

The town has also tackled some major issues over his tenure, such as the resolution of its wind turbine problem as well as a notice of violation issued by the state over sewage issues in Island Park and Portsmouth Park, he said. He credited the town's management team, town employees and a "whole cadre" of volunteers who worked together toward resolving these issues.

"I've really come to love the community and I think I'm leaving it in a much better place, not because of me but because of the incredible staff and two great councils," said Mr. Klimm.

Mr. Seveney said the new Town Council will work quickly to advertise for a new administrator.

"It will take 90 to 120 days to go through the personnel search and select a successor," he said. "He's given us plenty of opportunity to deal with the transition in a reasonable way so there aren't gaps. I would really like his successor to have the opportunity to speak and interact with him before he takes the job. John did not have that luxury."

The Newport Daily News

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Friday
November 14, 2014

PORTSMOUTH

Mission accomplished, Klimm to leave

By James A. Johnson
Staff writer

Citing a long list of accomplishments during the past three years, Portsmouth Town Administrator John C. Klimm has decided he will not renew his contract, which expires Jan. 31, 2015.

Klimm

In giving the Town Council almost three months notice, Klimm said he is leaving the door open for the council to keep him on beyond that date, with the possibility that he will help prepare the budget for fiscal 2016.

"I think this is a terrific town, and I have enjoyed the three years I have spent here," Klimm said Thursday in his office in Town Hall. "I am not leaving the town because I have another job. I am leaving because I have accomplished the goals that were set for me and I think, from a personal standpoint, it makes sense."

At the top of his list of accomplishments is the Triple A bond rating the town received in September, which Klimm called the "gold standard." That rating enabled the town to borrow $2.7 million recently at 1.6 percent interest.

> 'John is going to ride out of town sitting high in the saddle.'
>
> JAMES A. SEVENEY
> Town Council president

Having already been notified of Klimm's intention, Town Council President James A. Seveney had nothing but praise for the outgoing administrator.

"John is going to ride out of town sitting high in the saddle," Seveney said. "He has done everything the council has asked of him and most of the things on that list were hard things to get done."

Seveney said the council is thankful for the advance notice Klimm is giving the town, leaving time to find a successor. That process will be left to the council that was elected Nov. 4, which will include two or three new members, depending on the results of a recount. The council either can decide to seek a new administrator itself or hire a professional search firm as it did in hiring Police Chief Thomas F. Lee and Fire Chief Michael Cranson.

"John has put us in a position where we can conduct this as normal business, rather than running around with our hair on fire trying to figure out what to do," Seveney said.

Klimm said he is willing to do what he can to minimize any problems during the transition.

"I am leaving feeling very good about Portsmouth," Klimm said. "I only wish the town the best."

He said the town has a great Town

KLIMM A7

Klimm

Continued from A1

Council and School Committee and a really impressive school superintendent.

"Our management team and our town employees are terrific," he said. "Portsmouth is in a good place and it's going to get better."

Klimm said it makes sense to look at other opportunities at this point in his career. He said he has had other offers during the past three years that he has turned down, but he will pursue some of those now.

"I am going to take some time to look at what is out there," he said.

Other accomplishments during his term include establishing a five-year capital improvement program, a road improvement program that does not rely on borrowed money, pension and health-care reform, operational audits that began with the Fire Department, consolidating the town's information technology functions with Middletown, improvements in managing the Melville Ponds Campground, re-establishing a recreation department and implementing personnel evaluations.

His community outreach efforts include the "Portsmouth This Week" cable television show that has had close to 120 programs, the CodeRED emergency alert system and the redesign of the town's website, which has seen a dramatic increase in users.

Recently, the town moved toward resolution of two long-term problems: the idled wind turbine at Portsmouth High School and a notice of violation from the state Department of Environmental Management over the town's stormwater system, which included an order to install sewers in parts of town.

The council recently signed an agreement with a North Kingstown firm to replace the turbine and pay off the remaining debt from the voter-approved bond issue, and is near a final solution of the notice of violation that will not include sewers.

Klimm did not take credit for those accomplishments, however. Often he gave credit to the leadership from the council and from members of the town's management team.

Key to the financial accomplishments, he said, was the leadership first of former Finance Director David P. Faucher and then his successor, James L. Lathrop.

"I am leaving this community feeling very proud of the management staff — of the entire staff," Klimm said. "A town this size should be proud of the management staff we have. And we are blessed with good employees, who are committed to their town and make a difference every day."

Seveney said the council would have offered Klimm another three-year contract if he wanted one.

"Certainly the council is unanimous in its appreciation of all that he did while he was here," Seveney said.

Johnson@NewportRI.com

Shakia M. Brown
43 Selma Trail
Palm Coast, Florida 32164
Phone: 386-627-0087
E-mail: shakiabrown86@gmail.com

RECEIVED
MAY 18 2018
BY: CD

Human Resources Department
Attn: Christine Hancock
City of Bunnell
P.O. BOX 756
Bunnell, Florida 32110

05/11/2018,

Dear Mrs. Hancock,

It is with great enthusiasm that I submit my qualifications for the City Manager position in Bunnell. I have both the experience and skills that you require from your advertisement. I have included my resume for your review.

For the past seven years, I worked extensively with several agencies within the public sector. I have had the privilege to manage departments, implement improvement plans, and tackle budgeting with restricted funding. In that, time I have oversaw and encourage economic development within the community and offered optimum public service. I work well with the public and private entities ensuring collaboration and rapport. I would like to bring my experience back to my community to further its advancement and encourage innovation. As a native of Flagler County and a former resident of Bunnell, Florida, it would be my privilege to bring back the knowledge I have obtain to my community.

I warmly welcome a time to meet to discuss past and ongoing successes of my present position, as well as what goals you have for your open position. Please contact me at (386) 627-0087 and email shakiabrown86@gmail.com. Thanks for considering me for this position, and I look forward to your response.

Regards,

Shakia M. Brown

Enclosure: Resume

Shakia M Brown

Palm Coast, FL 32164 | (386) 627-0087 | E: shakiabrown86@gmail.com

ACCOMPLISHED PUBLIC ADMINISTRATION PROFESSSIONAL

Dedicated and compassionate **Public Administration Professional** with a strong and successful background working with children and adults with disabilities and behavioral health issues in well known state and government agencies. Background in marketing and business expansion with leadership expertise and capital gains strong communication, leadership, organizational, and time-management abilities that are utilized to provide outstanding patient-centered care for clients. Professional and articulate leader with the ability to build positive relationships at all levels of the organization, and effectively collaborate with all members of the care team. Areas of strength and expertise include:

Children's Care | Elder Care | Chronic Illnesses | Research & Documentation | Case Management| Medical Terminology | Health Administration | Marketing
Infectious Diseases | Public Administration | Health Promotion & Education | Project Management

PROFESSIONAL EXPERIENCE

Florida Department of Health, *Jacksonville, Fl* ***06/2016 — Present***

MEDICAL DISABILITY EXAMINER

Secured medical evidence of record needed to document the presence of "disabling" or "not disabling" impairments for assigned clients. Conducted fact-finding research and consulted with physicians for case evaluation.

- Evaluated and investigated a variety of documents to determine their evidentiary sufficiency for decision-making purposes.
- Authorized purchases of specialized medical or psychological diagnostic services for children and adults, for the purpose of documenting the severity of impairment.
- Rendered a formal decision of disability based on evidentiary requirements of Social Security law rules and regulations.

Duval County Schools, *Jacksonville, FL* *8/2013 — 6/2016*

EDUCATOR (8/2012 -6/2016)

Administered curriculum, evaluated performance, develop action plans, applied progressive teaching principles, and encouraged an atmosphere for learning

- Performed crisis intervention for students and educators
- Evaluated new training courses, reviewed curricula, and developed standardized lesson plans
- Planned and coordinated school activities
- Create management reports to enable close monitoring of daily operations and programs
- Encourage and foster effective collaboration between departments and amongst the leadership team to ensure and integrated approach to fulfilling the organizations goals and objectives

Higher Learning Hoops, *Jacksonville, FL* *6/2012 — 6/2016*

CHIEF OPERATING OFFICER (6/2012 -6/2016)

Manage and responsible for consulting services, infrastructure, customer support, human resources and administration functions

- Actively participate in Nonprofit and business planning and develop strategies to ensure long-term profitability growth and competitiveness
- Evaluate workflow and operation results, take corrective action and establish process controls
- Set key performance indicators and prioritize opportunities and internal projects
- Create management reports to enable close monitoring of daily operations and programs
- Encourage and foster effective collaboration between departments and amongst the leadership team to ensure and integrated approach to fulfilling the company's goals and objectives
- Coordinate events to promote business and increase clientele

Enterprise Holdings, *Jacksonville, FL* *4/2010 — 8/2013*

ASSISTANT BRANCH MANAGER (4/2010 -08/2013)

Managed business solutions for small and medium-sized companies. Oversaw marketing and sales initiatives as well as responsible for customer relations and management

- Managed payroll, monthly and annual budgets, hiring and training staff, and scheduling projects
- Developed strategic partnership with key clients and business partners in order to increase company visibility, client base, and revenue
- Carried out risk assessments and directed change management initiatives and issue resolution for projects
- Managed and carried out projects involving implementation and administration.

EDUCATION | PROFESSIONAL AFFILIATIONS

Master of Public Administration (MPA) July 2018
Ashford University, San Diego, CA

Bachelor of Arts (BA) in International Affairs 2009
Florida State University, Tallahassee, FL

Associate of Arts (2007)

Daytona State College, Daytona Beach, Florida

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 MANAGER

APPLICANT'S FULL NAME: SHAKIA MONAE BROWN

Desired wage/salary: $70,000 Date you can start: 6/1/2018

Have you ever used a different first name, last name, or any nickname? Yes ☐ No ☑

If yes, please list names used: _____

Applicant's mailing address: 43 SELMA TRAIL

City: PALM COAST State: FLORIDA Zip Code: 32164

Daytime Phone number: (386) 627-0087 Other Phone number: (386) 437-6514

How did you learn of this job opening? CITY WEBSITE

Are 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: SHAKIA MONAE BROWN

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: _____

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	FLAGLER PALM COAST	4	DIPLOMA	HIGH SCHOOL
College	FLORIDA STATE UNIVERSITY	2	DEGREE	INTERNATIONAL AFF/
	ASHFORD UNIVERSITY	2	DEGREE	Masters Public Admin 7/2018
Voc-Ed				

PROFESSIONAL / VOCATIONAL CERTIFICATION(S) / LICENSE(S)

1. _____

2. _____

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.

Job Applicant's full name: SHAKIA MONAE BROWN

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
RAE BETH NESCIO	PALM COAST FLORIDA	(386) 313-4160	32.00
MARIAN IRVIN	PALM COAST FLORIDA	(386) 864-0582	32
JOHNATHAN	REED	(904) 405-7849	6

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.

Refer to attached cover letter.

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: _____ Date: 5/17/2018

Job Applicant's full name: SHAKIA MONAE BROWN

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: FLORIDA DEPARTMENT OF HEALTH

Mailing Address: 7825 BAYMEADOWS WAY

City: JACKSONVILLE State: FL Zip Code: 32256

Job Title: DISABILITY MEDICAL ADJUDICATOR/EXAMINER

Summarize the work you did/do: Evaluate and investigate documents for decisions and authoriz

purchase for medical and diagnostic services. Also render formal decisions

Name & Title of Supervisor: Robert Welch

Telephone: (904) 390-4600 Fax Number:

Dates Worked (Mo/Yr): Started: 06/2016 Ended:

Final Wage/Salary: $ 39000 per year. Hours worked per week:

Reason for Leaving: Transitioning into Public Administration with Masters in Public Administration

Next Most Recent Job

Name of Organization: DUVAL COUNTY SCHOOLS - EDWARD H WHITE HIGH SCHOOL

Mailing Address: 1700 OLD MIDDLEBURG ROAD

City: JACKSONVILLE State: FL Zip Code: 32210

Job Title: EDUCATOR

Summarize the work you did/do: Managed and responsible for consulting, infrastructure,

student support, human resources, and administration functions

Name & Title of Supervisor: Tracey Battest

Telephone: (904) 693-7620 Fax Number:

Dates Worked (Mo/Yr): Started: 08/2013 Ended: 06/2013

Final Wage/Salary: $ 45000 per year. Hours worked per week:

Reason for Leaving: Enrolled in Graduate School to complete Master's Degree

Job Applicant's full name: SHAKIA MONAE BROWN

CONTINUATION OF EMPLOYMENT HISTORY

Next Most Recent Job

Name of Organization: HIGHER LEARNING HOOPS

Mailing Address: 16232 STANIS COURT

City: JACKSONVILLE State: FL Zip Code: 32218

Job Title: CHIEF OPERATING OFFICER

Summarize the work you did/do: Managed and responsible for consulting services, infrastructure, customer support, human resources, purchases, and administration functions

Name & Title of Supervisor: SHENNETTE SPARKES

Telephone: (954) 805-0829 Fax Number: _____

Dates Worked (Mo/Yr): Started: 06/2012 Ended: 06/2016

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

Reason for Leaving: CONFLICT OF INTEREST WITH FLORIDA HEALTH DEPARTMENT

Next Most Recent Job

Name of Organization: ENTERPRISE HOLDINGS CORPORATION

Mailing Address: 11034 ATLANTIC BOULEVARD

City: JACKSONVILLE State: FLORIDA Zip Code: 32225

Job Title: ASSISTANT BRANCH MANAGER

Summarize the work you did/do: Managed business solutions for small and medium sized comp oversaw marketing and sales initiatives as well as customer service and management

Name & Title of Supervisor: Willie Sapp

Telephone: (904) 742-6961 Fax Number: _____

Dates Worked (Mo/Yr): Started: 04/2010 Ended: 08/2013

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

Reason for Leaving: _____

Job Applicant's full name: SHAKIA MONAE BROWN

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: _____

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 Manager

APPLICANT'S FULL NAME: James Allan Hedges

Desired wage/salary: Negotiable Date you can start: 6/1/2018

Have you ever used a different first name, last name, or any nickname? Yes ☑ No ☐

If yes, please list names used: Jim Hedges

Applicant's mailing address: 440 Haley Ave.

City: Ashburn State: Georgia Zip Code: 31714

Daytime Phone number: (407) 973-7715 Other Phone number: _____

How did you learn of this job opening? FCCMA Website

Are 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: James Allan Hedges

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: _____

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	McAlester, McAlester, Oklahoma	4	Graduated	
College	Northeastern State, Tahlequah, Oklahoma	5	Diploma	BS
Voc-Ed				

PROFESSIONAL / VOCATIONAL CERTIFICATION(S) / LICENSE(S)

1. _____

2. _____

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.

Computer, all Microsoft Office Products

Job Applicant's full name: James Allan Hedges

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
Tommy Coleman	Albany, Georgia	(229) 439-4000	12.00
Perry Henry	Bainbridge, Georgia	(229) 246-0550	3.3
Laura Beth Tucker	Camilla, Georgia	(229) 392-7310	3.4

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.

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: Date: 5/13/2018

Job Applicant's full name: James Allan Hedges

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 Pelham, GA.

Mailing Address: 108 Hand Ave. W

City: Pelham State: Georgia Zip Code: 31779

Job Title: City Manager

Summarize the work you did/do: Council/City Manager government. Responsible for all departm
including, police, fire, public works, water, gas, sewer, Main Street

Name & Title of Supervisor: Mayor James Eubanks

Telephone: (904) 716-7585 Fax Number:

Dates Worked (Mo/Yr): Started: 01/2015 Ended: 03/2018

Final Wage/Salary: $ 98,000 per year. Hours worked per week: 40/week

Reason for Leaving: Resigned-Politics

Next Most Recent Job

Name of Organization: City of Ashburn

Mailing Address: 259 E. Washington Ave.

City: Ashburn State: Georgia Zip Code: 31714

Job Title: Mayor

Summarize the work you did/do: Lead the Council in making significant improvements
over an eight year period.

Name & Title of Supervisor: Citizens of Ashburn

Telephone: Fax Number:

Dates Worked (Mo/Yr): Started: 01/2007 Ended: 12/2014

Final Wage/Salary: $ 650 per month. Hours worked per week: 25

Reason for Leaving: Did not run for re-election

Job Applicant's full name: James Allan Hedges

CONTINUATION OF EMPLOYMENT HISTORY

Next Most Recent Job

Name of Organization: Numerous

Mailing Address: N/A

City: Worldwide State: N/A Zip Code: N/A

Job Title: Oil & Gas Consultant-Finance & Control

Summarize the work you did/do: Implemented best practices in finance & administration, consulted, implemented financial systems;

Name & Title of Supervisor: Various

Telephone: _____ Fax Number: _____

Dates Worked (Mo/Yr): Started: 11/1999 Ended: 11/2005

Final Wage/Salary: $15,000 per month. Hours worked per week: 60/week

Reason for Leaving: Tired of traveling

Next Most Recent Job

Name of Organization: Amoco Corportation

Mailing Address: Merged with British Petroleum

City: N/A State: N/A Zip Code: _____

Job Title: Senior Finance & Administrative Manager

Summarize the work you did/do: Oil & Gas accounting for Production Sharing Agreements in Europe, West Africa, the Middle East, Central & South America, and the Far East

Name & Title of Supervisor: Various

Telephone: _____ Fax Number: _____

Dates Worked (Mo/Yr): Started: 06/1970 Ended: 08/1999

Final Wage/Salary: $130,000 per year. Hours worked per week: 40/week

Reason for Leaving: Amoco/BP merger

Job Applicant's full name: James Allan Hedges

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: _____

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 Manager

APPLICANT'S FULL NAME: William Brian Watkins

Desired wage/salary: $80,000 Date you can start: 1 Jun 2018

Have you ever used a different first name, last name, or any nickname? Yes ☐ No ☑

If yes, please list names used: NA

Applicant's mailing address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone number: _____ Other Phone number: _____

How did you learn of this job opening? FCCMA Website

Are 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):

NA

Job Applicant's full name: William Brian Watkins

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: NA

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.)? O-6
What was your rating (communications, infantry, supply, medic, etc.)? Naval Aviator
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	Robert E Lee Acadamy Bishopville, SC	4	Diploma	
College	Clemson University Clemson, SC	4	BS	Building Construction
Voc-Ed	NA	NA	NA	NA

PROFESSIONAL / VOCATIONAL CERTIFICATION(S) / LICENSE(S)

1. NA

2. NA

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.

NA

Job Applicant's full name: William Brian Watkins

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
Donna Tucker	Milton, Florida	(850) 623-2339	17.00
Roy Andrews	Milton, Florida	(850) 983-1857	12
Bob Asmus	Pace, Florida	(850) 665-6130	30

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.

Served 27 years as an officer in the U S Navy, retiring with the rank of Captain (O-6) including three command tours and staff tours in the Office of the Secretary of Defense and Chief of Naval Operations.

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: _____ Date: 5/18/2018

Job Applicant's full name: William Brian Watkins

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 Milton

Mailing Address: PO Box 909

City: Milton State: Florida Zip Code: 32572

Job Title: City Manager

Summarize the work you did/do: Manged all city departments including Police, Fire, Parks & Rec, Public Works, Utilities, Planning/Zoning, Budget, HR, Finance and Economic Development.

Name & Title of Supervisor: Milton City Council

Telephone: 850-983-5411 Fax Number: (850) 983-5415

Dates Worked (Mo/Yr): Started: Oct 2008 Ended: Apr 2018

Final Wage/Salary: $ 93,000 per year. Hours worked per week: 40

Reason for Leaving: City Council desired new management

Next Most Recent Job

Name of Organization: City of Milton

Mailing Address: PO Box 909

City: Milton State: Florida Zip Code: 32572

Job Title: Public Works Director

Summarize the work you did/do: Managed water, wastewater, natural gas, & stormwater utilities, road & facilities maintenance and improvements, solid waste collection and recycling and parks.

Name & Title of Supervisor: Donna Adams

Telephone: (850) 983-5411 Fax Number: (850) 983-5415

Dates Worked (Mo/Yr): Started: Apr 2006 Ended: Oct 2008

Final Wage/Salary: $ 76,000 per year. Hours worked per week: 40

Reason for Leaving: Promoted to City Manager

Job Applicant's full name: William Brian Watkins

CONTINUATION OF EMPLOYMENT HISTORY

Next Most Recent Job

Name of Organization: Rebuild Northwest Florida

Mailing Address: 150 West Maxwell Street

City: Pensacola State: Florida Zip Code: 32501

Job Title: Construction Manager

Summarize the work you did/do: Responsible for daily operation of Not-for-Profit assisting homeowners in Santa Rosa/Escambia Counties to repair damage from by hurricanes Ivan & Dennis.

Name & Title of Supervisor: Carolyn Appleyard / Executive Ditector

Telephone: (850) 497-7024 Fax Number: (850) 497-7967

Dates Worked (Mo/Yr): Started: 12/2004 Ended: 04/2006

Final Wage/Salary: $76,000 per year. Hours worked per week: 40

Reason for Leaving: Accepted another position

Next Most Recent Job

Name of Organization: United States Navy, NAS Whiting Field

Mailing Address: 7550 USS Essex Street

City: Milton State: Florida Zip Code: 32570

Job Title: Commanding Officer

Summarize the work you did/do: Managed a major aviation training complex that included three airports and 13 auxiliary airfields. Directed the efforts of over 500 military and civilian personnel.

Name & Title of Supervisor: VADM Harms, Commander Naval Education and Training

Telephone: (850) 623-7121 Fax Number: (850) 623-7625

Dates Worked (Mo/Yr): Started: 08/2001 Ended: 08/2004

Final Wage/Salary: $88,000 per year. Hours worked per week: 40

Reason for Leaving: Retired for military service

Job Applicant's full name: William Brian Watkins

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: _____

W. Brian Watkins

May 18, 2018

City Clerk
Attn: Kristen Bates
City of Bunnell
PO Box 756
Bunnell, FL 32110

Dear Ms. Bates,

Please accept my enclosed résumé for the position of City Manager for the City of Bunnell. I believe my experience with the City of Milton, Florida and the U. S. Navy makes me an excellent candidate for the position. My assets include my history of working in local government and my knowledge of leading and managing large and diverse organizations.

My background includes experience in budgeting, utility management, facilities and infrastructure development and management, planning and zoning, economic development, human resources, emergency preparedness and recovery and customer/quality satisfaction processes. As City Manager of Milton my team brought the city from a dire situation to a well-funded and stable financial position. We established a Unified Development Code, economic incentives and restructured our fee schedule to make business development a better and more affordable experience. We took opportunities to reorganize and use technology to improve customer service while holding down costs with the goal of ensuring the city was well prepared to move ahead for many years to come.

If you have any questions regarding the information provided please do not hesitate to contact me. Professional references are also enclosed. Thank you for your time in reviewing the enclosed information. I look forward to hearing from you.

Sincerely,

W. B. Watkins

Enclosures: Résumé
Professional References

W. BRIAN WATKINS

EXECUTIVE PERFORMANCE HIGHLIGHTS

Proven performance as City Manager and Public Works Director for a dynamic and developing municipality in one of the fastest growing areas of Florida. Extensive experience as a senior Naval Officer serving as Regional Commander and Base Commander during a period of significant change in the Navy shore infrastructure management organization.

Professional Experience

City Manager 2008 - 2018
City of Milton - Milton, Florida
Managed all aspects of the City of Milton including police, fire, public works, utilities, parks and recreation, planning and zoning, economic development, human resources, budget development and financial management.

- Developed a city wide strategic plan to guide future development.
- Awarded and managed over 6 million dollars in grants for city wide improvements.
- Coordinated with regulatory agencies including Florida Department of Transportation and Florida Department of Environmental Protection.
- Represented the city on numerous boards to further city council goals and positions.
- Launched and revived community festivals and events to increase downtown tourism and enhance economic activity.

Public Works Director 2006 - 2008
City of Milton - Milton, Florida
Responsible for operations and management of municipal water, wastewater, natural gas and storm water systems, facilities maintenance, road repair and improvements, parks and recreation and solid waste collection.

- Established a program to upgrade and modernize city utilities, improving the level of service while reducing costs.
- Managed a 17 million dollar upgrade to the municipal wastewater treatment plant.
- Instituted a GIS program for all city utilities to improve efficiency and work load.
- Started training programs and career progression tracks for city workers.

Construction Manager 2004 - 2006
Rebuild Northwest Florida - Pensacola, Florida
Responsible for daily operations of a Not-for-Profit established to assist homeowners in Santa Rosa and Escambia Counties with rebuilding and repair from damage sustained as a result of Hurricanes Ivan and Dennis. Duties included administration, financial and staff management, volunteer coordination, and case work development.

Acting Commander 2004
Navy Region Gulf Coast - Pensacola, Florida
Responsible for management of four naval activities, including two major training facilities with a budget exceeding 150 million dollars annually. Providing municipal level services to tenant commands and over 50,000 active and retired military and government service personnel.

Commanding Officer 2001 - 2004
Naval Air Station Whiting Field - Milton, Florida
Managed a major aviation training complex, which included three airports and 13 auxiliary airfields. Facilities supported over 458,000 flight hours and 4 million flight operations. Directed the efforts of over 500 military and civilian personnel supporting the base and tenant population of over 3000 personnel.

Commanding Officer/Chief Test Pilot 1997 - 2001
Naval Rotary Wing Aircraft Test Squadron - Patuxent River, Maryland
Directed efforts of a team of engineering test pilots and flight test engineers in the conduct of Navy and Marine Corps developmental flight test programs for aircraft flying qualities and performance, systems integration, shipboard interface and ordnance separation.

Resource and Requirements Officer 1995 - 1997
Office of the Chief of Naval Operations - Washington D.C.
Developed requirements and managed resources for aviation and ship attack programs for surface warfare systems. Worked within the DOD Planning, Programming and Budgeting System to support the Navy Program Objective Memorandum (POM).

Commanding/Executive Officer 1993 - 1995
Helicopter Anti-Submarine Squadron Light 45 - San Diego, California
Provided fully equipped and trained SH-60B LAMPS MK III helicopter detachments to operate as sea control assets for deploying units.

Student 1992 - 1993
Naval War College - Newport, Rhode Island
Earned a Master of Arts in National Security and Strategic Studies

Staff Officer 1991 - 1992
Office of the Secretary of Defense - Washington D.C.
Provided oversight and led staff effort for Conventional Systems Committee and Defense Acquisition Board reviews for numerous Anti-Submarine and Mine Warfare defense acquisitions programs. Developed issue papers and program budget decision papers for the Department of Defense.

EDUCATION

B. S., Building Construction, Clemson University
M. A., National Security and Strategic Studies, Naval War College
Graduate U. S. Naval Test Pilot School

Community Involvement

Santa Rosa Council of the Navy League - Board of Directors (Current President) 2004 - 2018
Santa Rosa County Chamber of Commerce - Board of Directors 2009 - 2018
Pen Air Federal Credit Union- Supervisory Committee 2005 - 2014
Rebuild Northwest Florida - Board of Directors 2006 - 2010
Santa Rosa County Aviation Advisory Board (Current Vice-Chair) 2012 - 2018

References

Guy Thompson, Executive Director
Santa County United Way
Former Mayor of Milton
6479-A Caroline Street
Milton, FL 32570
850-723-4160
Mayorg75@aol.com

Donna Adams, City Manager (Retired)
City of Milton
4850 Alex Reed Trail
Pace, FL 32571
850-994-4877
donnaspurradams@bellsouth.net

Mary Ellen Johnson, Councilwoman
City of Milton
P. O. Box 909
Milton, FL 32572
850-225-1725
johnsonmejohnson@aol.com

Edwin A. "Buz" Eddy, City Manager (Retired)
City of Gulf Breeze
300 Bear Drive
Gulf Breeze FL., 32561
850-232-9722
buzeddygb@gmail.com

Patsy Lunsford, Councilwoman
City of Milton
P. O. Box 909
Milton, FL 32572
850-623-2678
plunsford@miltonfl.org

Steve Rhodes, Local Manager
Gulf Power Company
5120 Dogwood Drive
Milton, FL 32570
850-417-4205
skrhodes@southernco.com

Heather Lindsay, City Attorney
City of Milton
5218 Willing Street
Milton, FL 32570
850-623-3200
hfl@lal-law.com

Donna Tucker, President/CEO
Santa Rosa County Chamber of Commerce
5247 Stewart Street
Milton, FL, 32570
850-623-2339
ceo@srcchamber.com

Dewitt Nobles, City Clerk
City of Milton
P. O. Box 909
Milton, FL 32572
850-983-5402
dnobles@miltonfl.org

Robert Asmus, Assistant Air Operations Officer
NAS Whiting Field
7550 USS Essex Street, Suite 106
Milton, FL 32570
850-665-6130
robert.asmus@navy.mil

Roy Andrews, County Attorney
Santa Rosa County, Florida
6495 Caroline Street, Suite M
Milton, FL 32570
850-983-1857
roya@santarosa.fl.gov

W. D. "Don" Salter, Commissioner
Santa Rosa County
6495 Caroline Street, Suite M
Milton, FL 32570
850-983-1877
commsalt@santarosa.fl.gov

RECEIVED
MAY 12 2018
BY: .....

Timothy James Day

May 12, 2018

Dear Bunnell City Commissioners,

I would respectfully ask to be considered for the City Manager position for the City of Bunnell. When I looked at your job announcement it became obvious to me that my background and experience was extremely relative to this position and would complement the city. Most of my professional adult life has been in positions where I have served city, county and state governments. I have served with several law enforcement agencies, including the Florida Department of Law Enforcement for many years. My experience is also as an elected official, having served the City of Cape Coral, Florida as a Councilmember/Mayor Pro-Tem for 9 years. Later on I held the positions as **Town Manager** in Melbourne Beach and Greenville Florida. Currently, I currently serve as the General Manager of one of the largest condominium communities in southwest Florida. That position is very similar to being a City/Town Manager. I have responsibility for the 61 employees, HR, Safety, Recreation, Public Works, 11 million dollar budget and approximately 3000 residents. My background is verifiable via my resume; therefore I will concentrate on areas that have a specific bearing on the City Manager position.

1. **Fiscal Management**- for 10 years I served as Director of the Police, Fire and Public works training for a 10 county service area in Southwest Florida. The budget exceeded 4 million dollars and I never operated in the red. Having served on the Cape Coral City Council for 9 years was another example of my fiscal management. During that time period we established reserve accounts and kept the city in the black, even during the downturn in 2007-2009. There were many unique circumstances we faced and frankly it was my drive and determination that saved over 150 municipal jobs during the recession. Over the past 3 years I have been a Town Manager in the State of Florida and I have always worked within the budget that was established. What I would like to mention is I have been subject to financial audits internally as well as from the Florida Department of Law Enforcement and the Office of the Auditor General. During those audits I have never had a finding and I am proud to report that.
2. **Team Management**-I have had large numbers of employees working for me over the years. The Police/Fire Academy for example had 140 employees under my direct supervision. During that 10 year period I always had staff meetings with my management team weekly. Certainly, I always listened to their concerns and ways to improve processes. I also extended that to broader meetings with instructors, administrative and maintenance staff on a monthly time frame. What was always known by every employee is if they have an issue that needed attention they could come to me at any time day/night. I have extended this philosophy to all of my positions since then.
3. **Written/Verbal**- I developed a newsletter for the academy programs which came out once every three months. I also developed a website and a mass email list in order that I could get stakeholders notified of advancements of issues rapidly. In my current positon I send out a newsletter every two weeks.
4. **Community Relations**-this is an area that I am sure the entire council realizes being an effective councilmember cannot happen without it. Because the City of Cape Coral was so large (180,000 population) there was always some type of community meeting, neighborhood meeting or event that took place weekly. I was always visible and accessible and it kept me in touch with issues citizens had. More importantly it gave them a way to get through government bureaucracy, which I am not a fan of.
5. **Technology**-obviously is always changing and embracing that change is a duty of government officials. Using technology to communicate with citizens must always be explored. I have utilized technology to determine where we see spikes in crime and then responding accordingly. Technology has also been used by me to find quicker ways to monitor the finances of the communities I served. I have just upgraded the accounting system at the positon I am in now. The reason for this upgrade was I wanted to be able to know the real time finances of all bank accounts. Waiting for monthly banks statements was just not acceptable.
6. **Economic Development**-I have served on the local CRA in Cape Coral for 3 years. We did everything from establishing Tax Increment Financing (T.I.F) to ensuring the current zoning met the needs of the businesses in the area. I was also involved in the expansion of the C.R.A. which was truly a challenge. When a C.R.A. is expanded as the city eventually did, we had to clearly articulate why we felt the area was blighted under the law. Our conditions did not meet the traditional standard but we overcame the issues. That area is thriving today because of steps we took in the early 2000's.
7. **Labor Relations**-It is a difficult challenge at times and rewarding at other times. At the academy I had 3 union groups and in the City of Cape Coral we had 7 union groups. In the city I was the lead person with negotiations of the Police and Fire contracts because of my background. At the academy I directly worked with the 3 bargaining

groups. My position was always to be fair, neither giving away the store nor being heavy handed and not listening. Most of the union board members I believe realized that I was always fair and respectful.

8. **Intergovernmental**-this is extremely important to the success of the communities I served. Working with the County Commissioners ensured that they never forgot about their roadways that came through the city limits. Working with our State Legislative team is the reason that state road 78 was widen 5 years before the FDOT plan called for it to be done. This led to large advances in economic development in the city of Cape Coral. It also assisted changing a tax base that was basically 3-4% commercial to 9% in a matter of 4 years.
9. **Infrastructure Development** and the **Utility System** are closely tied together. Under my term the City of Cape Coral took on one of the largest Utility expansions in the state's history. During my term 25% of the city received potable water/ waste water and reclaimed water for irrigation. It was accomplished by CDBG funding for the partial plant construction, the property owners obviously paid to bring the lines to their homes. We made the burden easier on the home owner by offering a financing plan over a 15 year time frame. The debt was placed on their ad-valorem tax bill. I have been in the trenches and seen utility expansions up close and realize how complex the contracts are. With regard to infrastructure development, I was able to obtain grant funding from FDOT. I did not write those grants but I pushed staff to get it done. I approached FDOT for help for our underfunded paving plan; they explained that they would not have funding to rebuild existing streets in their current size. The obvious answer was to change the dimension and ad new characteristics that better served the community.

My career is unique having been an elected official in the City of Cape Coral-Councilmember/Mayor Pro-Tem, a Law Enforcement career that spans several decades, a Town Manager in Melbourne Beach and Greenville, and as a Community Association Manager. What I have learned through these experiences is how to manage people, budgets, while keeping the residents I have served always in the forefront. When it comes to grant writing I have also been successful. I have obtained grants for municipalities I served from the following agencies; Florida Inland Navigation District, F.E.M.A., Florida Department of Transportation, Community Development Block Grant-Federal, F.D.L.E., Homeland Security, and the Florida Department of Environmental protection. All of those agencies have many different requirements and I have put in a lot of research to adapt my grant writing to their requirements.

In closing, I would like the Commission to the reason I am applying to the City of Bunnell is because I need to be back in government where all of experience and skills I have can be best utilized. I chose to apply for the City Manager position in Bunnell because it is definitely a position where one person can make a difference. This is the type of community where you can get to know the citizens you serve and they can get to know you. Should you wish to consider me further in the process I would consider it an honor.

Respectfully,

Timothy Day

Timothy Day
(239)233-4496

TIMOTHY JAMES DAY

GENERAL & OPERATIONS MANAGER

Financial Stewardship | Staff Administration | Project Controllership

Demonstrated leader with more than 25 years of experience directing programs and teams to achieve goals and objectives by ensuring organization standards of performance are developed and met. Expert at leading the day-to-day operations of facilities and programs include budgeting, human resources, and organizational planning. Results-driven professional with a history of driving decision-making and process improvements to boost the bottom line or solve issues. Excel at directing and coaching teams on responsibilities and policies to ensure procedural compliance. Seek a management role at an organization that values a professional with a proven track record of hard-work, results, and dedication.

- Financial Transactions
- Operations Streamlining
- Process Improvements
- Administrative Procedures
- Capital Improvement Projects
- Business Development
- Problem Solving
- Conflict Management
- Attention to Detail

PROFESSIONAL EXPERIENCE

SEVEN LAKES ASSOCIATION **8/2017 – Present**
GENERAL MANAGER-C.A,M.
Currently, I serve as the General Manager of the Seven Lake Lake Association. I manage an 10 million dollar budget and oversee a staff of 61 full time staff. It is my responsibility to develop and implement the annual budget and work with the Board Members of the Association to ensure the all of the residents needs are met. This Association is comprised of and 18 hole Golf Course, Full Service restaurant, and 1096 condominium units. The facility is different from most associations in the State of Florida because there are 29 separate condominiums that are under the the Seven Lakes Association. Each of those 29 condominiums has an elected representitives also that I work with. I am responsible for every aspect of the community; restaurant, golf course, pools, tennis, bocce, fitness center, wood working shop, HR, Finance, Maintenance, Grounds, Security.

TOWN OF MELBOURNE BEACH, FL **2015 – 2017**
Town Manager
I served as the Town Manager of Melbourne Beach, Florida. I am responsible for all aspects of government; Police, Fire, Public Works, Parks, Human Resource, and Budget. During the past several months I have re-written the towns Policy and Proceedure Manual, Updated the Land Development Code, re-designed the Computer System (moving away from operating in the Cloud), re-organized the Fire Department and made many upgrades to the physical environment. I am also developing a comprehensive Capital Improvement Plan which has never been done. I have also implemented an employee evaluation process which highlites employee strengths and weaknesses. Recently, I developed the budget for 2016-2017. My duties also include setting up all City Commission, Planning and Zonning, Board of Adjustment, Enviromental Advisory, Police Retirement, and Parks Boards Meetings.

TOWN OF GREENVILLE, Greenville, FL 2016
Town Manager
I served as the Town Manager for the Town of Greenville, Florida. I am responsible for the following areas of government; Budget, Personnell, Water, Sewer, Human Resources, Fire Department, Parks, Garbage Removal, Economic Development and Cemetary. I am also responsible for grant writing and proposals. During my tenure I have also made important recommendations in the CDBG application was recently approved. I was also approved for an FDOT grant application on 9/24/2015. My goal for this position was to develop upgrades which I accomplished and it was not to be there long term. **The Town Council wanted this position to be Part-time and I wanted a Full Time Position.**

Community Association Manager, Fort Myers, Fl 2012-2015

I started a small Community Association Management business in late 2009. I managed both commercial and residential associations.

SOUTH WEST FLORIDA PUBLIC SERVICE ACADEMY, Fort Myers, Fl 2002 – 2012
Director
Accountable for managerial, operational, and administrative duties for the program as well as establishing standards of performance for all staff members across counties such as Lee, Collier, Charlotte, Hendry, and Glades.

- Developed and managed an adopted budget of $4 million-plus, directing all financial transactions accordingly
- Supervised 190-210 full and part-time staff including law enforcement, firefighter, and corrections officers
- Achieved numerous perfect financial audits and performance audits through detailed reporting and processes
- Led all human resources functions for staff including coaching, evaluating, hiring, and firing

CITY OF CAPE CORAL, Cape Coral, FL 2000 – 2009
City Councilman/Mayor Pro-Term
Lawfully governed the city of more than 163,000 residents and 1,600 full-time employees as an official elected to serve two consecutive terms. Reviewed and approved total annual budget of more than $500 million as well as set the tax levy.

- Established and modified goals and objectives for the municipality
- Responds to constituent requests for information or assistance with problem resolution
- Formulated policies, developed programs, and sponsored laws to solve current and future issues
- Instrumental in leading large-scale land use changes to attract businesses to the area

FLORIDA DEPARTMENT OF LAW ENFORCEMENT, Fort Myers, Fl 1997 – 2002
Regional Field Representative
Served as a liaison for law enforcement agencies with a focus on implementing administrative and leadership processes to improve operations.

- Created the Marco Island Police Department, drafting policies, procedures, and execution schedule
- Developed and implemented new programs for collecting, using, and verifying criminal justice data
- Led management studies and surveys of criminal justice programs to identify improvement areas
- Supervised new hire training and certification of more than 5,000 officers and reviewed all records to ensure compliance with federal and state laws

CITY OF PROVIDENCE RHODE ISLAND, Providence, RI 1985 – 1996
Police Officer
Ensured effective operations while serving in numerous roles, including Patrol Officer, Organized Crime Division Office, and Administrator - during which I worked directly with the Police Chief to establish policies and procedures.

- Received numerous awards and commendations including Lion's Club Police Officer of the Year for saving 16 people in a burning house fire, and the American Legion Metal of Valor

STATE OF RHODE ISLAND PARK POLICE, RI 1983 – 1985
Police Officer
Law enforcement officer charged with performing uniform patrol duties across state parks, beaches, and campgrounds.

EDUCATION & CREDENTIALS

Bachelor of Arts in Psychology, Rhode Island College, Providence, RI
Associate of Science in Administration, Roger Williams University, Bristol, RI
Florida Licensed Community Association Manager, #CAM39746
Florida Certified C.J.S.T.C. Instructor
Florida Certified Guardian
Certified Police Officer in Rhode Island & Florida

AWARDS & DISTINCTIONS

Florida Department of Law Enforcement Flawless Audit: 2002, 2004, 2006, & 2008
Florida Department of Law Enforcement Award for Outstanding Performance
Lions Club Police Officer of the Year
American Legion Metal of Valor

Providence City Council Certificate
Department Commendations (Four)

PROFESSIONAL AFFILIATIONS

Boys Head Soccer Coach Oasis Middle School
Cape Coral Soccer Association Coach
Member of Southwest Florida Police Chiefs Association
Certified Criminal Justice Standards and Training Instructor
Florida Training Center Directors Association
Metropolitan Planning Organization
Southwest Florida League of Cities
Cape Coral Transportation Advisory Committee
Little League Baseball Coach
Edison College Criminal Justice Advisory Board
Space Coast League of Cities-Director
Brevard County School District Capital Improvement Committee
Space Coast Public Managers Association
Space Coast League of Cities

CITY OF BUNNELL, FLORIDA
PO Box 756
Bunnell, FL 32110-0756
Telephone: 386-437-7500
Fax: 386-437-7503

APPLICATION FOR EMPLOYMENT

Received by: KBoss

Date Received: 5/12/2018

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 MANAGER

APPLICANT'S FULL NAME: Timothy James Day

Desired wage/salary: 80K Date you can start: 2-4 weeks

Have you ever used a different first name, last name, or any nickname? Yes ☐ No ☒

If yes, please list names used: _____

Applicant's mailing address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone number: _____ Other Phone number: _____

How did you learn of this job opening? Florida League of Cities

---

Are 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: Timothy James Day

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: _____

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	Bishop Hendricken H.S (Warwick RI)	4	Diploma	College Prep
College	R.I. College	4	BA	Psychology
	Roger Williams Univ.	2	AS	Admin.
Voc-Ed				

PROFESSIONAL / VOCATIONAL CERTIFICATION(S) / LICENSE(S)

1. Florida Community Assoc. Manager CAM 39746
2. _____

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.

Job Applicant's full name: _____

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
DAVE WALSH	CAPE CORAL FL.	(239) 677-6708	21
BARBARA CROWLEY	OCALA FL.	(239) 850-1418	21
LIZ MASCARO	MELBOURNE BEACH FL.	(321) 724-5860	3

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.

PLEASE SEE RESUME AND COVER LETTER. THANK YOU.

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: _____ Date: 5/12/18

Job Applicant's full name: Timothy James Day

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: Seven Lakes Assoc.
Mailing Address: 1965 Seven Lakes Blvd
City: Fort Myers State: FL Zip Code: 33907
Job Title: General Manager
Summarize the work you did/do: I manage all departments in a very large gated community: Golf Course, HR, Finance, Security, Public Works
Name & Title of Supervisor: Board of Directors
Telephone: (239) 482-4540 Fax Number:
Dates Worked (Mo/Yr): Started: 95000/8/2017 Ended: still employed
Final Wage/Salary: $ 95000 per year. Hours worked per week: 50
Reason for Leaving: still employed

Next Most Recent Job

Name of Organization: Town of Melbourne Beach
Mailing Address: 507 Ocean Ave
City: Melbourne Beach State: FL Zip Code: 32951
Job Title: Town Manager
Summarize the work you did/do: I managed all town departments: Police, Fire, Public Works, Finance, HR, Parks
Name & Title of Supervisor: Town Commissioners
Telephone: 321-724-5860 Fax Number:
Dates Worked (Mo/Yr): Started: 12/2015 Ended: 8/2017
Final Wage/Salary: $ 97,000 per year. Hours worked per week: 40+
Reason for Leaving: Family issue

Job Applicant's full name: Timothy James Day

CONTINUATION OF EMPLOYMENT HISTORY

Next Most Recent Job

Name of Organization: Town of Greenville
Mailing Address: P.O. Box 235
City: Greenville State: FL Zip Code: 32331
Job Title: TOWN MANAGER
Summarize the work you did/do: I MANAGED ALL TOWN DEPARTMENTS: Fire, Public works, WATER, Finance, HR
Name & Title of Supervisor: Town Council
Telephone: 850-948-2251 Fax Number:
Dates Worked (Mo/Yr): Started: 3/2015 Ended: 1/2016
Final Wage/Salary: $ 51K per . Hours worked per week: 40+
Reason for Leaving: TOWN WANTED THE POSITION TO BE PART TIME

Next Most Recent Job

Name of Organization: Lee County School District (Public Service Academy)
Mailing Address: COLONIAL BLVD. FORT MYERS FL.
City: FORT MYERS State: FL Zip Code:
Job Title: DIRECTOR Police + Fire Academy
Summarize the work you did/do:

Name & Title of Supervisor: DR BROWDER
Telephone: (239) 334-1102 Fax Number:
Dates Worked (Mo/Yr): Started: 8/2002 Ended: 3/2012
Final Wage/Salary: $ 79K per . Hours worked per week: 40+
Reason for Leaving: RETIRED

Job Applicant's full name: Timothy James Day

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: _____