

Judith Stetson



City of Bunnell Commission  
Sandra Bolser, City Clerk  
1769 E. Moody Blvd.  
Bunnell, FL 32110

August 29, 2013

Dear Ms. Bolser,

Please accept my resume as an application for the City Manager's position for the City of Bunnell, which is currently being advertised.

I have been employed with the City of Bunnell as the Director of Grants, Community Projects and the CRA, and believe that I am a highly qualified candidate for this position to lead the City.

I have an extensive and varied background as you will see within this package. I graduated college in 1994, and soon thereafter began my career in upper management. I have worked nearly twenty years with numerous Federal and State agencies following explicit rules, regulations along with inspections to verify compliance within the job responsibilities and mandated performance measures.

Since moving to Florida in 2000 my career has expanded into local Government agencies where I have worked diligently within Flagler County to create a better home for the citizens that we serve. My efforts have primarily focused around identifying new sources of revenue so that a project and/or goal can be accomplished as envisioned. I have been writing grants for over ten years and to date have successfully secured more than thirty (\$30+) million in new dollars towards community projects.

I have spent the last six years working in local government and have truly enjoyed my time and undertakings at the City of Bunnell. As you are all aware, where we see ourselves today is truly a culmination of the last five years of efforts coming to fruition. We are in the final process of purchasing Plantation Bay Utilities with Flagler County. I have been an essential player as the key contact to coordinate all documents being sent to the Department of Environmental Protection (DEP) and other parties involved. I have spent over a year working with the loan agents, attorneys within the City, County, consulting attorneys, both City and County Commission meetings, various departments within both City and County, the seller, their negotiating team, attorneys, operations managers, financial and engineering consultants all in an effort to organize and communicate the activities within this process. Once the purchase of Plantation Bay is completed the City will immediately begin upgrades to the plants as deemed necessary by the DEP Consent Order. Dollars for these projects have been calculated through grant funders along with long term debt.

Our City Water Treatment Plant upgrades are still underway. The details involved are time consuming and arduous. We are currently rewriting our Legal Services Agreement due to the City's change in attorney firms. The State is now reconsidering the preapproved verbiage within our authorized Resolution to determine if it is acceptable. We have a Bond Hearing date scheduled in September that we need to advertise for however; based on the States determination will decide if we need to postpone the hearing due to Commission action. The judge will not be available in October, which could push the project into November. The new interim financing term agreement is over a year old now, some conditions have changed and we may find ourselves needing to advertise for a new RFP for the funder.

I have briefly described the two examples above to explain the complexity of what the City is currently involved with. I am thoroughly educated as to most of the City's activities and have been a primary player in each of our key projects. The City has grown tremendously within the past few years and our efforts are blossoming. It is critical for the City to move forward in a professional and consistent manner

at this time so that we can complete the numerous projects that are valued in the millions successfully and be prepared as the economy recovers.

As the Director of Grants, Community Projects and the CRA, I regularly work with all the departments within the City of Bunnell, either through grant funding, research or event coordination. I have a good rapport with my peers and staff within the City. My work has been commended for the successes that I have achieved, my positive attitude, dedication to the City and numerous occasions of performing the Acting City Manager in training seat. Here is a brief listing of projects and departments that I am working on at this time:

**Finance:**

Interviewing committee for the new Director, budgeting reconciliation, planning, W-9 status' grant funds within and planned match funds, Bond process for water project and Plantation Bay

**Clerk:**

Agenda items in regards to the projects at hand, letters of support through Commission, News letter stories, Department Presentations, support to Clerk when Acting City Manager issues

**Community Development:**

Business grant options, parade planning and coordination of the event, Mayor's presentation to Leadership Flagler, NIA code issues, Commerce Parkway, TPO

**Fire Department:**

Fire Assistance Grant for equipment, Firehouse Subs Grant reapplying, mural option proposal, emergency coordination of events, traffic flow, festival and fireworks show

**Police Department:**

AT & T grant application coordination, Crime Prevention grant monitoring, JAG grant closeout, Police Safety Vest Grant, emergency coordination of events, traffic flow, Police Car Grant through USDA

**Engineering Department:**

Bunnell Elementary Trail, Gateway Enhancement/Median upgrades, G.W. Carver Sports Complex, Bunnell Water Treatment Plant upgrades, Plantation Bay, sidewalk projects, stormwater planning, FDOT and road projects

**Solid Waste Department:**

Event coordination, grant research

**Public Works Department:**

Coordination of all events, community and facility decorations/set up, roadways, swales, stormwater, sidewalks, buildings, parks and future planning

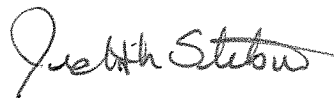
**Utility Department:**

Numerous Projects in the water treatment plant upgrade, wastewater plant, distribution system, collection system and the acquisition and operation of Plantation Bay

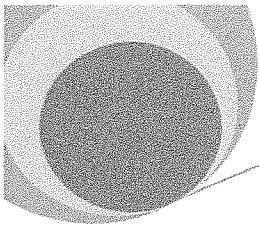
I have been a key contact with our Federal and State representatives along with leaders within our community in regards to the City of Bunnell and our initiatives. They naturally continue to look to me for information and guidance when needing support or assistance from Bunnell.

I would like to thank you for considering this application, and would continue to be a true asset to the City of Bunnell and would afford a smooth transition in management.

Regards,

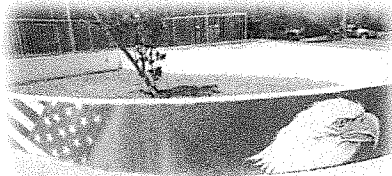
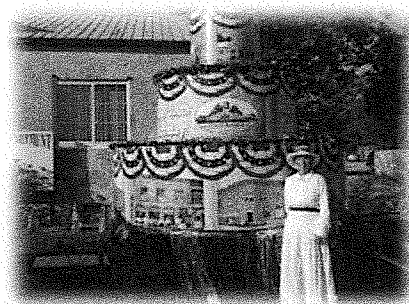


Judith Stetson



Judith Stetson

# Honoring our Past as We Build a Future



76 Margaret Rd.  
Ormond Beach, FL 32110  
judi-stetson@hotmail.com

**CAREER FOCUS:**

To secure the City Manager position with the City of Bunnell and serve the community

**HIGHLIGHTS OF QUALIFICATIONS**

- Superior public relations with both private/public sector including extensive work with Local, State and Federal Governments
- Master of identifying and securing alternative income from grant funds, low interest loans, Federal, State funds and project fundraising initiatives
- Creative self starter with good leadership and motivational skills
- Outside of the box thinker finding unique solutions for costly, complex problems
- Communications professional with extensive public speaking/educational training of audiences including multi media coverage.
- Highly skilled in sales and marketing of agency/product/mission
- Exemplary coordinator to blend multiple agencies/people uniting toward a common goal
- Highly skilled in reorganization to create growth and streamline functions
- Proficient in crisis management techniques and action
- Professional negotiation and problem solving successes with individuals/groups
- Motivational trainer encouraging staff development
- Superior in coordinating and execution of large scale multi-tasking projects
- Highly energetic, dedicated, determined, sincere and joyful

**EMPLOYEMENT HISTORY**

**CITY OF BUNNELL**

**Director of Grants, Community Projects & CRA**

**1/09-current**

*The City of Bunnell is dedicated to providing our citizens, businesses, and visitors with quality of life and services.*

*For over 100 years Bunnell has worked to define itself, and promote its many opportunities. Historically, the priorities have been rooted in agriculture and silviculture, providing natural resources and its central location to transportation routes. Articles dating from the late 1890's to the early 1900's promote the area describing unlimited natural resources for crops, fruit trees, hunting and fishing, with transportation options to distribute the goods. Recently, Flagler County has experienced a population and development boom. The quiet, rural and agricultural orientation of the County has changed significantly east of US Highway 1 and the Florida East Central railroad tracks.*

*Bunnell City Government was established in 1913, experienced a large annexation in 2006 and is currently 136 square miles of land, which is the second largest land mass City in Florida with a population of 2,676 residents.*

I was hired as a Grant Writer, promoted twice and am currently the Director of Grants, Community Projects and the CRA.

The primary function of the department is to coordinate and organize massive amounts of information, aspirations, funds and goals of the City into tangible and completed projects. The Grants Department teams up with the City Commission, City Manager, Departments, Federal, State, and local agencies, various boards, and the community to create and support projects that have been identified as key to the City to improve the quality of life in our city, and ways to make those projects a reality.

I put emphasis within the Department to take a coordinated approach that ensures every element of each project complements and strengthens the others. It isn't only about getting results. It's about getting results in the right way. I strive to establish the tools and reinforce the values that provide everyone with rewarding work opportunities and quality of life in our City.

The Grant Department works toward acquiring funds through outside resources to support City of Bunnell initiatives.

During my tenure I have established the following programs, projects and initiatives:

- The department, under my leadership, generated more than \$24 Million in new project dollars to the City of Bunnell \*See Attached Grant Funding List
- I created the first Powerpoint Presentations used within Bunnell and continue to as needed when highlighting the City's activities and projects
- Established a department presentation for each and continue to support annually
- Design Federal Legislative packets each year highlighting the City initiatives that are presented to Washington Representatives
- Prepare and present Legislative materials for Local and State initiatives
- Create the annual Mayors Address
- Brainstorm ideas for the City, create options and implement chosen initiatives
- Implemented and manage the Neighborhood Improvement Ambassador Program
- Design and distribute marketing material for the City - monthly newsletter, posters, flyers, city ads including all forms of media coverage of City activities
- Have established and now coordinate annual community events
- Lead organizer and manager for Centennial year events
- Created City beautification strategies that are growing into downtown and home improvement projects
- Through my Department's successful financial efforts the City established an Engineering Department to manage the projects at a cost savings to the City
- My Department works closely with all the other departments on grant funding, projects and/or event coordination
- I have worked diligently to improve the professional status of Bunnell and the communities perception of our image



## CITY OF PALM COAST

### City of Palm Coast Coordinator of Grants & Senior Services

7/07-12/08

*The City of Palm Coast is situated in the eastern portion of Flagler County, which is located on the Atlantic Ocean, in the heart of Northeast Florida, equidistant between the cities of Jacksonville and Orlando. Currently, the City of Palm Coast has a population of 74,000 residents and covers an area of approximately 60 square miles.*

*The City provides a wide range of services including development services: fire services, street construction and maintenance, parks and recreational activities. Palm Coast contracts with the Flagler County Sheriff's Department for law enforcement services. The City currently has plans underway for a new City Hall, a town center, new fire stations, and additional lands for parks. Preservation and protection of environmentally sensitive land is a key goal for the City as it prepares for the future.*

I was hired by the City of Palm Coast for a newly created position to write and coordinate grants within the City, and to establish new programs for Senior Citizens within the City. Listed below are accomplishments during my tenure with Palm Coast.

#### **City of Palm Coast Grants**

- Total Grant income brought to the City of Palm Coast                      \$ 6,981,620.00  
\* (See attached sheet for details)

#### **Community/Agency Projects**

- Worked diligently and successfully established Longs Landing as a designated historic site as an original Warf site
- Communities for a Lifetime – planned, prepared, coordinated and hosted the Regional Planning Forum for Department of Elder Affairs. This was a very successful event televised by the City IT Department
- Implemented animal control initiative – Legislative issues, funding, extensive research regarding services within the state of Florida Humane Society and hosted a multi Community educational meeting
- Created community transportation - PC-CAN “Palm Coast Cars Assisting Neighbors”. This was a volunteer transportation program where I created volunteer tracking, processing for trips, training of volunteers, automotive responsibilities, riders tracking, intake forms, emergency information forms, destination and authorization forms, program guidelines, driver/rider manuals, marketing and speaking engagements
- Established community center programs - “PLAY” in Palm Coast (People Living Active Years) including: brochure, PowerPoint, designed program, forms and schedule
- Assisted in developing and marketing new program “My Zone” at Indian Trails Middle School.
- Organized a Masonic Cemetery volunteer clean up of Cemetery. Researched funding possibilities and historic importance of the site to later be designated

- Spearheaded United Way “Make-a-Difference Day” project – fundraised dollars to complete United Way Gazebo Project for Flagler Pines Nursing Home
- Submitted application to United Way for “Make-a-Difference Day” Project: The Fire Department’s, Haunted House was “reviewed for the Awards Program”
- Successfully submitted and was awarded the grant then organized Florida Inland Navigation District (FIND) Intracoastal Waterway Cleanup project where 98 walkers, boaters cleaned 13 miles of saltwater and intracoastal waterways of 1,979 lbs. of debris
- Attended WAV – Watershed Action Volunteer Program meetings with St. John’s and Flagler County to plan future projects in our community
- Completed Grants & Senior Program Development Coordinators 07/08 Goals
- Worked with a local developer, the city and attorneys to create and implement a Fish Feeding Program. The program was designed to establish healthy fish within the stormwater ponds located at Town Center to naturally provide mosquito control. The project was a volunteer based program; therefore, I created the necessary legal forms and program manuals to implement to fruition. Coordination included the members from the school system, developers, volunteers, employees from the Engineering and Stormwater Department. The program monitored fish deliveries, program needs and volunteer supports for fifteen weeks
- Established a Volunteer program for the Fire/Rescue and other City departments as requested. Created Volunteer interest forms, procedures for departments and processing procedures for volunteers within the project

## **FLAGLER VOLUNTEER SERVICES**

### **FVS Executive Director / RSVP Program Director**

**8/03-5/07**

#### *Mission Statement - 2013*

*Flagler Volunteer Services/Retired & Senior Volunteer Program's mission in Flagler County is to provide volunteer services to not for profit Government and Health Care agencies in the community. Additionally, FVS provides direct volunteer services for Emergency Support Services and community events.*

*Flagler Volunteer Services sponsors the following three programs: the Flagler County Retired & Senior Volunteer Program, the Flagler County Volunteer Center, and Flagler County Emergency Support Services. These programs serve 86+ stations in Flagler County. Listed below are duties and accomplishments while employed by Flagler Volunteer Services:*

- Budget management, created and maintained fiscal responsibilities of daily operations including development of new programs
- Developed and expanded the business by incorporating two new programs to provide security of long-term sustainability for the agency, through the inclusion of the Flagler Volunteer Center and the Flagler Emergency Support Services divisions

- Built and supervised a team of 1,300+ vibrant volunteers supporting 114 Non-profit, government and health care agencies (stations). Volunteer services had a National Government value of 2.8 Million dollars
- Lead in organizing a mass community coordination of local governments, non-profits, businesses, agencies, faith-based entities, groups, clubs and local citizens in times of crisis
- Opened the "Flagler Assistance Center" supporting Hurricane Katrina victims and residents affected by hurricane seasons. We raised \$27,000 cash dollars in 3 weeks that were grown to an equivalent match of \$500,000+ in donations and services that were provided to 600 citizens within Flagler County
- Organize numerous large scale Community Events on an annual basis:
  - "Holiday at the Beach" merchants, vendors, contests, parade and entertainment  
A two day event with thousands of visitors
  - "The Giving Store", a free Holiday gift store for under privileged children
  - A1A Scenic Century Bicycle Run
- I was responsible for organization and functioning of the FVS Board of Directors, 5 Divisions, Coordinator of 11 Programs, 3 Advisory Councils, 8 Committees and 1 Coalition

## **FLAGLER SENIOR SERVICES**

### **Senior Centers Coordinator (Wickline Center & David I. Segal Center)**

**1/01-8/03**

*Flagler Senior Services in Palm Coast, FL was a private company categorized under Geriatric Social Service. The Agency was incorporated in 1974 in Florida and later dissolved in 2003.*

*Flagler Senior Services provided and/or arranged a variety of services for Flagler County residents that are over the age of 60. Services were funded by grants from the federal Older American Act, the state's community care for the elderly program. Services include: two senior centers, daily nutritional meals, social activities, meals on wheels program, day care program, Title III transportation, in-home care support and respite services.*

I was hired as the Manager of both Flagler County Senior Centers and the meals on wheels program, my duties included:

- Management of food that adhered to FDA Regulations for two senior centers and 150 home delivered meals five days a week
- Provided cutting edge stimulating activity programs utilizing community supports
- Implemented programming for clients that included: theatre, music, health, fitness, nutrition, arts & crafts and vibrant cognitive games
- Organized and executed a Caribbean cruise for 55 seniors including Alzheimer clients
- Established community picnics for seniors at various local parks and a beach luau
- Improved services and support to the Meals on Wheels homebound clients
- Created and administered an eventful and educational monthly schedule/menu
- Designed nutritional food menu choices that complied with State Regulations



## **MARRIOTT SENIOR LIVING SERVICES**

### **Director of Transportation & Activities**

11/98-5/01

*Marriott Senior Living Services now offer a variety of services and accommodations with their assisted living and independent living communities.*

*Whether you are seeking a senior living facility for yourself or a loved one, you know that choosing a retirement community is a major decision. Marriott Senior Living Services continues to meet the needs of many seniors searching for a senior living community that is right for them.*

I was hired in West Hartford, Connecticut, at Brighten Gardens, as the Director of Transportation & Activities. The facility supported independent living, assisted living and alzheimer's care with a capacity of 117 residential units. My duties were varied and I created and implemented all social programming, both within and outside of the agency, for the residents to partake. Marriott sold this facility and subsequently I was transferred to West Palm Beach, Florida, at Fountainview Senior Living Services and supervised 257 independent living residences and 81 assisted living residences, holding the same job title and responsibilities.

Position duties and accomplishments included:

- Managed transportation operations of staff and clients for medical and social needs
- Organized staffing for extensive programming and activities that included health, safety, nutrition, well being/exercise, entertainment, cognitive stimulation, artistic enhancement, day trips, shopping, religious affiliations
- Arranged for salon/barber services (hair, nail care – manicures, pedicures, face, etc.)
- Facilitated room staging and changeovers to support the various activities within numerous locations on the campus
- Coordinated and negotiated contracts for theatre, professional musicians, entertainers and show productions
- Organized and implemented a health and fitness facility which was supported by trained professionals for class instruction

## **SARAH PIERCE ASSISTED LIVING CENTER**

### **Director of Services, Transportation & Activities**

2/97-11/98

*The Sarah Pierce is an assisted living community, located in Litchfield, CT. Assisted living facilities provide care to elderly people who need help with daily tasks such as meal preparation, mobility, bathing or dressing. Assisted living centers do not provide housing for elders with severe medical conditions that require medical care and monitoring from a doctor or registered nurse. Assisted living offers intermediate care for individuals who cannot reside on their own in an independent living facility, but do not need the full-time health care services of a nursing home. The Sarah Pierce has a capacity of 83 residents.*

I was hired to assist in opening the facility and establish a solid foundation to build a future for the business. Within my position were the following duties:

- Monitored all residents to ensure that necessary services were identified and implemented in their best interest
- Created and executed all entertainment and social activities both within and outside of the facility
- Held a Public Service Bus license and provided the necessary transportation to medical and social engagements for the residents

While employed the water lines froze and burst, thereby requiring a ten day evacuation to a nearby hotel. I implemented all necessary procedures and actions to ensure health and safety along with assurances for the residents during this stressful event.

## **LITCHFIELD ASSOCIATION OF RETARDED CITIZENS (LARC)**

### **Residential Manager/Community Development Facilitator**

1992-1997

*LARC was incorporated in 1964 as a private nonprofit 501(c)(3) organization by a group of parents who wanted a better life for their children. At that time there was no "Right to Education Act" mandating education for all children, and there were few, if any, community resources so parents began to network and advocate for their families.*

I was hired as a single Group Home Manager of six developmentally disabled residents. I was later promoted to supervise two group homes. A group home manager is the key responsible party for the day to day operations, support and functioning of the home and care of the residents.

As Group Home manager my responsibilities were:

- Maintain 24 hour staffing care including supervision, training and management
- Make certain that a client is supported by all necessary human resources
- Ensure that medical plans are implemented including, psychological/behavioral support, health and safety, nutrition, social and entertainment
- Provide basic home management – shopping, cleaning, yard work and maintenance
- Support activities including a work day program and/or employment
- Ensured that the homes met all State and Federal Government rules, regulations and guidelines that included regular inspections to ensure that overall well being is being properly administered

I was promoted a third time at LARC, when I was the key personnel identified to spearhead the creation, development and implementation of Person Centered Planning Program – Community Development People Person Facilitator my duties were:

- To create teams around each client to assimilate them into the community
- I supported 24 group home residents and 130 individuals who attended the work day center program

- Facilitated "Mapping" strategies to identify goals and aspirations for each client
- Identified key persons in each clients life and established functional teams around each client
- Supported teams to assimilate and integrate clients successfully into society and lead a more fulfilling life

I am proud to say this program still successfully operates within the agency even to this day.

#### EARLY EMPLOYMENT

CIB-Oak Hill	Residential Care Program Specialist	1989-1991
Champaign Charlie's	Waitress at Fine Dining Restaurant	1989-1992
Gatehouse Restaurant	Waitress at Fine Dining Restaurant	1987-1999

#### EDUCATION/LICENSING

Florida Division of Real Estate License	2008
Institute for Communication Improvement	
The Grant Institute, Professional Grant Proposals	2007
Florida Department of Elders Affairs, Assisted Living Facilities Certified License	2007
State of Florida and Flagler County Emergency Operation Center	
Emergency Support Function 15	05/06
North East Florida Regional Leadership Academy	
Inaugural Class of a 7 County Leadership Coordination	2005
Chamber of Commerce Flagler/Volusia Leadership Program, Class 12 Graduate	2002
Marriott International Certification	
Marriott Senior Living Services Foundation of Leadership	2000
Toronto Summer Institute Community Inclusion and Diversity	1997
USD #3 Early Connections and Inclusion Creative Facilitator Course – PATH Training (Planning Alternative Tomorrows with Hope), The MAPS Mandala – Solutions Circle	1997
State of Connecticut Public Service Drivers License	1989-1999
State of Connecticut Medication Administration OSHA Regulations (Med Certified)	1989-2007
Northwestern Connecticut College Adult Sign Language	1995-1996
Northwestern Connecticut College Associates Degree Human Services/Psychology	1994

# CONTINUING EDUCATION / CERTIFICATES / CONFERENCES

## Florida League of Cities (FLC) Annual Conference

2009-2013

FLC is a three (3) day annual event. This year's conference included:

- Homelessness in Florida: How are Cities Solving the Problem? Honorable Kathleen Peters, Rick Butler, Robert Marbut Jr. and Tom Pierce
- For What Purpose? An Exploration of City Government – Margaret Bates, Scott Paine, Ph.D.
- Exhibit Hall – Vendors from around the State to support Municipalities initiatives
- President's Welcome Reception – Networking with City representatives in Florida
- Ethics and City Official – Ryan Padgett, John G. Hubbard
- Council-Manager Relations: Current Issues – Robert Apgar, Russ Blackburn, Ed Braddy, Michael Pleus
- First General Session: Keynote Address - the Honorable Bill Nelson, Senator, U.S. Senate; Keynote Address: James Johnson Jr., Distinguished Professor of Strategy and Entrepreneurship Revitalization and Demographical changes
- Grants and Technical Assistance Resource Center
- Corporation for National and Community Service; FL Bureau of Federal Property; FL Dept. of Agriculture and Consumer Services; FL Dept. of Elder Affairs; FL Dept. of Environmental Protection; FL Division of Emergency Management; FL Fish and Wildlife Conservation Commission; FL Forest Service; FL Pedestrian and Bicycle Safety Coalition; FL Regional Council's Association; FL Stormwater Association; U.S. Census Bureau; USDA Rural Development.
- Second General Session: Keynote Address - the Honorable Rick Scott, Governor, State of Florida; Keynote Address - Maria Lopez Rogers – Guiding transformation and engaging, shaping the future of the region's economic, social and cultural vitality
- Economic Development: Takin' Care of Business – Lynn Dehilger, Economic Development Director; William B. Killingsworth, Director, Division of Community Development, Florida Department of Economic Opportunity; Al Latimer, Vice President, Enterprise Florida, Inc.
- Third General Session: Keynote Address, Krik Qualman – Socialnomics, How social media transforms the way we live and do business
- Past Presidents' Luncheon: Keynote Address, Franklin Deese "From Inmate to Mayor"
- Dreamers and Schemers: Presented by Humanities Council, The Land of Freedom, Opportunities and New Beginnings tells the stories of Osceola, Francisco Menendez and Mary McLeod Bethune.

## Florida Redevelopment Association Annual Conferences (3 days each year)

2009-2013

## Fritze School of Real Estate - Real Estate Sales Associate Training

11/2008

## St. Petersburg College - Administrators CORE Training

6/2007

## Fred Prior Seminars - Budgeting

2006

## Seminars of Success - Marketing Strategies that Work

2005

## Department of Elder Affairs - Consumer Assessment Training

2002

## GRANT TRAINING

- Florida Department of Transportation District 5 Grant Workshop
- Workshop: The Grant Institute Communication Improvement (3 days)
- Recreation Trails Program Greenways Grant Application Workshop in Sarasota, FL
- DEP - State Revolving Fund (SRF) – Utility Funding Training (2 days)
- DCA/DEO Community Development Block Grant (4 days & 2 days)
- Brownfields in your community
- Florida Department of Transportation – Landscape projects, finance planning
- NE FL Coastal Restoration Workshop – focus funds available in NE FL through various agencies / projects
  - Guana Tolomato Matanzas National Estuarine research Reserve
  - National Oceanic & Atmospheric Administration
  - Florida Dept. of Environmental Protection – FL Coastal Management Program
  - U.S. Fish & Wildlife Conservation Commission
  - FL Inland Navigation District – Intracoastal projects
  - St. Johns River Water Management District
  - US Core of Army Engineers

## ANNUAL CERTIFICATIONS

1989-2007

Alzheimer's Care  
Building a Therapeutic Program  
Alzheimer's Disease CEE  
Safe Food Handler  
State of Connecticut First Aid Training  
Communication Strategies  
Human Rights & Abuse  
Social Role Valorization  
Signs & Symptoms of Infectious Disease

Blood Borne Pathogens  
Nursing Delegations  
Defensive Driving  
Lifting Transferring & Wheelchairs  
Emergency Preparedness  
American Red Cross CPR  
Proactive Crisis Intervention  
PMT Associates, Inc., Physical Management Techniques

## SEMINARS:

Time Management Balancing Multiple Projects  
Office 2007 Shortcut Tips  
Team Development and Styles  
Group Leadership Training  
Supervisor Management

Communication Skills for Women  
Applied Behavioral Analysis  
Creative Ways of Dealing with Difficult People  
Program Quality and Evaluation  
Sexual Harassment Training



**Cont. Seminars**

Team Building	Quality in Leadership
Agency In-service of Inclusion	How to Build a Small Business
Stress Management	Fiscal Roles and Responsibilities
Residential Managers Values Clarifications	Workplace Violence
State Regulations and Policies & Procedures	QuickBooks
How to Manage Conflict and Confrontation	Business Writing
Best Meetings Ever: Tips from the Pros	Managing Information Overload
Lead by Message: Communication Essentials	Providing Great Customer Service
Creative Leadership for Managers, Supervisors & Team Leaders	

**EMERGENCY PREPAREDNESS TRAINING**

State of Florida Emergency Support Function (ESF) 15 Training (5 days training)  
Emergency Support Services (ESS) Advisory Council  
ESS –ESF Coordinator City of Bunnell  
ESS – Flagler Long Term Recovery Coalition (assisted to establish in Flagler County)  
ESS – ESF 15 Coordinator Flagler County Emergency Operations Center (EOC)  
ESS – ESF 15 Coordinator Palm Coast EOC  
ESS – Disaster Preparedness and Relief Bunnell function at Flagler County EOC

**EMERGENCY RESPONSE**

1998 Evacuation of Sarah Pierce Assisted Living Facility – 55 residents for 10 days  
2004 Hurricanes: Frances, Charley, Ivan & Jeanne  
2005 Hurricanes: Katrina, Wilma, Irene  
2006 Hurricane Fay  
2009 Tropical Storm DR 1840  
2011 Flagler County Fire Response

**AWARDS/CERTIFICATES**

City of Bunnell, Certificate of Appreciation for Acting City Manager several occasions ranging from a few days to a six week duration 2010, 2011, 2012  
City of Bunnell, Certificate of Appreciation as Coordinator of numerous festivals/event projects 2009-2013

City of Palm Coast and Palm Coast Holdings, Valuable Contribution and Recognition of Town Center Inaugural Fish Feeding Program	2008
Flagler County Military Officers Association of America	2008
Southwestern Middle School Certificate of Appreciation Tornado Relief	2007
Presidential Citation – Rotary International Lead the Way Flagler Beach Club	2006/2007
Community Service Award Dedication and Exemplary Works in Hurricane Seasons	2004/2005
Service Above Self Award, Rotary District 6970 of Rotary International – Exemplifying the principles and ideals of Rotary Heritage	2005
Outstanding Attitude, Marriott International	1999
Spirit to Serve our Communities Award, Marriott International	2000
Outstanding Achievement of Sales, Magic Sales Corporation	1987
Outstanding in your Field, LARC	2005
Outstanding Attitude, LARC	2005
Recognition of Hard Work and Dedication, Retired Senior Volunteer Services	2003

#### COMMUNITY INVOLVEMENT

Flagler Beach Rotary Club	President/Board/Member	7 yrs
Space Coast Credit Union	Vice-Chair	2 yrs
Florida Redevelopment Association	Member	4 yrs
Flagler County Resource Council	President/Member	4 yrs
NE FL Regional Advisory Council	Committee Chair	1 yr
Flagler Volusia Deaf & Hard of Hearing Services	Board of Directors	4 yrs
Flagler Volunteer Services	Board of Directors	1 yr
United Way Volusia/Flagler Steering Committee	Member	5 yrs
Flagler County Chamber of Commerce		
City of Flagler Beach and City of Bunnell	Member	9 yrs
Flagler County Human Services	Member	3 yrs
National Senior Corp RSVP Directors	Member	4 yrs
Florida Volunteer Centers Directors	Member	2 yrs
Heritage Crossroads	Member	3 yrs
Flagler Historic Coalition	Member	3 yrs
Flagler County Feed Flagler	Member	3 yrs
FEST – (Flagler Events & Sport Team Coordination)	Member	3 yrs
State of CT- Home of your own Steering Committee	Member	3 yrs

**REFERENCES**

**Wiley Deck**

Congressman John Mica  
Title: Chief of Staff at  
Phone: (202) 445-4035  
Email: [wiley.deck@mailhouse.gov](mailto:wiley.deck@mailhouse.gov)

**Nate McLaughlin**

Board of County Commissioners  
Title: Chair, District 4  
Phone: (386) 313-4093  
Email: [nmclaughlin@flaglercounty.org](mailto:nmclaughlin@flaglercounty.org)

**Josh Gaboton**

Alcalde & Fay  
Title: Partner  
Arlington, Virginia  
Phone: (703) 841-0626  
Email: [gaboton@alcalde-fay.com](mailto:gaboton@alcalde-fay.com)

**Carol Westmoreland**

Executive Director  
Florida Redevelopment Association  
PO Box 1757  
Tallahassee, FL 32302-1757  
850-701-3608  
Email: [cwestmoreland@flcities.com](mailto:cwestmoreland@flcities.com)

**Joy McGrew**

City of Flagler Beach  
Title: Commissioner  
Phone: (386) 439-3106

**Jane Mealy**

City of Flagler Beach  
Title: Commissioner  
Phone: (386) 679-3798

**Charles Erickson**

Board of County Commissioners  
Title: Commissioner  
Phone: (386) 313-4093  
Email: [cerickson@flaglercounty.org](mailto:cerickson@flaglercounty.org)

**Scott Sowers**

Flagler County Chamber of Commerce  
Title: Chairman  
Cline Construction  
Phone: (386) 931-7331  
Email: [ssowers@clineconstruction.net](mailto:ssowers@clineconstruction.net)

**HELGA van ECKERT**

Executive Director  
Department of Economic Opportunity  
Flagler County Board of County  
Commissioners  
1769 E. Moody Blvd., Bldg. #2, Bunnell, FL  
Office: (386) 313-4071  
Email: [hvaneckert@flaglercountyedc.com](mailto:hvaneckert@flaglercountyedc.com)

**Lea Stokes**

Preferred Management Services  
Title: President  
Phone: (386) 931-1281  
Email:  
[LStokes@preferredmanagementservices.net](mailto:LStokes@preferredmanagementservices.net)

**Charlie Helm**

Helm Financial Services  
Phone: (386) 986-0330  
Email: [helmfin@cfl.rr.com](mailto:helmfin@cfl.rr.com)

ALCALDE & FAY

GOVERNMENT & PUBLIC AFFAIRS CONSULTANTS

August 29, 2013

City of Bunnell Commission  
Commissioners  
City of Bunnell  
1769 E. Moody Blvd  
Bunnell, Florida 32110

Dear Commissioners,

I would like to take this opportunity to express my enthusiastic support of Judi Stetson, and her request to become the new City Manager of the City of Bunnell.

As the Federal consultant for the City of Bunnell, Florida, for more than 4 years I have had the distinct privilege of working closely with Judi on numerous city-wide initiatives relating to the securing of Federal and State funds for the improvement of transportation infrastructure, enhancement of water/wastewater systems, and the redevelopment of community buildings.

Working alongside the current City Manager, Ms. Stetson has helped the City of Bunnell achieve great success in each of these subject matters and projects. With Judi's knowledge of the community's current and long-term operational and growth needs, the City of Bunnell will continue to flourish and achieve success for years to come.

As a Partner of one of Washington's top Federal Government and Public Affairs Consulting Firms, I am privileged to provide services to approximately 55 public bodies nationwide. In this capacity, I work with a number of City Managers, Assistant City Managers, and Elected Officials throughout the country. I can confidently state that Judi Stetson is more than able to effectively administer and manage the second-largest municipality in the State of Florida. Ms. Stetson is and will continue to be a remarkable asset to any community and organization.

Should you have any particular questions or would like to discuss my support of Ms. Stetson in more detail, please feel free to contact me by telephone at (703) 307-0063,

Sincerely,



Joshua J. Gaboton  
Partner  
Alcalde & Fay

YEAR	FUNDING SOURCE	PROJECT	GRANT FUNDING	LOW INTEREST LOAN	PROJECT TOTAL
	<b>Flagler Volunteer Services</b>				
2003-2007	Corporation for National and Community Services - 4 years	Retired & Senior Volunteer Program			\$ 400,000.00
2003-2007	United Way of Volusia & Flagler- 4 years	Community Foundation Grant			\$ 20,000.00
2005	FEMA - Federal Emergency Management Agency	Emergency Response Funding			\$ 25,000.00
					\$ 445,000.00
	<b>Rotary Club of Flagler Beach</b>				
2006	Rotary District 6970 Simplified Grant	Free Clinic			\$ 5,000.00
	<b>City of Palm Coast Grants</b>				
2008	FL Inland Navigation District - FIND	Waterfront Park	\$ 130,810.00		\$ 261,620.00
2008	FL Inland Navigation District - FIND	Waterway Clean up	\$ 5,000.00		\$ 5,000.00
2008	FL Community Trust Preservation Grants	Longs Landing Park	\$ 4,575,000.00		\$ 4,575,000.00
2008	Flagler County Land Acquisition	Longs Landing	\$ 1,365,000.00		\$ 1,365,000.00
2008	FL Inland Navigation District - FIND	Waterfront Park	\$ 325,000.00		\$ 325,000.00
2008	Cultural & Historical - Preservation	Long's Landing	\$ 50,000.00		\$ 50,000.00
	Department of Environmental Protection (DEP) Florida Recreation Development Assistance Program (FRDAP)	Waterfront Park	\$ 200,000.00		\$ 200,000.00
	Department of Environmental Protection (DEP) Florida Recreation Development Assistance Program (FRDAP)	Longs Landing	\$ 200,000.00		\$ 200,000.00
	<b>TOTAL</b>		\$ 6,850,810.00		\$ 6,981,620.00



YEAR	FUNDING SOURCE	PROJECT	GRANT FUNDING	LOW INTEREST LOAN	PROJECT TOTAL
	<b>City of BUNNELL</b>				
2005 /2009	Federal Earmark - Managed through FDOT	Commerce Parkway	\$ 2,000,000.00		\$ 2,000,000.00
2009	Florida Forest Service Volunteer Fire Assistance Grants	Fire Equipment Grant	\$ 2,546.27		\$ 5,092.54
2009	Florida Forest Service Volunteer Fire Assistance Grants	Fire Safety Equipment	\$ 2,304.00		\$ 4,608.00
2009	Florida Forest Service Volunteer Fire Assistance Grants	Fire Safety Equipment	\$ 5,387.00		\$ 10,772.63
2009	Department of Environmental Protection (DEP) Florida Recreation Development Assistance Program	Eddie Johnson Park	\$ 200,000.00		\$ 200,000.00
2009	Department of Justice - ARRA Funded Justice Assistance Grant -DOJ / JAG	Police Department Technology Grant	\$ 26,915.00		\$ 26,915.00
2009	Department of Environmental Protection (DEP) Florida Recreation Development Assistance Program	Joann B. King Park	\$ 200,000.00		\$ 200,000.00
2009	Flagler County Transportation Impact Fee Funding Program	FDOT - Promissory Note	\$ 264,800.00		\$ 529,600.00
2009	Center for Business Excellence	New Employee training Program	\$ 18,300.00		\$ 18,300.00
2010	FEMA - Federal Emergency Management Agency	Emergency Funding DR 1840	\$ 99,235.00		\$ 99,235.00
2010	United States Department of Agriculture Natural Resource Conservation Services	Chapel St. Canal Restoration	\$ 102,791.00		\$ 102,791.00
2010	Department of Consumer Agency - CDBG - Community Development Block Grant	Anderson Lift Station	\$ 650,000.00		\$ 850,000.00
2010	Flagler County Community Safety Grant	Safety Vests	\$ 2,232.00		\$ 2,232.00
2010	Flagler County Crime Prevention Grant Program	Neighborhood Watch	\$ 3,789.00		\$ 3,789.00
2010	Department of Energy - Florida Energy State Energy Project ARRA Funds America Response & Recovery Agency	Utilities Pump Motors	\$ 77,364.00		\$ 77,364.00
2010	Florida Forest Service Volunteer Fire Assistance Grants	Fire Safety Equipment	\$ 13,000.00		\$ 13,000.00

YEAR	FUNDING SOURCE	PROJECT	GRANT FUNDING	LOW INTEREST LOAN	PROJECT TOTAL
2010	Florida Forest Service Volunteer Fire Assistance Grants	Fire Safety Equipment	\$ 11,000.00		\$ 11,000.00
2010	United States Department of Agriculture Natural Resource Conservation Services <i>Flagler County Managed</i>	Bimini Canal Drainage	\$ 510,000.00		\$ 510,000.00
2010	Center for Business Excellence	New Employee training Program	\$ 11,547.00		\$ 11,547.00
2010	SE Florida Rural Assistance	Water Rate Study	\$ 12,000.00		\$ 12,000.00
2010	FDOT - Florida Department of Transportation - Sidewalk project	Leighi Trail - Rails to Trail	\$ 1,059,318.00		\$ 1,059,318.00
2010	Austin Outdoor Community Project	Donated Trees & Shrubs for City Hall	\$ 5,000.00		\$ 5,000.00
2011	FL Dept of Forestry - Tree Grant		\$ 18,256.00		\$ 18,256.00
2011	USDA Rural Development Community Facilities Grant	2 Police Cars	\$ 68,900.00		\$ 91,876.00
2011	Flagler County Crime Prevention Grant Program	Education and Safety Program	\$ 1,750.00		\$ 1,750.00
2011	Flagler County Crime Prevention	Neighborhood Watch	\$ 1,460.00		\$ 1,460.00
2011	Center for Business Excellence	New Employee training Program	\$ 28,598.00		\$ 28,598.00
2011	Environmental Protection Agency	Wastewater Reuse Transmission Line Extension	\$ 192,400.00		\$ 192,400.00
2011	FDOT Feasibility Study	Bay St - Dirt to Asphalt Commercial	\$ 50,000.00		\$ 50,000.00
2011	Florida Forest Service Volunteer Fire Assistance Grants	foam & equipment	\$ 7,800.00		\$ 15,650.00
2012	Flagler County Community Safety Grant	Safety Vests	\$ 2,292.00		\$ 2,292.00
2012	Department of Consumer Agency - CDBG - Community Development Block Grant	Water Plant - Water Storage Tank, Aerator & Well	\$ 650,000.00		\$ 812,000.00
2012	Department of Environmental Protection State Revolving Fund DEP - SRF	Pre-Construction Water Treatment Plant Upgrades	\$ 163,300.00		\$ 163,300.00
2012	Department of Justice - Justice Assistance Grant	Police Radios	\$ 1,665.00		\$ 1,665.00
2012	Center for Business Excellence	New Employee training Program	\$ 26,348.00		\$ 26,348.00
2012	FDOT Feasibility Study	Elementary School - Roads & Sidewalk needs	\$ 120,000.00		\$ 120,000.00

YEAR	FUNDING SOURCE	PROJECT	GRANT FUNDING	LOW INTEREST LOAN	PROJECT TOTAL
2012	Florida Forest Service Volunteer Fire Assistance Grants	Fire Safety Equipment	\$ 4,500.00		\$ 9,000.00
2013	Flagler County Community Safety Grant	Safety Vests	\$ 4,000.00		\$ 4,000.00
2013	USDA Rural Development Water Facility Program	Water Plant Upgrades	\$ 1,478,000.00	\$ 3,362,000.00	\$ 4,840,000.00
2013	FDOT - Florida Department of Transportation - Enhancement Funds	Bunnell Elementary and Park Trail	\$ 1,943,000.00		\$ 1,943,000.00
2013	FDOT - Florida Department of Transportation - JPA	Landscape - Gateway Enhancement (P&R)	\$ 983,000.00		\$ 983,000.00
2013	FDOT - Florida Department of Transportation - JPA Enhancement Grant <i>Flagler County Managed</i>	SR 100 - Median Upgrades	\$ 587,000.00		\$ 587,000.00
2013	FDOT - Florida Department of Transportation - Sidewalk project <i>Flagler County Managed</i>	Flagler County - SR 100 Sidewalk	\$ 487,872.00		\$ 487,872.00
2013	FDOT - Florida Department of Transportation - Sidewalk project <i>Flagler County Managed</i>	Flagler County - US 1 Sidewalk	\$ 501,000.00		\$ 501,000.00
2013	FDOT Feasibility Study	Transportation Study of downtown circulation	\$ 201,000.00		\$ 201,000.00
2013	DEP- SRF	Plantation Bay - Purchase		\$ 5,681,357.00	\$ 5,681,357.00
	Environmental Protection Agency n- National Federal Brownfield Grant Program - <i>Managed by Flagler County</i>	Tri-County Brownfield Grant Flagler County, Bunnell, Palm Coast	\$ 600,000.00		\$ 600,000.00
2013	Centennial Celebration	Sponsors	\$ 25,000.00		\$ 25,000.00
2013	Bunnell Event Donations	Donated Supplies	\$ 5,000.00		\$ 5,000.00
2013	Rotary 6970 District Grant	Carver Sport Fields	\$ 24,500.00		\$ 56,600.00
2014	Flagler County Crime Prevention Grant Program	Purchase Surveillance Cameras	\$ 15,000.00		\$ 15,000.00
	Florida Forest Service Volunteer Fire Assistance Grants	Fire Safety Equipment	\$ 4,400.00		\$ 4,400.00
2013	Assistance to Firefighters	Equipment	\$ 10,000.00		\$ 10,000.00
2013	Flagler / Palm Coast Kiwanis Local & Foundation	GW Carver - Kiwanis Playground	\$ 20,000.00		\$ 24,000.00
2014	Department of Environmental Protection State Revolving Fund DEP - SRF	Construction Water Treatment Plant Upgrades	\$ 836,700.00	\$ 204,000.00	\$ 1,040,700.00
	TOTALS		\$ 14,340,269.27	\$ 9,247,357.00	\$ 24,296,088.17
	LIFE GRANT TOTAL				\$ 31,727,708.17