

Ladies and Gentlemen:

I am interested in working for the City of Flagler Beach, and I am applying for the City Manager position.

I have been working in local government since 1996 when I received my Master of Public Administration degree from UCF. The positions I've held have given me a wide variety of experience in local government. I worked in the City of Sanford Community Development Department for seven years and gained extensive knowledge of planning, grants, code enforcement, permits, and licensing; I developed the budgets annually for the licensing and code enforcement divisions. Being the code enforcement manager exposed me to many challenging situations. I reported monthly to the City Commission and the Code Enforcement Board, and I submitted written reports to both.

After I was laid off from Sanford due to a RIF, I went to work for six months at Volusia County as a zoning technician. I'm very familiar with applications for special exceptions, rezonings, variances, and comprehensive plan amendments.

From April 2005 to May of 2015, I was employed by the City of DeBary as the City Clerk. I was also serving as the HR Director until March of 2014 when the manager reorganized. I communicated with the elected officials almost daily. I interacted regularly with neighboring cities and Volusia County. I'm comfortable working with various internal departments and external governmental agencies.

From September of 2015 to November of 2019 I served as the town manager for the Town of White Springs. White Springs is a small organization, and I wore many hats. Because we were fiscally constrained, we relied on grants for most projects; we had to be extremely cognizant of spending. I oversaw the construction of a CDBG-funded fire station. We were later awarded \$600,000 in CDBG funds to build a community center. We were successful in securing three separate \$50,000 FRDAP grants to improve two parks. At the end of 2018, we completed construction of a new boat ramp and ADA boarding platform funded through FWC FBIP for \$298,000. We were able to obtain two FDOT SCOP grants for paving and drainage improvements totaling about \$525,000. White Springs has a volunteer fire department, and we received grants in two successive years for air packs and personal protection equipment through the State. Shortly before I left, we secured a \$150,000 grant from USDA-RD for a fire engine, with the remainder being funded through a low-interest loan. The largest project I worked on was the \$3.6 million sewer rehabilitation project funded through SRF; 80% is grant, with the town repaying the other 20% over thirty years at 0% interest. There was always a continuous drive to look for more grant funding, and I spent a large amount of time administering and applying for grants.

I am a loyal dedicated employee, and I always strive to do the right thing. Please contact my references; these are a sampling of professional people I have worked with over my career. You will find that the overriding theme is that I am a conscientious employee who is always looking out for the best interests of the organization. I love local government, and I have the knowledge, education, and experience required for this position. Thank you for your consideration.

Sincerely,

Stacy Tebo

STACY TEBO, CMC

| stacy.c.tebo@gmail.com

EDUCATION

Seminole Community College, Sanford, FL Associate of Arts	1991
University of FL, Gainesville, FL Bachelor of Arts in Political Science	1993
University of Central FL, Orlando, FL Master of Public Administration	1996

PROFESSIONAL EXPERIENCE

<i>Town of White Springs</i> Town Manager	Sept. 2015 – Nov. 2019
Managed the daily operations of the Town's departments: Police, Fire, Utilities, Public Works, Finance, Parks/Recreation, Planning, Code Enforcement, and HR. Developed Town budget and oversaw departments' expenditures. Prepared and presented items for Council consideration. Coordinated with Town's consultants and managed town projects. Researched grant opportunities and prepared grant applications. Served as Grants Administrator, Land Development Regulations Administrator, Fair Housing Officer, and staff liaison to boards/committees. Managed contracts and ensured compliance. Communicated with other governments at local, state, and federal level as needed. Interacted with citizens to resolve issues.	
<i>City of DeBary</i> City Clerk	April 2005 – May 2015
Served as HR Director and performed all functions of human resource management and benefit administration from April 2005 - March 2014. Prepared minutes, agendas & related materials for City Council and Board/Committee meetings. Assisted in the drafting, advertising, presentation, execution, and recording of ordinances and resolutions. Responsible for city website maintenance and webcasting of all Council meetings. Supervised municipal elections and qualifying candidates. Responsible for all public records requests. Performed research for inquiries from the public, Council, and staff. Answered questions regarding city processes, City Charter, Code of Ordinances, Land Development Code, and applicable FL Statutes. Served as RMLO for City during entire tenure. Trained city staff on public records law and State record retention guidelines. Assisted in development of the City's budget.	

Volusia County, Growth & Resource Management Dept.

Zoning Technician

October 2004 – April 2005

Reviewed building permit applications for zoning compliance. Maintained variance, rezoning and special exception files and processed applications. Provided information to the public regarding the Zoning Ordinance and Land Development Code.

City of Sanford, Planning & Community Development Dept.

Code Enforcement / Licensing Manager

July 2000 – January 2004

Directed daily operations of code enforcement and occupational licensing divisions. Prepared annual budget for both divisions. Interviewed and hired for the department. Supervised four code enforcement officers and one administrative assistant. Prepared and presented agenda items to the City Commission and Code Board. Prepared ordinances. Proposed monthly condemnations to the City Commission and coordinated entire process with Building Official. Inspected properties for minimum housing standards. Coordinated community functions and represented the City during special events. Served as acting department director in his absence.

City of Sanford, Planning & Community Development Dept.

Contracts Coordinator

March 1998- July 2000

Administered various grant programs: CDBG, SHIP, HOME, LIHEAP and Weatherization. Prepared monthly financial and production reports for Seminole County and the State DCA (now known as DEO). Supervised two outreach workers and one secretary. Ensured contractual compliance. Evaluated applications for City sponsored economic development incentive program. Prepared grant applications and RFPs. Served as acting department director in his absence.

City of Sanford, Planning & Community Development Dept.

Contracts Technician

Oct. 1996 – March 1998

Processed applications for various grant programs: CDBG, SHIP, HOME, LIHEAP and Weatherization. Provided client outreach and referrals to other agencies. Prepared monthly reporting to grantee agencies. Prepared work orders for rehabilitation projects and interfaced with contractors.

MEMBERSHIPS

International Institute of Municipal Clerks
Florida Association of City Clerks
National Notary Association