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To Doug Thomas, Executive Vice President of Strategic Government Resource:

I am thrilled to present my credentials for the City Manager position for the City of Palm Coast. Enclosed, please find my resume and references.

With over 37 years of dedicated service in municipal and county government, I have traversed various roles from police officer to police chief, culminating in 11 years of successful tenure as town manager. Throughout my career, I have remained committed to fostering a better quality of life for residents and making a tangible difference in their everyday life.

My extensive experience has honed my problem-solving abilities, with a core emphasis on relationship-building. I have adeptly negotiated labor contracts with essential departments such as Police, Fire and Public Works, while also collaborating with county, state and federal agencies to address local challenges effectively.

Possessing a deep understanding of public administration, I am an active member of FCCMA and the Florida League of Cities. My fiscal conservatism is balanced by a commitment to maintain high quality of services within budgetary constraints. Moreover, my communication skills have consistently fostered positive community relations, and my leadership style prioritizes transparency and full engagement with elected officials.

As a strategic thinker and innovator, I am passionate about forging and sustaining effective relationships with staff, elected representatives, business, and community organizations. I firmly believe that the City Manager should be deeply embedded in the community fabric.

I am eagerly anticipating the opportunity to meet with you and delve into how my experience and insights can benefit the City of Palm Coast.

Thank you for considering my application. I look forward to discussing how we can work together to propel Palm Coast toward a brighter future.

Warm Regards,

William (Bill) Lawrence

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Summary: Accomplished municipal manager with a proven track record of driving positive change and enhancing community well-being. A visionary, innovator, and creative problem solver dedicated to serving the public and improving quality of life. Extensive experience in budget management, economic development, grant administration, and personnel management.

Accomplishments:

- Increased law enforcement clearance rate from 9% to 47%
- Decreased crime rate by 15%
- Established successful community policing programs
- Implemented budget management strategies resulting in significant savings and revenue increases
- Led initiatives resulting in job creation and community engagement events
- Successfully managed various grant-funded projects and infrastructure improvements
- Negotiated labor contracts with unions across multiple departments
- Experienced in emergency management and disaster response
- Played key roles in economic development projects and revitalization efforts

EXPERIENCE:

04/2021 to present: **Town Manager of Lady Lake, Fl. Population 16,000 Salary \$172,500**

- Operating Budget \$40,000,000
- Full-service municipality with 120 full-time employees
- Experience in Growth Management – Currently 4 housing projects in the planning stages.
- Police Union Negotiations

Reason for Leaving: While I have enjoyed my time in Lady Lake and am grateful for the opportunities it provided; I am excited about the prospect of new challenges and opportunities for growth in the City of Palm Coast.

04/2019 to 04/2021: **City Manager of Bowling Green, Fl. Salary \$73,000**

- Prepare & Present Operating Budget
- Manage day to day operation
- SRF Funding & CDBG grant for a new wastewater plant
- SRF Funding for a new Nano System water plant

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- USDA Grant for new Community Center
- FDOT SCOP road resurfacing projects
- FRDAP grant for Main Street Park
- Project Manager with the new Nano Water Filtration System 1.8-million-dollar project
- Project Manager with a new wastewater plant at 4.8-million-dollar project
- EDA Grant for \$247,000 for Pyatt Park Improvements

Reason for Leaving: While my tenure as City Manager in Bowling Green has been fulfilling, I have come to realize that the professional challenges here do not align with my expectations for growth and complexity. I am seeking opportunities that offer a more varied and stimulating environment within a vibrant community.

06/2016 – 03/2019: Town Manager for the Town of Warren, Me. Salary \$70,000

- Prepare & present the operating and capital budgets. Media Relations
- Manage day to day operations
- Personnel Director -Treasurer-Tax Collector- Road Commissioner
- Negotiate contracts with unions and vendors
- Grant writer currently received DOT Bridge grant for a Smart Stream Project.
- General Assistance Administrator
- Debt free (No more TAN) – Reserves built up –Property Tax Rate lowest in the region
- General fund grew to cover 5 months of operating expenses.
- Moderate growth with new residential single-family housing added 3 million value in past 12 months.
- New Personnel Policy

Reason for Leaving: My decision to leave Warren was primarily driven by the desire to relocate closer to family in Florida. I am proud to have contributed to the town's progress and am confident that it is in better shape now than when I first arrived.

07/2015 – 6/2016: Town Manager for the Town of Howland, Me. Salary \$58,500

- Prepared, present and monitor the operating budget. Media Relations
- Project Manager for the Town working with the Penobscot River Restoration Trust that built an 18-million-dollar fish-bypass on the Piscataquis River that will allow the Atlantic Salmon to migrate up the river.

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- Promoted several community projects such as a Farmer's Market, Family Fun Day and Community Walk.
- Grant Writer for feasibility market study on economic development for the Town of Howland.
- Supervised Water / Wastewater Utilities
- Revamped the EMS service with new Fire Chief that brought in \$375,000 in revenue.

Reason for Leaving: Howland sought me out based on my reputation in budgets and economic development. After successfully accomplishing these objectives, I was presented with an opportunity in a larger community that offered greater compensation. I am pleased to note that Howland was left in a better condition than when I assumed the role.

07/14 – 6/2015: Town Manager for the Town of White Springs, FL. Salary \$49,000

- Managed the operating budget, personnel management, economic development and serve as the planning & zoning administrator.
- White Springs is one of 4 small towns in Florida designated in the new Competitive Florida Partnership that works with the Department of Economic Opportunity to enhance those opportunities in small rural towns.
- FDOT SCOP grant for road resurfacing.
- CDBG Funding and Construction of a new Fire Station with Mittauer Ass.
- I & I study on our sewer system with Mittauer Ass.
- Supervised Water / Wastewater Utilities / Police / Fire & Public Works

Reason for Leaving: Due to personal circumstances involving our house not selling in Maine and the need to support my sick father-in-law, my family and I made the decision to relocate to Florida. Unfortunately, he passed away. During this time, the Town of Howland reached out to me and offered a more lucrative opportunity to return to Maine. I am proud to have contributed to Howland's progress and to leave it in a better state than when I initially joined.

04/2011 – 07/2014 Police Chief/Town Manager for the Town of Lincoln, Me. Salary \$71,500

- Manage the day to day operations of a full-service municipality. Media Relations
- Served as Economic Development Director / Tiff's.
- Negotiated police, fire & public works union contracts
- Negotiated contracts for Tiff's on economic development projects.
- While serving in Lincoln, we created 90 retail jobs and increased our tax base.

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- Written State & Federal grants and several smaller grants.
- Supervised Municipal Airport Operations / FAA Grants / Land Acquisition

Reason for Leaving: My father-in-law fell ill in Florida, prompting our family to prioritize his care and support. Consequently, I accepted a position in Florida to be closer to him. Family has always been our top priority, and this decision was made in their best interest. I'm pleased to report that Lincoln was left in an improved condition compared to when I first assumed the role.

02/2003 – 04/2011 City of Bangor Maine Police Department Salary \$50,000

- Served as a police officer and detective.
- Bangor Housing Authority Liaison Officer for 5 years. We developed relationships with the residence, school, businesses, and the housing authority which led to the decrease in crime in the public housing neighborhood.

02/1996 – 2/2003 Lieutenant Patrol, Penobscot County Sheriff's Office. Salary \$40,000

- Supervised a division of 3 patrol sergeants, 4 detectives, and 33 patrol deputies.
- Developed the current command structure and presented the proposal to the County commissioners.

High Lights of Skills:

- Creative problem solver and strategic thinker
- Strong budget and fiscal management expertise
- Proven track record in economic development and grant administration
- Effective communicator and public speaker
- Skilled in personnel management and labor negotiations
- Experienced in government relations and community engagement
- Proficient in project management and grant writing

Education:

- University of Maine: Degree in Criminal Justice
- Northwestern Traffic Institute: Excellence through leadership
- Maine Criminal Justice Academy: Executive Development (Certified Police Chief)
- Over 200 hrs. of municipal manager workshops sponsored by Maine Municipal Ass.

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Awards:

- Special Recognition by the Lincoln Town Council for serving as Interim Town Manager
- Policy King from Partnership for Healthy Northern Penobscot
- Resolution from the Town of Howland serving as Town Manager
- FCCMA Special Recognition for 5 years of Leadership Service as Town Manager

Memberships:

- International City Manager Association (ICMA)
- Florida League of Cities
- Lake County League of Cities
- Florida City & County Management Association

References:

- *Chris Stevens*, Lincoln Council 207-631-5614
- *Steve Clay*, Lincoln, Maine Council Chair, stphn.clay@gmail.com, 207-794-2941
- *Josh McNally*, Fire Chief, 207-592-4739
- *Wayne Luce*, Warren Maine, Town Select Chair, 207-542-6088
- *Roger Peabody*, Warren Maine, Town Select Chair, 207-542-3637