

**Lawrence J. Williams  
12 Wilksboro Pl.  
Palm Coast, FL 32164  
Cell Phone 863-512-5243**

To whom it may concern,

I would like to take this opportunity to apply for the position of City Manager for the City of Bunnell. As you will note from my resume, I have fourteen years of experience as a City Manager in Florida, having earned the distinction of becoming a Credentialed Manager and recognition for ten years of dedicated service from ICMA. During 2004, Belle Isle endured three direct hits from Hurricanes Charlie, Francis and Jeanne. Under my leadership, we were the first city to complete the cleanup and receive full FEMA reimbursement totaling \$3million.

I earned my BBA from St. Johns University and have managed all functions of municipal government including: police, fire, utilities, budget, finance, public works, grants administration and human resources. I am familiar with Florida law pertaining to municipal government and pride myself in being compliant with the TRIM process and having unblemished audit reports.

In 2008, I resigned from my position as City Manager from the City of Belle Isle to move north to be closer to my grandson who was diagnosed with a serious illness. We decided to purchase a farm thinking it would be a perfect grandchild magnet. I ran the farm for almost five years as my wife stayed behind in Florida trying to sell our properties in a bad seller's market.

Our grandson has not had any recurrence of the illness and is now doing well. Therefore, we decided to sell the farm and resume our life in Florida. After selling the farm for a profit within five weeks of the listing, we purchased a home in Palm Coast. I recently read about the opening for City Manager in Bunnell and knew this would be a perfect fit.

I look forward to meeting with you to further discuss my qualifications and the experience I can bring to the City of Bunnell.

Sincerely;



Lawrence J. Williams

## LAWRENCE J. WILLIAMS

12 Wilksboro Place  
Palm Coast, FL 32164  
Cell Phone (863) 512-5243

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### Qualifications for a Position as CITY MANAGER

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#### PERSONAL SUMMARY

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*A self-motivated and conscientious professional with more than 25 years of progressively responsible leadership, motivational and management experience. Diverse and unique background in Finance, Public Administration and Business proving an asset in relating to a wide variety of programs, services, and personnel.*

*A results oriented and responsive individual, accustomed to working with and leading staff to exceed organizational goals.*

#### CAREER HIGHLIGHTS

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- Formulated budget approach that brought Town from “financial crisis” to positive cash flow within one year (1996)
- Directed Utility Billing, Police, Fire, Recreation, Finance, Administration, Human Resources, Emergency Management, Public Works and Water & Sewer Departments
- Recovered full funding (in excess of \$3 million) from FEMA as a result of multiple hurricanes in 2004
- Introduced revenue enhancement programs for all Departments to follow, enabling new program development while decreasing the ad valorem rate for three consecutive years
- Prepared budgets for Governmental agencies ranging from \$2 million to \$257.7 million
- Negotiated contract reducing Fire/Emergency services to City by five per cent (5%) per year
- Negotiated contract for trash removal services that enabled renewal at a lower rate than any other local community
- Worked with neighboring area residents and community leaders to effectuate annexation
- Responsible for economic development that resulted in a major boat manufacturer (Regal Boats) annexing into the City
- Obtained grants for recreational, CRA, storm water and environmental projects
- Prepared budgets in a timely and accurate manner resulting in City receiving State commendations during my tenure

## **PROFESSIONAL EXPERIENCE**

<b>CITY OF BELLE ISLE, FL - Resigned</b> <b><u>City Manager</u></b>	<b>2000 - 2008</b>
<b>TOWN OF EATONVILLE, FL</b> <b><u>Town Administrator (Manager)</u></b>	<b>1995 – 2000</b>
<b>OFFICE OF THE GOVERNOR, NEW JERSEY</b> <b><u>Director of Administration</u></b>	<b>1991 – 1994</b>
<b>TOWNSHIP OF JACKSON, NEW JERSEY</b> <b><u>Chief Financial Officer</u></b>	<b>1990 – 1991</b>

## **PROFESSIONAL SKILLS AND ABILITIES**

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### **FINANCIAL ADMINISTRATION**

- P & L responsibility**
- Investment Strategies**
- Budgets, forecasting, and financial planning**
- Cash flow operations and financial analysis**
- Wage, salary and benefit administration**
- Internal audit control**
- Capital resource planning and cost analysis**

### **MANAGEMENT AND ADMINISTRATION**

- Strategic long-term organizational program/planning**
- Hiring, staff training, development, optimizing employee potential**
- Grievances, discipline and employee moral**
- Performance reviews and productivity ratings**
- Design and development of organizational policies and procedures**
- Contract review, negotiation and implementation**

## **EDUCATION**

**ST. JOHN'S UNIVERSITY, NEW YORK, NY**  
**Bachelor of Business Administration – Accounting/Finance**

### **RUTGERS UNIVERSITY**

**Certification as a Chief Financial Officer: Encumbrance, Municipal budget Preparation, and Municipal/Utility General Ledger Courses**

## **CERTIFICATIONS**

**CIA (Certified Internal Auditor)**  
**ICMA – Credentialed Manager**

## **PROFESSIONAL MEMBERSHIPS**

**Government Finance Officers Association of the United States**

**Florida Government Finance Officers Association**

**Florida Association of City Clerks**

**International Association of City Clerks**

**Florida City and County Managers Association – conference Planning Chair**

**International City and County Managers Association**

**Orange County Tax Equalization Task Force**

**Orange County Enterprise Development Authority**

**Orange County Mitigation Steering committee**

**Metroplan Orlando – Chairman Municipal Advisory Committee**

## References

William (Bill) Brooks, Mayor  
City of Belle Isle  
1600 Nela Avenue  
Belle Isle, FL 328909

Tel. (407) 851-7730  
Private Tel. ((407) 947-5025  
Email [bbrooks@cobifl.com](mailto:bbrooks@cobifl.com)

Jim Swan, Mayor  
City of Kissimmee  
101 N. Church Street  
Kissimmee, FL 34741

Cell (407) 973-5226  
Tel. (407) 847-5076  
Email [jswan@kissimmee.org](mailto:jswan@kissimmee.org)  
[jswan@cfl.rr.com](mailto:jswan@cfl.rr.com)

John Bennett, Esquire  
Fishback, Dominic Law Firm  
1947 Lee Road  
Winter Park, FL 32789

Tel. (407) 262-8400  
Email [jfb@fishbacklaw.com](mailto:jfb@fishbacklaw.com)

Larry Ady, Commissioner (Vice-Mayor)  
City of Belle Isle  
2495 Trentwood Blvd.  
Orlando, FL 332812

Tel. (407) 854-6093  
Email [lady@cobifl.com](mailto:lady@cobifl.com)

Harold Barley, Executive Director  
MetroPlan Orlando  
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