

CITY OF BUNNELL, FLORIDA

APPLICATION FOR EMPLOYMENT

PO Box 756

Bunnell, FL 32110-0756

Telephone: 386-437-7500

Fax: 386-437-7503

Received by: K. Bates

Date Received: 7/30/18

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: Christopher Todd Edwards

Desired wage/salary: 80,000 Date you can start: August 1, 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: 3122 Mahan Drive, Ste. 801-233

City: Tallahassee State: Florida Zip Code: 32308

Daytime Phone number: 352-874-8724 Other Phone number: same

How did you learn of this job opening? Florida City/County Management Association 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: Christopher Todd Edwards

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.)? _____
 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	<u>Leesburg High School</u> <u>Leesburg, Fl.</u>	<u>4</u>	<u>Diploma</u>	_____
College	<u>University of Central Florida</u> <u>Orlando, Florida</u>	<u>4</u>	<u>Bachelor's</u>	<u>Public Administration</u>
Voc-Ed	_____	_____	_____	_____

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

- Florida Real Estate Sales Associate License
- _____

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.

Economic and Community Development Project Planning and Management, Real Estate Development Project Planning and Management, Corporate Budget Planning and Management, Corporate Strategic Planning and Project Management, Vendor and Supplier Management, Contract Negotiation and Management, Team Leadership, Grant Development and Management, Microsoft Office

Job Applicant's full name: Christopher Todd Edwards

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
<u>Anita Favors Thompson</u>	<u>Tallahassee, Florida</u>	<u>850-545-2602</u>	<u>5</u>
<u>Steve Evans</u>	<u>Tallahassee, Florida</u>	<u>850-445-3513</u>	<u>5</u>
<u>Brian Horton</u>	<u>Kissimmee, Florida</u>	<u>407-978-8060</u>	<u>5</u>

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: 7/30/18

Job Applicant's full name: Christopher Todd Edwards

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: Structure Commercial Real Estate, LLC

Mailing Address: 1705 Metropolitan Blvd.

City: Tallahassee State: Florida Zip Code: 32308

Job Title: Associate

Summarize the work you did/do: I assist with business development.

Name & Title of Supervisor: Daniel Wagnon, Broker

Telephone: 850-656-6555 Fax Number: _____

Dates Worked (Mo/Yr): Started: November 2017 Ended: Present

Final Wage/Salary: \$ Commission per Commissic. Hours worked per week: 30

Reason for Leaving: I strongly desire to return to public service in executive management.

Next Most Recent Job

Name of Organization: City of Tallahassee

Mailing Address: 300 S. Adams Street

City: Tallahassee State: Florida Zip Code: 32308

Job Title: Deputy Director

Summarize the work you did/do: I managed the daily operations, programs, and personnel

Name & Title of Supervisor: Ben Pingree

Telephone: 850-891-8214 Fax Number: _____

Dates Worked (Mo/Yr): Started: March/2016 Ended: July 2016

Final Wage/Salary: \$ 70,000 per year. Hours worked per week: 40

Reason for Leaving: Due to a major re-organization, I was forced to resign in good standing.

Job Applicant's full name: Christopher Todd Edwards

CONTINUATION OF EMPLOYMENT HISTORY

Next Most Recent Job

Name of Organization: City of Tallahassee

Mailing Address: 300 S. Adams Street

City: Tallahassee State: Florida Zip Code: 32301

Job Title: Business Advocate

Summarize the work you did/do: I managed the city's business development programs and services.

Name & Title of Supervisor: Anita Favors Thompson, City Manager

Telephone: 850-891-8213 Fax Number: _____

Dates Worked (Mo/Yr): Started: September/2013 Ended: March/2016

Final Wage/Salary: \$70,000 per year. Hours worked per week: 40

Reason for Leaving: A new city manager re-assigned me to help develop a new city/county econom

Next Most Recent Job

Name of Organization: Marion County Government

Mailing Address: 601 SE 25th Street

City: Ocala State: Florida Zip Code: 34471

Job Title: Economic Development Liaison

Summarize the work you did/do: I managed the daily operations and programs of the county's office of small business and economic development.

Name & Title of Supervisor: William Kauffman, Assistant County Administrator

Telephone: 352-438-2300 Fax Number: _____

Dates Worked (Mo/Yr): Started: May/2013 Ended: September/2013

Final Wage/Salary: \$61,000 per year. Hours worked per week: 40

Reason for Leaving: I was hired to fill a new business development role with the City of Tallahassee

Job Applicant's full name: Christopher Todd Edwards

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: _____

Christopher T. Edwards
3122 Mahan Drive, Ste. 801-233
Tallahassee, Florida 32308
(352) 874-8724/ email: edwardsct707@icloud.com

July 30, 2018

Mayor/City Commission
City of Bunnell
201 W. Moody Blvd.
Bunnell, FL 32110

Dear Honorable Mayor and City Commission,

The recent posting for the position of City Manager indicates requirements that closely match my background and expertise. I have enclosed my resume to provide a summary of my qualifications and background for you to review.

The desired candidate must be a corporate strategist, business analyst, excellent communicator, project manager, innovator and an overall results-oriented public administrator among other integral proficiencies. These are the strengths I would bring to Bunnell. During my management tenures in community and economic development with the City of Tallahassee, Marion County Government, and the City of Leesburg, I worked directly with senior management, elected officials, state and federal government agencies, citizens, businesses, real estate development firms, investors, and construction management firms etc. to develop amicable and timely solutions to vital public and private-sector funded projects and programs. Subsequently, several value-added public and private sector capital investment and strategic plans were successfully implemented relative to: comprehensive land use and re-zoning, community redevelopment/reinvestment, economic development, public utility and infrastructure development, commercial and residential real estate development/investment.

To successfully implement the aforementioned projects and programs, I developed innovative policies and operating systems, collaborated with internal and external industry professionals, and developed sustainable public/private sector partnerships across different industries to leverage organizational resources that would deliver results for established corporate goals and objectives. Throughout my distinctive career in public administration, I have truly enjoyed working with various stakeholder groups to build consensus and develop solutions to critical governmental strategies, programs, and services. In my role as City Manager, I would assert my core values of integrity, accountability, professionalism, and productivity into providing the City Commission, City personnel and overall community citizens/stakeholders with incomparable customer service and competent management as well as team leadership.

While currently working within the private sector real estate development and investment industry, I still have a strong desire to return to public service. I am confident that I am immensely qualified, both academically and experientially, to take on the challenges of this position. Subsequent to earning my Bachelor's degree in Public Administration from the prestigious University of Central Florida, I have continued to participate in various professional development seminars and workshops (i.e. Florida League of Cities Professional Development Institute etc.). To further enhance my credentials, I am scheduled to start the University of West Florida's accelerated and 100% online Master's degree program in Business Administration (AACSB accredited) in the fall of 2018. I anticipate completion of the program in the spring of 2020. Also, within a reasonable timeframe, I would seek to obtain additional certifications with organizations such as: International City/County Management Association, Federal Emergency Management Agency etc.

As native Floridians, my wife and I are looking to relocate to a growing Florida community that consists of economic vitality, a good quality of life, and intrinsic core community values. Bunnell represents that kind of community and we are excited about the prospect of living, working, and investing in the community. In alignment with the city's vision, I am ready to put in the necessary work to help the City of Bunnell continue sustainable service capacities and facilitate an environment conducive to economic growth where all citizens and stakeholders can prosper.

Overall, I have public and private sector executive references available who will affirm that I will not only meet the expectations you've established for this position but surpass them in every possible way. In advance, I appreciate your time and consideration. I look forward to meeting with you and discussing how much of an asset I can be to the City of Bunnell as City Manager.

Sincerely,

Christopher Edwards

Christopher Edwards, Prospect for City Manager

Christopher T. Edwards
3122 Mahan Drive Ste. 801-233
Tallahassee, Florida 32308
352-874-8724 /email: edwardsct707@icloud.com

Executive Management/Corporate Strategist
Collaborator • Leader • Communicator

CAREER PROFILE

An experienced professional with over 10 years of experience in managing business expansion and community reinvestment/development projects and transactions by leveraging public and private sector financial resources. Delivering measurable solutions for corporate stakeholders on time and within budget.

EDUCATION

University of West Florida, Pensacola, FL **Master's Degree, Business Administration Student** 2020
University of Central Florida, Orlando, FL **Bachelor of Arts Degree, Public Administration** 2005
State of Florida Division of Real Estate, **Licensed Real Estate Sales Associate** 2017

CORE COMPETENCIES

- Economic and Community Development Project Management
 - Real Estate Development Project Planning and Management
 - Corporate Budget Planning and Management
 - Corporate Strategic Planning and Project Management
 - Vendor & Supplier Management
 - Contract Negotiation/Management
 - Public/Private Sector Partnership Development
 - Microsoft Office
 - Grant Management
 - IMPLAN
 - Salesforce
 - Team Leadership
-

PROFESSIONAL EXPERIENCE

Structure Commercial Real Estate, LLC, Tallahassee, Florida **2017- Present**
Associate

- Assist with commercial real estate market expansion and business development across industries.

City of Tallahassee/ Leon County Government, Tallahassee, Florida **2016**
Deputy Director, Minority, Women, and Small Business Enterprise (MWSBE) Division

- Led marketing efforts to encourage certified MWSBE firms' participation in multi-million-dollar City of Tallahassee and Leon County Government procurement and contracting opportunities.
- Led the corporate strategy to enhance procurement management systems impacting contracted vendors and suppliers.

City of Tallahassee, Tallahassee, Florida **2013-2016**
Business Advocate, Office of the City Manager

- Advised real estate development and construction management firms on the city's land development and building permitting review and approval systems, which led to increased real estate investment and construction projects.
- Consulted the city's various enterprise divisions such as: Utilities (Electric, Water, Gas), International Airport, Parks and Recreation, and Star Metro on their operations, programs, and capital improvement plans and projects.
- Led city's public/private partnership ventures in an effort to leverage the city's financial resources with community, business, and industry stakeholders toward the completion of value-added economic and community reinvestment plans and projects.
- Led efforts to enhance city/corporate policies, programs, and services impacting business and industry stakeholders relative to the city's general government and enterprise service systems.
- Managed the city's high-profile partnership agreement with the Urban Land Institute in delivering a master plan for redeveloping a major commercial real estate corridor. Promoted value-added projects such as: CarePoint Healthcare and Wellness Center, Piggly Wiggly Grocery Store, etc.

Continues...

Marion County Government, Ocala, Florida**2013****Economic Development Liaison, County Administration**

- Advised senior management on corporate strategies, new processes and technologies (Salesforce) to support corporate growth.
- Improved customer satisfaction, enhanced staff productivity and overall operational efficiency relative to business and industry growth.
- Assisted in the recruitment of a foreign based manufacturing company- Krausz Industries.

City of Leesburg, Leesburg, Florida**2006- 2013****Neighborhood Coordinator, Community Redevelopment Manager****Community Redevelopment and Economic Development Department**

- Managed city's economic development and community redevelopment agency operations and strategic plans. Value-added activities such as: public utility infrastructure and facility enhancements, business expansion, and real estate development occurred as a result of the strategic plans.
- Developed various real estate and economic development based analytical reports (such as: ESRI Business Analyst, CoStar, LoopNet, and IMPLAN) to assist executives with market analysis decisions.
- Led the corporate strategy to partner with regional and state economic development entities such as: Metro Orlando Economic Development Corporation, Department of Economic Opportunity, and Enterprise Florida to leverage resources for business and industry growth.
- Collaborated with federal government-based community development financial institutions to promote better access to capital for small businesses located in distressed market areas within the city.
- Provided management support for the city's First Time Homebuyers' Program in an effort to pre-qualify clients for new and existing residential property purchases, resulting in economic growth.
- Advised private real estate development and construction management firms on requirements associated with public utilities infrastructure (i.e. electric, gas, stormwater etc.). Led those firms through the city's land development and building permitting review and approval systems to assist with delivering their projects on time and within budget.
- Negotiated and managed numerous real estate contracts relative to: for sale and purchase, lease agreements and development agreements.
- Led the corporate strategy to leverage the city's residential development project funding resources with institutions such as: Federal Home Loan Bank of Atlanta, Wells Fargo Bank, United States Housing and Urban Development Department, Florida Housing Finance Corporation, and State of Florida Community Development Block Grant Program.
- Prepared detailed department operating and capital improvement budgets with cost effective and efficiency measures for executive approval.
- Managed redevelopment and operations of the city's first small business development office complex, in partnership with the University of Central Florida/Florida Small Business Development Center, to strengthen business recruitment, retention, and expansion within the city.

ASSOCIATIONS/AFFILIATIONS

Florida League of Cities	2017-Present
Urban Land Institute	2015-Present
National Association of Real Estate Investment Trust	2012- Present
Florida Redevelopment Association	2007-2016
University of Central Florida Alumni Association	2005-Present

Christopher T. Edwards

3122 Mahan Drive, Ste. 801-233
Tallahassee, Florida 32308
352-874-8724
edwardsct707@icloud.com

PROFESSIONAL REFERENCES

Anita Favors Thompson

Retired Tallahassee City Manager
7056 Standing Pines Lane
Tallahassee, FL. 32312
afavorsthompson@gmail.com
850-545-2602

Brian Horton

Vice President of Engineering and Operations
Kissimmee Utility Authority
1701 W Carroll St.
Kissimmee, FL. 34741
hortonb20@hotmail.com
407-978-8060

Steve Evans

Retired Executive
106 N. Bronough St.
Tallahassee, FL. 32301
steeva39@gmail.com
850-445-3513

Tony Guillen

Director of Engineering and Operations
Talquin Electric
1640 W Jefferson St.
Quincy, FL. 32351
tony.guillen@talquinelectric.com
850-508-8029

Ken Thomas

City of Leesburg, FL.
501 W. Meadows Street
Leesburg, Florida 34748
ken.thomas@leesburgflorida.gov
352-617-5876

Christopher T. Edwards
3122 Mahan Drive, Ste. 801-233
Tallahassee, Florida 32308
(352) 874-8724/ email: edwardsct707@icloud.com

July 30, 2018

Salary Requirement

My salary would be negotiable; however, I desire a minimum starting salary of \$80,000.