

Kelley J. Boree
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December 19, 2018

Doug Thomas
Senior Vice President
Strategic Government Resources
P.O. Box 1642
Keller, TX 76244

Dear Mr. Thomas,

I am contacting you to express my interest in the City Manager position with Palm Coast, Florida. I am submitting my credentials for your review and consideration and I'm confident that you will find my 25-years of experience in the public and private sectors and my professionalism to be an asset to the City of Palm Coast!

I am uniquely qualified for this position as I have been in the public-sector for 15 years, leading, advocating and inspiring teams to provide quality of life experiences for communities throughout Florida. I have developed and administered operational budgets more than \$170 million and capital improvement budgets more than \$225 million. My interpersonal, visionary and leadership skills have allowed me to lead and manage teams greater than 350 people that expanded to more than 800 people during peak service periods. Individual and team development has always been a priority for my professional and personal leadership growth and I thrive on partnership collaboration, building positive relationships and thinking outside the box to develop creative solutions.

My successes have been realized from being a visionary leader, trend setter and multi-tasker. With the combination of the City's team, the citizens of Palm Coast and my passion and enthusiasm, the City Council would successfully surpass their goals set forth in the Strategic Action Plan. It would be an honor and a privilege to serve the City of Palm Coast as their City Manager. Thank you for your time and consideration and I look forward to hearing from you.

Respectfully,

Kelley Boree
Kelley Boree

PROFILE:

- ⇒ 25+ years progress-focused and results-driven leadership in the Public & Private sectors.
- ⇒ Highly respected leader in effectively collaborating with public/private sector, stakeholders, team members and elected officials.
- ⇒ Well-established history in managing budgets for operations, capital improvements and grants.
- ⇒ Organized, highly motivated and detail directed contract and project manager.

EDUCATION:

- ⇒ B.A., Business Administration
William Woods College
Fulton, Missouri

CERTIFICATION:

- ⇒ Florida Certified Contract Manager
- ⇒ Certified Park and Recreation Professional (CPRP)

LEADER:

- ◇ Directed and provided executive leadership for the State of Florida's private prison system. Provided compliance management for service provider contracts with an annual value more than \$160 million.
- ◇ Directed strategic and operational functions of real estate services for State of Florida encompassing more than 12 million acres to include survey/mapping, appraisals, acquisition/disposition negotiations, lease/use agreements and proprietary permitting. Staff to Governor and Cabinet and liaison to FL Defense Support Task Force.
- ◇ Directed policy and procedure development based on best practices to assist agencies to effectively and efficiently acquire, assign, operate, maintain and dispose of approximately 26,000 pieces of state-owned mobile equipment valued at more than \$500 million.
- ◇ Analyzed financial documents, provided strategic guidance and developed sustainability initiatives to reduce expenses and increase revenues.
- ◇ Coordinated infrastructure, human services, utilities, law enforcement and fire/rescue staff and volunteers during emergency operations of the Duval County and the Pasco County Emergency Operations Centers.
- ◇ Planned, defended and administered ~\$170 million operational and ~\$226 million capital outlay budgets. Lead a team of ~390 full time employees and ~500 part time employees with 9 direct reports.

COMMUNICATOR:

- ◇ Collaborated with diverse public, elected and appointed officials, technical professionals and City, State and Federal agencies to meet agency needs and requirements, to resolve issues and create positive relationships and partnerships.
- ◇ Managed legislative process and presented to local, State and Federal organizations to include City Council, Board of County Commissioners, FL Defense Support Task Force, Governor and Cabinet, Senate and House of Representatives committees and Federal regulatory agencies.
- ◇ Directed public relations office for government department; implemented internal newsletter and blogs; interfaced with media as agency expert; and represented agencies at industry trade shows.

VISIONARY:

- ◇ Revitalized one of the largest urban park systems in the nation by providing vision, partnership collaboration and facilitating day-to-day operations.
- ◇ Participated in development of five-year county-wide strategic plans and developed accompanying department annual business plans to include strategic goals, measures and key performance indicators for multiple public sector departments.

ORGANIZER:

- ◇ Collaborated with developers, land owners and land use attorneys during plan review submittals to ensure compliance to comprehensive plan and improved quality of life elements.
- ◇ Project manager for capital improvement projects, managing conceptual design through construction completion.
- ◇ Authored and managed local, state, and federal grant projects for services and capital improvements.

LEADER

COMMUNICATOR

VISIONARY

ORGANIZER

PROFESSIONAL AFFILIATION:

- ⇒ National Recreation and Park Association
- ⇒ Florida Recreation and Park Association
- ⇒ Florida Acquisition and Restoration Council Member (2012 - 2014)
- ⇒ Florida Recreation and Park Association Region Director of Advocacy (2011/12)
- ⇒ Florida Recreation and Park Association State Legislative Committee Member (2011/12)

EMPLOYMENT HISTORY:

FL Department of Management Services, Tallahassee, FL • March 2018—Present
Director • Division of Specialized Services

Pasco County FL Board of County Commission, New Port Richey, FL •
January 2016— December 2017
Director • Department of Parks, Recreation and Natural Resources

FL Department of Environmental Protection, Tallahassee, FL • June 2014—February 2016
Director • Division of State Lands

City of Jacksonville, Jacksonville, FL • February 2003—June 2014
Director • Department of Recreation & Community Services • October 2011—June 2014
Deputy Director • Department of Recreation & Community Services • July 2006—October 2011
Division Chief • Department of Parks, Recreation, Entertainment & Conservation • Preservation Project Division • March 2006—July 2006
Preservation Project Administrator • Office of the Mayor • April 2005—March 2006
Planning & Grants Coordinator • Department of Parks, Recreation, & Entertainment • Planning, Research & Grants Division • April 2004—April 2005
Recreation Planner • Department of Parks • Division of Planning, Research & Grants • February 2003—April 2004

Interstate Dairy Queen Corporation • Silver Spring, MD • April 1994—February 2003
Director, Franchise Development • October 1999—February 2003
Senior Management Consultant • April 1994—October 1999

REFERENCES:

Furnished upon request.