

Michael G. Ciaravino, Esq.

SUMMARY:

Possess more than 27 years municipal experience with expertise in the following:

- Organization and Systems Development
- Budget and Sustainable Financial Planning
- Regional Purchasing and Public Bidding
- Crisis Management
- Collective Bargaining
- Employment Law
- Planning and Zoning
- Public Records Law and Training For Directors and Staff
- Chief Legal Counsel to Police, Fire and Specialized Safety Forces
- Lead Advisor for Municipal Government Litigation and Strategy
- Special Legal Counsel for Mortgage Fraud Task Force
- Criminal Prosecutions
- Municipal Initiative Referendums
- Statewide Training Seminars for Building Officials
- Mayor's Court Administration, Best Practices and Training
- Community Based Diversity Awareness
- Informational Campaigning

RELEVANT MUNICIPAL EXPERIENCE:

City of Newburgh, New York

City Manager (May 2014 – December 2018)

Chief Executive Officer of a municipality in Orange County, New York, overseeing 280 municipal employees and \$45 million dollar annual budget. Directly responsible for all city services including Police, Fire, Public Works, Parks, Recreation, Drinking Water Filtration, Wastewater Treatment, Sanitation, Housing, Corporate Counsel, Finance and Economic Development.

NOTABLE ACCOMPLISHMENTS AS CITY MANAGER:

Police Department Transformation

Established community police relationships that developed into sustainable reduction in crime statistics. Initiated body worn camera equipment for the patrol division as well as developed pertinent policies and procedures for this initiative in the state of New York. Spearheaded funding to originate Shot Spotter technology installed throughout the community to provide real time data when gunshots are fired.

Management of Drinking Water Contamination Crisis

High levels of PFOS found in the city's primary drinking water source. Interagency coordination to mitigate PFOS contamination resulting in the construction of a state-of-the-art Granular Activated Carbon Water Filtration Treatment Plant. Environmental Protection Agency 2017 Environmental Achievement Award recipient.

Long Term Control Plan

Negotiated long term control plan to comply with state and federal environmental agencies to mitigate combined sewer overflows during wet weather events.

Infrastructure

Redesigned the management paradigm to address the aged, dilapidated infrastructure of an historic city.

City of Maple Heights, Ohio

December 1991 – December 2007

Mayor (December 2003 – December 2007)

Chief Executive Officer of a municipality in Cuyahoga County, Ohio, overseeing 250 municipal employees and a \$35 million dollar annual budget. Directly responsible for all city services including Police, Fire, Public Works, Parks, Recreation, Streets, Sewers, Sanitation, Housing, Human Services, Human Resources, Legal Affairs, Finance and Economic Development.

NOTABLE ACCOMPLISHMENTS AS MAYOR:

Financial Crisis Management

Managed the municipality through the most challenging fiscal crisis in its history, restoring the community's finances to satisfactory fiscal performance within four years and earning an A2 municipal bond rating. Designed and implemented a sustainable financial plan for the community, which included the establishment of a progressive reserve fund, while safeguarding against cuts to Police and Fire safety services as well as vital Human Services programs essential to our senior citizens and mobility impaired members of our community.

Community Based Diversity Programs

Established the first permanent, municipally supported, citywide diversity program, which facilitated ongoing community dialog and raised diversity awareness within Maple Heights. Our diversity forums were well attended, and included stakeholders from the schools, senior center, athletic programs, safety forces and a vast spectrum of residents within the community.

Regional Purchasing

Streamlined public procurement processes through the design of a regionalized purchasing consortium, which ultimately resulted in the establishment of the Northeast Ohio Sourcing Office (N.E.O.S.O.). Partnered with the City of South Euclid and, with the support of the Cleveland Foundation's Fund for our Economic Future, conducted a study to verify the savings possible through joint purchasing. The initial pilot project established savings of over 11% on \$22 million dollars of spending, and proved that local governments, public agencies, community colleges and public universities could save millions of dollars by streamlining cumbersome procurement processes through a single procuring entity as well as increased purchasing leverage with suppliers through aggregated, large volume purchases such as road salt, auto parts, road paving contracts, and combined administrative functions. In 2005, with the support of the Cleveland Foundation, N.E.O.S.O. was established both as a Council of Governments (pursuant to Ohio Revised Code Chapter 167) and as a non-profit organization (pursuant to 501(c)(3) of the Federal Tax Code).

Minority Business Incubator

Developed a minority business incubator concept in partnership with the Ohio Department of Development to both inspire, advise, and network fledgling enterprises in the City of Maple Heights from diverse fields such as carpentry, plumbing, electrical, baking, sewing, catering, ceramics, handicraft, and artistry, with young minority professionals in the fields of marketing,

accounting and law in a symbiotic relationship to develop each other for success and practice in their respective fields.

Safety Director (December 2003 – December 2007)

Responsible for the health, safety and welfare of the community with direct authority over Police and Fire Department personnel, services, and safety equipment.

Interim Director of Administrative Services (March 2003 – December 2003)

Responsible for all administrative services supporting the management of the municipality including the direct oversight of Parks, Recreation and Building Departments.

Law Department of the City of Maple Heights (December 1991 – December 2003)

Handled all aspects of Law Department including Lead Counsel responsible for defending the municipality against various civil litigation matters including employment law, police and fire misconduct, Section 1983 and other civil rights cases, tort claims, and general litigation. Provided legal advice and opinions to the Mayor, Planning and Zoning Commission, and department heads as required. Chief Legal Advisor to Mayor regarding contracts involving property, goods and services, collective bargaining, professional services, public bidding, insurance and risk management. Special Counsel to the Mayor regarding federal, state and local legislative developments. Advised the City regarding inquiries and responses under Ohio Public Records Law. Advised Mayor and department heads regarding employment law, public bidding requirements and building code compliance and enforcement. Advised all municipal departments regarding compliance with various federal, state and local laws and regulations.

Chief Municipal Prosecutor and Legal Counsel to the Police and Fire Departments responsible for all aspects of criminal prosecution including rulings, preliminary hearings, suppression hearings, pre-trials, bench trials and jury trials, as well as matters heard before the Court of Appeals of Ohio, Eighth Appellate District, The Supreme Court of Ohio and The United States Court of Appeals. Originated the Victim Assistance Program and Alternative Dispute Resolution Program for the municipality.

OTHER PROFESSIONAL EXPERIENCE:

Michael G. Ciaravino & Associates

Attorney-at-Law (May 1991 – May 2014)

In addition to my general legal practice, I have advised municipalities and law enforcement agencies regarding mortgage fraud investigations. One notable consultancy (from January 2008 to January 2011) involved extensive work with a Mortgage Fraud Task Force, providing technical legal assistance to a multi-agency law enforcement team including federal, state and local investigative agencies. I also was special counsel to a regional law enforcement task force for special weapons and tactics (SWAT) in the Southeast Area Law Enforcement Task Force (S.E.A.L.E.), a collaboration of seven Police Departments in Southeastern Cuyahoga County.

I have provided legal counsel to public entities regarding regulatory compliance with Ohio Public Records and Open Meetings laws, Occupational Safety and Health Administration (OSHA), Equal Employment Opportunity Commission (EEOC), State Employment Relations Board (SERB), Ohio Bureau of Workers' Compensation (OBWC), and the Ohio Administrative Code (OAC), as well as risk management advice to law enforcement, fire code safety, sanitation, and human resource agencies, at the municipal level.

My past practice has included civil and criminal litigation, both as plaintiff and defense counsel. I have worked as a pro-bono advocate on behalf of victims of domestic violence, special counsel to victims of crime under the Ohio Victims of Crime Reparations Act, and have advised small business start-ups and

non-governmental community based entities such as the Guardian Ad Litem Project of the Cuyahoga County Juvenile Court.

PROFESSIONAL LICENSES AND CERTIFICATIONS:

Admitted to practice law before The United States Court of Appeals, Sixth Circuit and The United States District Court, Northern District of Ohio.

Admitted to practice law before The Supreme Court of Ohio and all subordinate courts.

Certified Ohio Public Records designee pursuant to Ohio Revised Code Section 109.43.

EDUCATION:

Case Western Reserve University, School of Law (ABA Accredited)
Juris Doctorate Degree

John Carroll University
Bachelor of Arts Degree

Cuyahoga Community College
Associate of Arts Degree

Midpark High School
Diploma

CURRENT AND PAST MEMBERSHIPS:

Gestalt Center for Organization & Systems Development, Faculty Member
City of Newburgh Land Bank Board Member
Newburgh Armory Board Member
International City Managers Association (ICMA) Member
Kent State University, Geauga Campus, Advisory Board Member
Cuyahoga County Mayors and City Managers Association
Northeast Ohio Mayors and City Managers Association
National League of Cities
First Suburbs Consortium
Ohio State Bar Association
Cleveland Bar Association
American Bar Association
International Bar Association
S.E.A.L.E. (Southeast Area Law Enforcement Task Force)
Chagrin/Southeast Council of Governments
Chagrin Valley Task Force
Cuyahoga County Law Director's Association

Michael W. McDonald

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To whom it may concern,

With a combination of formal education and over 15 years of corporate level experience in a full range of business, leadership and project management roles, I would be an asset to the City of Palm Coast in the City Manager's position.

In addition to having held a number of senior executive positions in multi-million dollar organizations, I have also built a business of my own from the ground up. I have grown strong, international companies and have prepared their internal personnel for larger roles both inside and outside the organizations. I have extensive training and program development experience. My achievements include successfully implementing technical programs and processes throughout the country, putting together and leading teams with specific objectives to maintain and grow customer relationships, and preparing and training people in all aspects of leadership, management and business practices.

I have also served in public office for a total of 10 years, closely collaborating with our Town Manager to make tremendous improvements to the Town of Windsor. One of our greatest achievements was helping craft 4 years of zero tax increase budgets for the Town.

My business skills and political experience would make me the perfect choice for your City Manager.

I've attached my resume for your review and would appreciate the chance to meet with you in person to further discuss my qualifications.

I look forward to hearing from you.

Mike McDonald