

William Lawrence
[REDACTED]

December 19, 2018

lbrlawrence@aol.com
[REDACTED]

To Doug Thomas, Senior Vice President SRG:

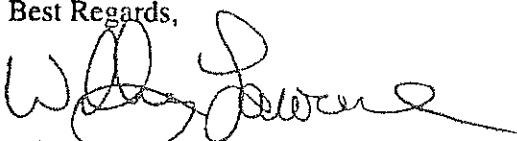
It is with great enthusiasm that I submit my qualifications for the City Manager position with the City of Palm Coast. I have included my resume for your review.

I have over 30 years' experience working in municipal government serving as a police officer, police supervisor, police chief and 7 years serving as town manager. It has been my passion to serve the public at the local level where you can make a difference in people's lives and ensure the best quality of life for the residents of the community. My greatest strength is my ability to solve problems and collaborate with others who have common interest in accomplishing goals.

I have extensive knowledge on the day to day operations related to public administration. I am a member of ICMA and believe in ongoing education. I am fiscally conservative and have strong skills in preparing, presenting and executing the operating and capital budgets. Furthermore, I have excellent communication skills with an excellent record on community relations. I am a visionary and believe in transparency, keeping elected officials fully informed. I am a strategic thinker, innovator and creative problem solver. I have a proven skill set in establishing and maintaining effective working relationships with staff, elected officials, businesses and community groups.

I will be looking forward in meeting with you in the near future so we can discuss in more detail how the City of Palm Coast will benefit from my experience, knowledge and leadership.

Best Regards,


William Lawrence

William Lawrence

wlbrlawrence@aol.com

SUMMARY: Accomplished municipal manager seeking a great community that fits my skill set as a visionary, innovator and creative problem solver. I am passionate about serving the public and offering the best service that enhances the quality of life to its citizens. I was intrigued by your recruiting brochure and believe I would be a good fit as City Manager for the City of Palm Coast. We are looking to relocate to Florida to be closer to family and looking for the right challenge that the City of Palm Coast offers.

ACCOMPLISHMENTS:

- Increased case clearance rate from 9% to 47%
- Decreased crime rate by 15%
- Established 5 Community Policing Programs
- Reduce **Budget** by 25% & Increased Revenue by 10%
- Created over 100 Jobs
- Created regions first job fair
- Promoted Community Events
- Established relationships within and outside of the community
- Promoted the community through the media & social media outlets
- Created team atmosphere showing value of all staff members

EXPERIENCE:

06/2016 - present: Town **Manager** for the Town of Warren, Me. Salary \$80,000

- 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
- Moderate growth with new residential single family housing added 3 million value in past 12 months.
- New Personnel Policy

Reason for Leaving: I feel that the City of Palm Coast encompasses my skill sets and I would be a perfect match for the community, staff, elected officials. The Town of Warren is in better shape than when I 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-by pass on the Piscataquis River that will allow the Atlantic Salmon to migrate up the river.
- 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/ Waste Water Utilities

Reason for Leaving: Howland had searched me out based on my reputation in budgets & economic development. After these tasks were accomplished, I was offered another opportunity with a larger community that paid more. Town was left in better shape than when I arrived.

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.
- Written FLDOT grant for road resurfacing.
- Coordinate with the Town Attorney and Council on legal matters.
- Attracted Businesses
- Supervised Water/ Waste Water Utilities

Reason For Leaving: Our house was not selling in Maine and move to Florida to help sick father-in law who passed away. The Town of Howland reached out to me and offered more money to come back to Maine. Town was left in better shape than when I arrived.

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/ TIF's.
- Negotiated Police, Fire & Public Works union contracts
- Negotiated contracts for TIFs on Economic Development projects.
- While serving in Lincoln, we created 90 retail jobs and increased our tax base.
- Written COPS Federal Grant and several smaller grants.
- Supervised Municipal Airport Operations/ FAA Grants/ Land Acquisition

Reason for Leaving: My father in-law was sick in Florida and was offered a position there. Our family always comes first and made the decision to move. Town was left in better shape than when I arrived.

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.

05/1996-04/2003 Adjunct Instructor for Beal College in the law Enforcement Program.

- Instructed several courses and classes on a part time basis for over 7 years.

02/1996 - 2/2003 Ueutenant Patrol, Penobscot County Sheriffs 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.

3/1990 - 2/1996 Chief of Police for the Town of Pittsfield Maine Salary \$32,000

- Managed a 17 member police department

7/1978 - 3/1990 Police Officer/ Detective with the City of Bangor Maine Salary \$24,000

- Patrol Officer 7/1978 to 12/1980
- Detective 12/1980 to 3/1990

High Lights of Skills

- **Creative Problem Solver** (Mill shut down laid off over 200 workers. We worked with State and Federal agencies to get the laid off workers signed up for programs. We brought in 90 new jobs to the Town in one year by utilizing our resources.)
- **Fiscal Management:** Prepared & Presented 7 Municipal Budgets. These budgets reflected an increase in revenues and tax base to offset the tax rate and become more efficient.
- **Proven Economic Development Experience** (Brought in several businesses that created jobs)
- **Project Manager**
- **Investigations** (Criminal & Personnel)
- **Knowledge of Municipal Programs** in Maine & Florida
- **Computer-**Microsoft Products Website Development
- **Grant Writing** with State & Federal Programs (COPS Fast Grant, DOT, DEP, USDA, CDBG etc.)
- **Collaborative Management Style**
- **Negotiated** labor contracts & with Vendors that reduced cost.
- **Public Speaking** at Schools, Businesses, Hospitals and Civic Organizations
- **Land Use, Planning & Zoning**
- **Webmaster**

Education:

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

Awards: Community Policing Fellowship Scholarship: University of Maine
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
MTCCMA Special Recognition for Leadership Service as Town Manager

Memberships: Maine Municipal Association (MMA)
International City Manager Association (ICMA)
Maine Town, City, County Management Association (MTCCMA)
MTCCMA Awards & Scholarship Committee
Florida League of Cities - Past Member
Mid-Coast Municipal Association