

JAMES L. MANFRE

28 Lakeside Drive • Palm Coast, FL • 386-793-0216 • Manfre.james@gmail.com

EXPERIENCE

- | | | |
|--------------------------------------|---|---------------------------|
| 2017-Present | Law Offices of James L. Manfre
<ul style="list-style-type: none">• Private practice specializing in corporate business and real estate law with a concentration on development and land use issues. Services include working with financial institutions, government entities for project approval and construction related issues.• Criminal Justice Reform Consultant and Advocate
Worked with criminal justice reform organizations LEAP, the Florida ACLU and the Open Society Foundations to promote a more just and efficient system of policing based on my twenty- five years of law enforcement experience. | Flagler County, FL |
| 2012-2017
& 2001-2005 | Flagler County Sheriff's Office (FCSO)
<i>Sheriff of Flagler County</i>
2012-Present <ul style="list-style-type: none">• Introduced body cameras for all road and corrections deputies resulting in reduction of civilian and use of force complaints• Implemented a data-driven, proactive community policing program to effectively allocate resources within the county to prevent crimes from occurring, resulting in 10% reduction in crime• Oversaw transition to complete paperless filing of all reports and ticket writing as well as upgrade of Computer Aided Dispatch system to handle 180,000 calls per year and re-trained all 275 employees on new systems and procedures [found \$0.5M in extra modules / capabilities in contract]• Created performance management system including monthly dashboards of key performance metrics per employee and instituted annual evaluation of all FSCO employees• Developed incentive-based pay increase program to reward employees for performance, education, and seniority; negotiated and received approval from union to implement program resulting in 10% pay increase for all employees, first raise in five years• Managed design and construction of three major facilities increasing projected space of FSCO Operations Center by 40% while staying within budget, doubling number of inmate bed space and saving \$1M in projected cost, and negotiating city precinct lease to one third the original cost while moving to more central location• Lobbied on behalf of numerous criminal justice reform bills with state legislature resulting in passing of civil asset forfeiture reform bill and inclusion of medical marijuana amendment on upcoming ballot• Saved \$1M on annual budget of \$25M each year and oversaw annual government budget negotiation with County Commission, City Council, and District School Board• Achieved statewide law enforcement re-accreditation of 275-person agency from the Florida Commission on Accreditation and communications accreditation for the first time in history of Flagler County Sheriff's Office• Created three prison diversion programs – pre-trial release, mental health therapy, and alcohol rehabilitation – that reduced prison population by 10% while community grew by 10% 2001-2005 <ul style="list-style-type: none">• Achieved statewide law enforcement accreditation of 150-person agency from the Florida Commission on Accreditation, first time in history of Flagler County Sheriff's Office• Established first full time Narcotics, Traffic, Marine, SWAT, and Agricultural crimes departments leading to 15% reduction in crime rate from 2001-2005• Selected as one of 200 heads of law enforcement agencies out of 18,000 to attend the Department of Justice FBI Law Enforcement Executive Development Seminar in recognition of leadership skills | Flagler County, FL |
| 2005-2012 | Private Practice
<i>Attorney – admitted to Florida Bar in May 2005</i> <ul style="list-style-type: none">• Managed the land use approval process of four multi-million dollar commercial / residential projects for a total value of around \$50M and worked with school district to obtain approval for new charter school | Flagler County, FL |
| 1999-2000 | Von Bulow LLC
<i>In-House Counsel</i> <ul style="list-style-type: none">• Brokered land deal, obtained local government approvals, and oversaw construction of 220-unit apartment complex and 250-acre river residential development | Palm Coast, FL |

1998-1999	Private Practice <i>Specialized in corporate law & real estate development</i> Attorney <ul style="list-style-type: none"> • Represented large land development companies seeking to develop property in Florida • Managed, operated, and turned around businesses seized by the federal government to rehabilitate in order to sell and fund government crime fighting efforts 	Babylon, NY
1996-1997	Berkman, Henoch & Peterson <i>Law firm specialized in corporate law & real estate development</i> Attorney <ul style="list-style-type: none"> • Developed new commercial contacts and relationships for the firm 	Garden City, NY
1988-1996	Town of Babylon Deputy Town Attorney <ul style="list-style-type: none"> • Formed first commercial garbage carting district by consolidating volume of commercial businesses, issuing request for proposal, and awarding business in order to standardize rates and reduce cost • Developed first commercial recycling facility in New York by raising \$25M in municipal bonds • Restructured and streamlined land use planning and approval process, halving time needed to receive land use approval • Oversaw staff of 20 attorneys, paralegals, and outside counsel to handle all state and federal litigation of 100+ cases per year • Negotiated two union contracts covering 1200 employees and served as negotiating team lead • Reorganized the human resource department and created a disciplinary process by implementing objective review standards that required promotional testing for all 1200 Town of Babylon employees Deputy Counsel - Industrial Development Agency <ul style="list-style-type: none"> • Led the re-financing of \$100M in municipal bonds to upgrade the municipal solid waste system and restructure agency debt • Oversaw Small Business Administration lending to encourage growth and relocation of small businesses to the Town of Babylon 	Babylon, NY
1984-1988	Suffolk County Assistant District Attorney <ul style="list-style-type: none"> • Tried one of the first cases in New York State using DNA evidence as proof of the guilt of a crime, resulting in a successful conviction and sentencing • Created the Land of Secrets program to support child abuse survivors in the recounting of testimony, the first of its kind in the county, by creating a safe space funded through a \$250K grant from the federal government to fund a victim's advocate and related video equipment • Implemented a dashboard camera program with the Suffolk County highway patrol and integrated video evidence into the investigation and prosecution of DUI incidents and related accidents / fatalities 	Babylon, NY

EDUCATION

St. John's University School of Law <i>Juris Doctorate, 1983</i>	New York, NY
Fordham University <i>Bachelor of Science, 1979</i> <ul style="list-style-type: none"> • Magna cum laude, Phi Beta Kappa 	New York, NY

COMMUNITY INVOLVEMENT

- Flagler Palm Coast Chamber of Commerce Board Member
- Flagler County Rotary – President 2007-2008
- City of Bunnell Community Redevelopment Advisory Board
- Flagler County Comprehensive Plan Committee
- Volusia Flagler Boys and Girls Club Board
- Florida Hospital Flagler Foundation Board

AWARDS AND COMMENDATIONS

- President Obama Call to Service Award recognizing strength of the nation through volunteer service
- 7th Judicial Circuit Crime Victims' Advocate Law Enforcement of the Year Award
- Flagler County Police Athletic League Elected Official of the Year
- Thurgood Marshall Award from the Florida-Flagler NAACP for advocacy for racial justice and equality in the community
- Boy Scouts of America Golden Eagle Man of the Year

James L. Manfre
28 Lakeside Dr.
Palm Coast, FL 32137
386/793-0216

City of Palm Coast
160 Lake Avenue
Palm Coast, FL 32164
Attn: Mrs. Renina Fuller
Director of Human Resources

RE: City Manager Application

October 3, 2021

Dear Mrs. Fuller,

I am submitting my application for the position of City Manager of Palm Coast as a twenty-two year resident of this ever changing and beautiful city. As a community, we have experienced the benefits of a master planned city integrated into spectacular Intracoastal frontage, wildlife, preserves, parks and recreational centers. I bring to this position a substantial knowledge of the history of Palm Coast from its inception, a love of what Palm Coast offers and a deep appreciation of the educational, life style and job opportunities it has brought to my family.

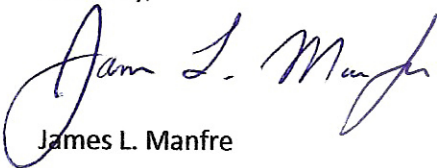
I believe I have the proper mixture of public and private experience necessary to be successful in this position. I have spent four years as counsel to an economic development agency responsible for attracting high paying industrial and commercial jobs to a community of two hundred thousand people. In addition, I have represented multiple city councils and planning boards on operational issues and at public meetings. As Sheriff of Flagler County, I was responsible for hiring, training and oversight of 300 employees and preparing a yearly budget. During my tenure as Sheriff, I created the first law enforcement services contract with the City of Palm Coast acting as its virtual public safety department. In addition, during my two terms, the Sheriff's Office assisted in emergency operations for the City which included responding to five hurricanes, two large brush fires and a tornado in coordination with the Palm Coast Fire Department. I have received training at the FBI Executive Management Program at Quantico, Virginia in leadership and incident command.

In private business, I have been involved in attracting large commercial and residential projects to this community. I have worked closely with City staff to establish an efficient and collegial atmosphere between applicant and the city. I have also served on the Flagler County Comprehensive Plan Committee, the City of Palm Coast Planning and Development Code Revision Committee and the City of Bunnell CRA Committee. I have been a member of the Flagler County Chamber Board of Directors and a member of the Chamber Business Issues Committee.

My goals as City manager would be to create an efficient organization through transparency, communication, technology, performance management and budgetary oversight. My aim is to hire, train, support and hold accountable the best employees available. Customer service to the citizens would be a priority as city manager and throughout the organization. I believe in allowing department heads to manage their employees with guidance and coaching. I believe the focus of the City Manager must be Economic Development to bring increased job opportunities and tax base that is needed to offset the pressure on the residential base supported increasingly by a senior population.

Finally, as a former elected official, I understand how difficult a job it is to hold the position of Mayor or City Council member. As such, every elected official in the city and outside would always be treated with the utmost respect accorded that position. I would expect every employee to act in accordance with that provision. I believe in consensus management and would always strive to find compromise either within the staff, within the council or without. I believe my unique resume, experience and passion for Palm Coast set me apart as an applicant and hope that I have an opportunity to meet with the Mayor and the City Council members to further discuss my attributes to serve as City Manager.

Sincerely,

A handwritten signature in blue ink that reads "James L. Manfre". The signature is fluid and cursive, with the first name "James" being the most prominent part.

James L. Manfre

James L. Manfre
28 Lakeside Dr.
Palm Coast, FL 32137
386/793-0216

Salary History

<u>Date</u>	<u>Annual</u>	<u>Position</u>
2017-present:	\$130,000	Private Practice
2013-2017:	\$121,000-125,000	Sheriff of Flagler County
2005-2013:	\$120,000	Private Practice
2001-2005:	\$105,000-110,000	Sheriff of Flagler County

References

Mr. David Ayers	386/864-0029
Mr. Jack D. Howell	386/569-5685
Mr. Nate McLaughlin	386/503-1761
Mr. James Troiano	352/316-2898

JAMES L. MANFRE

28 Lakeside Drive • Palm Coast, FL • 386-793-0216 • Manfre.james@gmail.com

EXPERIENCE

- | | | |
|--------------------------------------|--|---------------------------|
| 2017-Present | Law Offices of James L. Manfre
• Private practice specializing in corporate business, business development and real estate law with a concentration on development and land use issues. Services include working with financial institutions, government entities for project approval and construction related issues. | Flagler County, FL |
| 2012-2017
& 2001-2005 | Flagler County Sheriff's Office (FCSO)
<i>Sheriff of Flagler County</i>
2012-Present <ul style="list-style-type: none">• Introduced body cameras for all road and corrections deputies resulting in reduction of civilian and use of force complaints• Implemented a data-driven, proactive community policing program to effectively allocate resources within the county to prevent crimes from occurring, resulting in 10% reduction in crime• Oversaw transition to complete paperless filing of all reports and ticket writing as well as upgrade of Computer Aided Dispatch system to handle 180,000 calls per year and re-trained all 275 employees on new systems and procedures [found \$0.5M in extra modules / capabilities in contract]• Created performance management system including monthly dashboards of key performance metrics per employee and instituted annual evaluation of all FSCO employees• Developed incentive-based pay increase program to reward employees for performance, education, and seniority; negotiated and received approval from union to implement program resulting in 10% pay increase for all employees, first raise in five years• Managed design and construction of three major facilities increasing projected space of FSCO Operations Center by 40% while staying within budget, doubling number of inmate bed space and saving \$1M in projected cost, and negotiating city precinct lease to one third the original cost while moving to more central location• Lobbied on behalf of numerous criminal justice reform bills with state legislature resulting in passing of civil asset forfeiture reform bill and inclusion of medical marijuana amendment on upcoming ballot• Saved \$1M on annual budget of \$25M each year and oversaw annual government budget negotiation with County Commission, City Council, and District School Board• Achieved statewide law enforcement re-accreditation of 275-person agency from the Florida Commission on Accreditation and communications accreditation for the first time in history of Flagler County Sheriff's Office• Created three prison diversion programs – pre-trial release, mental health therapy, and alcohol rehabilitation – that reduced prison population by 10% while community grew by 10% 2001-2005 <ul style="list-style-type: none">• Achieved statewide law enforcement accreditation of 150-person agency from the Florida Commission on Accreditation, first time in history of Flagler County Sheriff's Office• Established first full time Narcotics, Traffic, Marine, SWAT, and Agricultural crimes departments leading to 15% reduction in crime rate from 2001-2005• Selected as one of 200 heads of law enforcement agencies out of 18,000 to attend the Department of Justice FBI Law Enforcement Executive Development Seminar in recognition of leadership skills | Flagler County, FL |
| 2005-2012 | Private Practice
<i>Attorney – admitted to Florida Bar in May 2005</i> <ul style="list-style-type: none">• Managed the land use approval process of four multi-million dollar commercial / residential projects for a total value of around \$50M and worked with school district to obtain approval for new charter school• Assistant Counsel to City of Bunnell, Florida
Worked with the City Manager and City Council on bi monthly public Agenda and day to day operational legal issues. | Flagler County, FL |
| 1999-2000 | Von Bulow LLC
<i>In-House Counsel</i> <ul style="list-style-type: none">• Brokered land deal, obtained local government approvals, and oversaw construction of 220-unit apartment complex and 250-acre river residential development | Palm Coast, FL |

- 1996-1999** **Private Practice** **Babylon, NY**
Specialized in corporate law & real estate development Attorney
- Represented large land development companies seeking to develop property in Florida
 - Managed, operated, and rehabilitated businesses seized by the federal government in order to sell and fund government crime fighting efforts
- 1988-1996** **Town of Babylon** **Babylon, NY**
Deputy Town Attorney
- Formed first commercial garbage carting district by consolidating volume of commercial businesses, issuing request for proposal, and awarding business in order to standardize rates and reduce cost
 - Developed first commercial recycling facility in New York by raising \$25M in municipal bonds
 - Restructured and streamlined land use planning and approval process, halving time needed to receive land use approval
 - Oversaw staff of 20 attorneys, paralegals, and outside counsel to handle all state and federal litigation of 100+ cases per year
 - Negotiated two union contracts covering 1200 employees and served as negotiating team lead
 - Reorganized the human resource department and created a disciplinary process by implementing objective review standards that required promotional testing for all 1200 Town of Babylon employees
- Deputy Counsel - Industrial Development Agency***
- Led the re-financing of \$100M in municipal bonds to upgrade the municipal solid waste system and restructure agency debt
 - Oversaw Small Business Administration lending to encourage growth and relocation of small businesses to the Town of Babylon
- 1984-1988** **Suffolk County** **Babylon, NY**
Assistant District Attorney
- Tried one of the first cases in New York State using DNA evidence as proof of the guilt of a crime, resulting in a successful conviction and sentencing
 - Created the Land of Secrets program to support child abuse survivors in the recounting of testimony, the first of its kind in the county, by creating a safe space funded through a \$250K grant from the federal government to fund a victim's advocate and related video equipment
 - Implemented a dashboard camera program with the Suffolk County highway patrol and integrated video evidence into the investigation and prosecution of DUI incidents and related accidents / fatalities

EDUCATION

- St. John's University School of Law** **New York, NY**
Juris Doctorate, 1983
- Fordham University** **New York, NY**
Bachelor of Science, 1979
- Magna cum laude, Phi Beta Kappa

COMMUNITY INVOLVEMENT

- Flagler Palm Coast Chamber of Commerce Board Member
- Flagler County Rotary – President 2007-2008
- City of Bunnell Community Redevelopment Advisory Board
- Flagler County Comprehensive Plan Committee
- Volusia Flagler Boys and Girls Club Board
- Florida Hospital Flagler Foundation Board

AWARDS AND COMMENDATIONS

- President Obama Call to Service Award recognizing strength of the nation through volunteer service
- 7th Judicial Circuit Crime Victims' Advocate Law Enforcement of the Year Award
- Flagler County Police Athletic League Elected Official of the Year
- Thurgood Marshall Award from the Florida-Flagler NAACP for advocacy for racial justice and equality in the community
- Boy Scouts of America Golden Eagle Man of the Year