

TUESDAY, AUGUST 5, 2025
SPECIAL
CITY COMMISSION MEETING
AT 2:00 P.M.

Location:
Holiday Inn
(Pelican-Sandpiper Room)
401 2nd Street
Indian Rocks Beach, FL. 33785



City of Indian Rocks Beach

1507 Bay Palm Boulevard, Indian Rocks Beach, Florida 33785
www.indian-rocks-beach.com

AGENDA

CITY OF INDIAN ROCKS BEACH SPECIAL CITY COMMISSION MEETING

**Holiday Inn (Pelican Sandpiper Room)
401 2nd Street, Indian Rocks Beach, Florida 33785
Tuesday, August 5, 2025, at 2:00 P.M.**

CALL TO ORDER PLEDGE OF ALLEGIANCE ROLL CALL

1. SELECTION OF CITY MANAGER APPLICANTS to be interviewed.

- A.** FCCMA/ICMA, Senior Advisor, Pam Brangaccio, to review the process and discuss how the applicant list was created.
- B.** The City Commission submits votes for up to five applicants.

2. DISCUSSION ON THE INTERVIEW PROCESS:

- A.** Monday, August 11, 2025, 9:00 a.m., one-on-one interviews with individual Commissioners.
 - Time allotted with each applicant.
- B.** Tuesday, August 12, 2025, 9:00 a.m., second interviews with the entire City Commission.
 - Time allotted with each applicant.
 - Interview questions.

3. ADJOURNMENT

APPEALS: Any person who decides to appeal any decision made, concerning any matter considered at such hearing, will need a record of the proceedings and, for such purposes, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based, per s. 286.0105, F.S. Verbatim transcripts are not furnished by the City of Indian Rocks Beach, and should one be desired, arrangements should be made in advance by the interested party (i.e., Court Reporter).

In accordance with the Americans with Disability Act and s. 286.26, F.S., any person with a disability requiring reasonable accommodation to participate in this meeting should contact the City Clerk's Office with your request, telephone 727/595-2517 or email lorink@irbcity.com, no later than FIVE (5) days before the proceeding for assistance.

POSTED: AUGUST 1, 2025.

Upcoming City Meetings:

Special City Commission Meeting

Public Hearing: Interview and Selection of a City Manager
Tuesday, August 12, 2025 at 9:00 a.m.

Regular City Commission Meeting

Tuesday, August 12, 2025 at 6:00 p.m.

Board of Adjustment Meeting

BOA Case 2025-04- 515 Harbor Drive N.
Tuesday, August 19, 2025 at 6:00 p.m.

Executive Client Session

Pending Litigation
Tuesday, August 26, 2025 at 1:00 p.m.

Regular City Commission Meeting

Tuesday, September 9, 2025 at 6:00 p.m.

Special City Commission Meeting

Public Hearing: Adopt Final Budget and Millage Rate
Wednesday, September 10, 2025 at 6:00 p.m.

Special City Commission Meeting

Final Public Hearing: Adopt Final Budget and Millage Rate
Wednesday, September 24, 2025 at 6:00 p.m.

Until further notice, all meetings will be held at:

Holiday Inn, 401 2nd St., Indian Rocks Beach, FL, 33785

AGENDA ITEM NO. 1

**SELECTION OF CITY MANAGER APPLICANTS TO BE
INTERVIEWED**

July 24, 2025

To: Indian Rocks Beach City Commission

From: Pam Brangaccio, FCCMA/ICMA Advisor

Re: Update: City Manager Recruitment- Applicants for interviews

Schedule For Recruitment

An advertisement was prepared for the City Manager position, with July 18th the last day for resumes to be submitted. Twenty-one resumes were received by the city and a FCCMA senior advisor reviewed the resumes this week. Senior Advisors do not rank candidates; Instead, the applications are sorted as exceeds, meets, or different skill set from the CM position qualifications set out in the advertisement. The review is based on resume information, not background reference checks. On August 5th, the Commission will decide which candidates to interview. Below is my review (in alphabetical order):

Exceeds Qualifications

Chuck Anderson

Howard Brown

Ken Griffin

David Harvell

Ryan Henderson

Yvonne Kimball

Lynne Ladner

Michael McGlothlin

Meets Qualifications

Emmanuel Adediran

Christopher Edwards

Jeff Gellerman

Krista Mejias

Jennifer Ponchak

Brian Underwood

Different skill sets from CM position qualifications

Doug Anderson

Zackery Besece

James Davis

George Dickens

Lucas Gonyier

Amber Jensen

Thomas Santarias

Article V of the City Charter addresses the CM position's minimum qualifications including ability to work with the public, extensive knowledge of laws and policies of municipal operations, 4 year college degree (BA or PA preferred) and 5 years' experience in a local govt admin/mgt position. The ad also included Florida coastal experience dealing with hurricane recovery and preparation, beach and dune restoration, continued rehab of city facilities, support for Commission policies and commercial and residential restoration.

As a reminder, on August 5th, the Commission will select the top applicants to be interviewed. On August 11th & 12th-Individual Candidate interviews will be held with individual Commissioners. Then on August 12th, public Interviews for each of the candidates will be held with the entire City Commission. It is anticipated that after the interviews, at the regular meeting of August 12th, the Commission would rank the interviewed candidates, authorizing the City Attorney to negotiate with the top candidate for a contract to return to the Commission for review and approval. The City Clerk has booked a bank of hotel rooms, for the candidates being interviewed and notification will occur immediately after the Commission meeting of August 5th. It is recommended that 5-6 candidates be selected to interview, as some may also be under consideration in other cities, or decline an interview based on the timeframes involved.

As a reminder FCCMA Senior Advisors do not provide background checks on the top candidate(s). The City will need to contract directly with a private firm to provide background checks, usually which are completed on just the top candidate(s). An employment offer would be dependent on a successful background check being completed. Senior Advisors are also not involved in contract negotiations.

In closing, I am look forward to continuing to assist Indian Rocks Beach on the CM recruitment on August 5th for the Commission to decide which candidates will be interviewed on Aug 11 and 12th. We will also provide sample interview questions, as well as assist City staff with the daily schedule for interviews.

Pam Brangaccio, ICMA/FCCMA Senior Advisor

Emmanuel Adediran

Emmanuel O. Adediran, FMP, CPM, M.S., D. Min.

5608 BAFFIN ROAD, COLLEGE PARK, GA. 30349 (804) 466-9585

Aded2@comcast.net

HIGHLIGHTS OF EXPERTISE

Executive Leadership - Project Management- Budget Management- Teambuilding- Organizational Effectiveness - Strategic Planning and Critical Thinking-Servant Leader
Infrastructure Development - Public Works Operations - Fleet Management- Capital Improvements -Zoning and Permits - General Services - Urban Forestry- Stormwater/Emergency Management -

PROFESSIONAL EXPERIENCE

**CITY MANAGER, CITY OF COLLEGE PARK
College Park, GA**

JANUARY 2024 - MAY 2025

Planned, directed, managed, and provided oversight of the administration of municipal day-to-day operations. Coordinated assigned activities with City departments heads, community representatives, and outside agencies. Administered policies established by the Mayor and City Council and the city charter for efficient operation of the municipality.

Conferenced with department heads concerning operating problems, plans, and policy questions. Assisted department heads in the management, development, and implementation of department goals, objectives, policies, and priorities for City Departments. Provided leadership and direction for effective City service. Served as facilitator/communicator between departments to coordinate efficient provision of municipal services.

- Developed proposals for the Mayor and City Council on citywide policies and coordinate the application of these policies in city procedures according to the City charter. Provided leadership and direction in the development of short and long-term plans. Represented the City Council in public meetings and before the State Legislature and other elected bodies and boards when requested.
- Staffed the budget framework process and presented recommendations to the Mayor and Council. Maintained sound fiscal position for the City through preparation of annual budget, financial reporting, treasury and cash management, debt administration, accounting, utility billing, special assessments administration, risk management, pensions, business, and occupational licensing, permits, and record management. Provided policy guidance for the development and review of budget requests and program proposals through coordination with City Department Heads.
- Represented the City, on various committees involving other public entities or private organizations. Provided professional advice to the Mayor, City Council, and to Department Heads. Made presentations to councils, boards, commissions, civic groups, and the public.

Significant Accomplishments

- Reopened the Ward 3 police precinct, resulting in crime reductions in the surrounding area.
- Implemented the use of NFT tags through the city. College Park is the first city in the nation to utilize NFT tags.
- Managed the installation of smart cameras throughout the city, focused on increasing public safety and security, enhancing the quality of life for citizens and improving our local economy.

DIRECTOR OF PUBLIC WORKS, WATER & SEWER, CITY OF COLLEGE PARK

COLLEGE PARK, GA

JUNE 2023 - JANUARY 2024

- Directed the operations and management of the Public Works, Water & Sewer Department for the City of College Park, GA.
- Provided leadership and work strategies for public services including Civil Infrastructure, Streets/Roads Management, Roadway/Right-of-Way Management, Grounds & Buildings Management, Urban Forestry, Facilities Management, Traffic Engineering, Fleet Maintenance, Storm Water Management and Solid Waste Management. Additional responsibilities included streets drainage, recycling, environmental services.
- Managed department operating and capital improvement budget, special and internal service funds, and enterprise fund budget totaling approximately \$23 million and 72+ FTE's.
- Addressed and resolved citizen and business community concerns and complaints with standards of excellence in customer relations and high-quality service.
- Managed the procurement, design, construction and maintenance of City's infrastructure, solid waste collection and disposal, recycling, landfill and transfer stations, and fleet operations.
- Reviewed and approved solicitations for project scopes, vendor contracts, engineering, architectural drawings, and construction documents.
- Prepared and presented written and oral reports to City Administration, Council, citizen groups, public, and media inquiries.

ASISTANT DIRECTOR OF PUBLIC WORKS, CITY OF NORTH MIAMI BEACH

NORTH MIAMI BEACH, FL

MARCH 2021 - MARCH 2023

- Assisted the Director of the Department in executing the directives and goals through subordinate professional and clerical staff for Fleet, Facilities, Neighborhood Beautification and Solid Waste.
- Worked collaboratively with division heads and managers of other City departments to promote public safety and enhancements related to Public Works.
- Used independent judgment, initiative, and knowledge in technical and managerial decision-making for complex and often considerable unique circumstances.

SIGNIFICANT ACCOMPLISHMENTS

- Implemented Facility Dude Computerized Maintenance Mechanic Systems.
- NE 183 St Bike Path (3.0 miles) construction and Finalization/Commission Ribbon Cutting- Federal/State/Local funding.
- NE 15 Ave Bridge- Design and build review.
- Driveway Approach designed and completed.

INTERIM DIRECTOR OF PUBLIC WORKS, CITY OF NORTH MIAMI BEACH

NORTH MIAMI BEACH, FL

APRIL 2022- JULY 2022

- Directed the operations and management of the Public Works Department for the City of North Miami Beach, FL.
- Provided leadership and work strategies for public services including Civil Infrastructure, Streets/Roads Management, Roadway/Right-of-Way Management, Grounds Management, Urban Forestry, Facilities Management, Traffic Engineering, Fleet Maintenance, Storm Water Management and Solid Waste Management. Additional responsibilities include streets and drainage, recycling, environmental services.
- Managed department operating and capital improvement budget, special and internal service funds, and enterprise fund budget totaling approximately \$70 million and 100+ FTE's.
- Managed the procurement, design, construction and maintenance of the City's infrastructure, solid waste collection and disposal, recycling, landfill and transfer stations, and fleet operations.
- Reviewed and approved solicitations for project scopes, vendor contracts, engineering, architectural drawings, and construction documents.

ASISTANT DIRECTOR OF OPERATIONS, DEPARTMENT OF SOLID WASTE, CITY OF MIAMI

MIAMI, FL

MARCH 2020 - MARCH 2021

- Established and monitored production goals with targets for all operational divisions.
- Recommended proven methods for waste minimization, proper handling, and environmental protection.
- Analyzed statistical data, provided oversight of disposal sites, managed special events, oversaw all safety and accident prevention programs, conducted strategic planning, and executed strategic initiatives.
- Provided direct reports with tools to implement the department's strategic plan and assisted with exceeding performance measures
- Assisted in the preparation of the departmental budget.
- Represented the Director and department in a variety of meetings, including public forums; and performing other duties, as required.

SIGNIFICANT ACCOMPLISHMENTS

- Reorganized the Solid Waste Department, its routing, reducing overtime costs to the City of Miami. Save approx. \$1.0M
- Implemented a transfer station to reduce travel time and eliminate excessive use of central transfer station at an extensive cost

DIRECTOR OF CAPITAL PROJECTS AND FACILITIES, RICHMOND REDEVELOPMENT AND HOUSING AUTHORITY
RICHMOND, VA

NOVEMBER 2018 - MARCH 2020

- Initiated, expedited, facilitated, and monitored capital improvement projects (CIP) and budget development.
- Directed and supervised the management of RRHA physical project construction, maintenance operations, delivery of large capital projects with activities ranging from the environmental phase through design and construction of the project.
- Directed the development and monitored capital fund budgets; analyzed capital and operating expenses and projects; ensured adequate funding to support the activities, programs, and services in the agency's strategic plan.

SIGNIFICANT ACCOMPLISHMENTS

Upon hire, immediately addressed Richmond Redevelopment Authority's public relations, HUD and UBC compliance issues related to heating:

- Installed 450 new boilers, over 15,000 linear feet of pipes and over 5000 radiators in the housing units within a six-month period - saved human lives and \$1.0M
- Installed 350 new hot water heaters in the housing units (install new hot water- saved \$250K
- Restored heat to over 3800 apartments in the different housing units - Saved lives.
- Repaired and replaced over 150 apartment roofs - saved \$250K.
- Repaired and installed over 5000 linear feet of sidewalks/ADA Compliant curb improvements.
- Developed and implemented HUD Housing Maintenance Plan, developed solicitations for infrastructure, construction, demolition, and capital needs.

CONSTRUCTION ANALYST, UNITED STATES SMALL BUSINESS ADMINISTRATION - DISASTER VERIFICATION CENTER
WASHINGTON, DC

SEPTEMBER 2017- Intermittent

- Conducted on-site damage assessments to personal, real, and business property; determined the extent of damaged properties, estimated the cost of repairs or replacement, and worked primarily in disaster affected areas.
- Led team efforts in disaster recovery for individuals and businesses while ensuring accuracy in the detail reporting of data needed to complete estimates for loan applications; used architectural knowledge, skills, and resources to analyze structural types, valuation, and replacement costs.

- Established and led a culture of high performance among a team of diverse and talented civilian and military veterans to achieve the organization's disaster recovery and restoration goals.

SIGNIFICANT ACCOMPLISHMENTS

- Prepared reports with accuracy and precision that lead to working on the software applications second release.
- Outstanding contributions to the development and new release of software.

INTERIM DIRECTOR OF PUBLIC WORKS, CITY OF PETERSBURG PETERSBURG, VA

APRIL 2017-AUGUST 2017

- Provided leadership and work strategies for public services including Public Utilities, Storm water Management, Infrastructure, Streets/Roads Management, Traffic Engineering/Right-of-Way Management, Procurement, Grounds Management, Facilities Management, Fleet Maintenance, and Solid Waste Management
- Managed department's operating and capital improvement budget, special and internal service funds with a budget totaling approximately \$20 million and 100 FTE's
- Ensured compliance with Federal, State, and Local building codes and ordinances.
- Collaborated with regional commissions, civic leagues, business groups and community organizations to coordinate short- and long-term projects.

SIGNIFICANT ACCOMPLISHMENTS:

- Brought 189 acres of cemetery grounds and up to code.
- City properties, community development properties, medians, and gateways were treated and cut to improve city appeal.
- Improved utility collection rate by 88% - Increased revenues by \$1.0M
- Improved staff morale; corrected deficiencies in department billing and services

DIRECTOR OF PUBLIC WORKS, CITY OF RICHMOND RICHMOND, VA

OCTOBER 2014- FEBRUARY 2017

- Provided strategic direction and management oversight to the Department of Public Works and ensured implementation of Mayor and City Council goals, policies, and performance expectations.
- Managed department operating and capital improvement budget, special and internal service funds, and enterprise fund budget totaling approximately \$97 million and 400+ FTE's.

- Reviewed and approved solicitations for project scopes, vendor contracts, engineering, architectural drawings, and construction documents.

SIGNIFICANT ACCOMPLISHMENTS:

- Developed, managed, and completed Capital to Capital Bike Trail- Promoting Healthy Lifestyles
- Completed Capital Gateway Improvement Project at 1-95 and 1-64
- Designed and built 4 new public schools, 5 new Public Works operations and engineering buildings, and a K-9 training center - Saved \$10M.
- Removed blighted city property to create prime location investment property.

**ASSISTANT CITY MANAGER (INTERIM), CITY OF RICHMOND
RICHMOND, VA**

OCTOBER 2014 - FEB. 2017

- Served on the CAO's senior executive leadership team for the assigned Operations Portfolio including Public Works, Public Utilities, and Planning and Development
- Collaborated with the CAO and the Mayor in developing strategies for planned development in the City of Richmond.
- Prepared the portfolio's annual operating and capital expenditures budgets; developed a comprehensive report of financial, programmatic, and administrative performance goals.
- Negotiated, reviewed, and approved all departmental procurement, contract agreements and vendor performance reports.
- Managed, directed, and evaluated staff to achieve desired outcomes.

**DEPUTY DIRECTOR, DEPARTMENT OF PUBLIC WORKS, CITY OF RICHMOND
RICHMOND, VA**

OCTOBER 2012 - OCTOBER 2014

- Managed and maintained all capital assets, and real property; provided general maintenance services for streets/roads, buildings owned or leased by the city.
- Managed, monitored, and maintained fiscal budget for the Division.
- Designed work programs, implemented policies, goals, and standards for the Division.
- Prepared assessments and comprehensive reports on accomplishments and strategies needed to address Mayor-Council directives and public concerns.

SIGNIFICANT ACCOMPLISHMENTS:

- Appointed Project manager by the mayor and successfully completed construction and engineering of the City's new Justice Center, Fire Station 17, and the renovation of Altria Theater
- Redesigned and installed LEED lighting, ceilings, and HVAC Systems
- Renovated City Hall elevators, main floor public areas, third and fourth floor offices
- Relocated City Fleet Operations

OPERATIONS MANAGER, DEPARTMENT OF PUBLIC WORKS, CITY OF RICHMOND**RICHMOND, VA****MARCH 2012- OCTOBER 2012**

- Managed and maintained all city-owned buildings and responsible for the division's assigned fleet, streets, and roads.
- Developed, implemented, and evaluated a variety of building operation systems and preventive maintenance programs.
- Responsibly managed operating and capital budget. Reviewed daily and weekly reports and recommendations pertinent to productivity and operating expenses.
- Developed policies and procedures and implemented compliance strategies.
- I interacted with vendors to establish and negotiated cooperative purchasing agreements and procurement contracts.

SIGNIFICANT ACCOMPLISHMENTS:

- Developed plan and renovated Richmond Courts (Manchester and Oliver Hill)
- Developed alternative space use plan and made improvements to implement Emergency Operations Center
- Designed and successfully completed construction of the Day Reporting Center, Workforce Development Center, Juvenile Justice Center, and Social Services buildings.

=O T H=E R R=E L A T=E D E=X P=E R=I E=N=C=E _____SEPTEMBER 1999 - MARCH 2012**DEPARTMENT OF PARKS, RECREATION, AND COMMUNITY FACILITIES TRADES SUPERVISOR II**

- Supervised and managed all facilities, streets, and roads for the Department; provided guidance for arborists in maintaining urban forestry and tree conservation.

EDUCATION AND TRAINING

Virginia State University, Petersburg, VA	Bachelor of Science - Biology	GPA 3.8
Virginia State University, Petersburg, VA	Master of Science -Biology	GPA 3.68
United Theological Seminary, Dayton, OH	Doctor of Ministry	GPA 4.00

CERTIFICATIONS

- **FEMA Certified Emergency Management**
- **NIMS 900**
- **Facilities Management Professional (FMP)**
- **Public Housing Executive Director Program (ED) - Pending 4 Classes**
- **Public Housing Manager Certification (PHM)**
- **Maintenance Certification Program (CME)**

- Certified Public Manager (CPM)

PROFESSIONAL AFFILIATIONS

ICMA

Public Housing Authorities Directors Association (PHADA)

The National Association of Housing and Redevelopment Officials (NAHRO)

American Public Works Association

International Facilities Management Association

American Society of Civil Engineers

Chuck Anderson

Charles V. Anderson
6433 33d Ave N.
Saint Petersburg, FL 33710
406-836-1002

July 15, 2025

Mayor Denise Houseberg and Commissioners
1507 Bay Palm Blvd.
Indian Rocks Beach, FL 33785

Dear Mayor Houseberg,

With the utmost enthusiasm, I would like to express my interest in your City Manager position for Indian Rocks Beach. Your position is an incredible opportunity to be part of an organization that embraces and focuses on your community's future while not losing sight of your heritage. Humbly, I have decades of highly successful (and rewarding) military and local government experience, and I strongly believe my background aligns with the qualifications listed in the job advertisement.

My career experience includes focused effort and time as a City Manager for a Florida barrier island that was significantly impacted by back-to-back-to-back hurricanes last year, a Deputy City Manager in a 60,000 resident city in Montana, a Public Works Director in a mountain ski-town in Colorado, and an extremely rewarding 27-year career in the United States Air Force. These roles provided me with tremendous opportunities to apply my leadership, management and operational expertise to build winning relationships in communities and locations that each had unique identities. These unique identities drove the need for strategic thinking and planning, consensus building while balancing competing requirements, and leveraging a highly engaged citizenry to achieve results. I have honed an innate ability to assess situations and work through community issues while building clear consensus for solutions. My personnel management skills are exceptional, having only been made sharper by years of experience, while continual professional development is a cornerstone of who I am. My supervisors, peers, and subordinates often speak of my ability to motivate people and teams, and realizing goals by pursuing high levels of performance and working collaboratively.

Communication is a definite key to success, and I believe that being open, honest and accountable helps build trust with commissions, the community, as well as the management team. Relationships are also key to being a successful leader. I view my role as making sure the resources are available to make great things happen, get out of the way, but always be available to lend my time and abilities to assist, whether just listening and providing direction.

I am very passionate about local government and the impact a city can have on the individual lives of its residents. Thank you for your consideration of my application materials.

Sincerely,

Charles V. Anderson

CHARLES V. ANDERSON

(406) 836-1002 | cvanderson64@gmail.com | www.linkedin.com/in/charles-anderson-7a279228

Versatile leader, critical thinker, and strategist with proven record of business acumen, human capital, and disaster preparation, response, and recovery experience. Change agent with collaborative skill set and decisive leadership style. Highly proficient in project, data visualization and analysis, process, and customer relationship improvements.

PROFESSIONAL POSITIONS AND EXPERIENCE

City Manager, City of Treasure Island, Florida

2024 – 2025

Chief Executive Officer that leads, manages, and executes all affairs of the City as required by ordinances, city charter, and other governing documents. Oversees a team of 127 full-time employees (FTEs) across 12 departments, divisions and agencies. Prepares and fulfills annual \$48M budget including a \$23M general fund budget. Collaborates with elected officials, citizens, and government agencies.

- Deftly steered Community and staff through three hurricanes in first 3-months; led EOC ops for successful prep/evac, removed 128K cubic yards debris and processed 3K permits focused on business/home recovery
- Devised/chaired community based Rebuild TI working group. Leveraged citizen expertise to formulate plan to apply for \$43M of county, state and federal grants fortifying city infrastructure against future disasters
- Instituted employee benefit enhancements including first-ever 457b post hiring retirement option and salaried personnel disaster leave accrual; solved recruitment/retention issue and improved quality of life
- Guided effort to establish \$1.8M Treasure Bay Golf Course living seawall and living shoreline water quality project. Awarded Tampa Bay Estuary Program and Resilient Florida grants to cover 93% of costs
- Stabilized senior staff during turnover of six executive level retirements/resignations. Outsourced logically and approved interim appointments to continue providing one hundred percent of expected city services

Deputy City Manager, City of Great Falls, Montana

2017 – 2024

Deputy Chief Executive Officer that assists in execution of all affairs of the City as required by law and other governing documents. Great Falls is a full-service community serving a population of 60,000 with 525 full-time equivalents (FTEs) across 17 departments, divisions and agencies. Prepares and fulfills annual \$138M budget; executes bonds, notes, and contracts as required

- Sagely executed City Manager duties on numerous occasions; led staff meetings, HR/Legal/budget issues, work sessions, commission meetings; teamed with Mayor to present at leadership events and forums
- Adeptly supervised 32 staff in the Administrative Department; Information Technology, City Clerk, Mansfield Center for the Performing Arts, Great Falls Animal Shelter, and Communications divisions
- Guided city-wide effort to secure \$10M Defense Community Infrastructure Grant to build a 45,000SF Aquatics/Recreation Center; involved in all project aspects, under budget, on target for May 24' opening
- Successfully negotiated/developed solutions for 30+ labor and franchise agreements, contracts and developer complaints; commission priorities reached and city's fiscal and cost-sharing objectives achieved
- Efficiently completed analysis and proposed realignments to elevate the City's IT division to a department level, and collaborated with community and staff to craft "*roadmap to fix*" development review function; produced reports outlining prioritized action steps, obstacles, and completion timelines
- Answered community needs; created PIO role within Neighborhood Council function, hosted 1st ever City 101 Citizen Academy, establishing 311 community reporting, and awarded \$3M to community ARPA grants
- Led and/or co-led recruitment and hiring for 11 Director and Police Chief and Fire Chief positions

Public Works Director, City of Steamboat Springs, Colorado

2012 – 2017

Senior executive leading city's largest department; 113 personnel operating and providing services for Transit, Engineering, Water, Wastewater, Streets, Fleet, Environmental and Airport divisions. Executed an annual \$13M operations and personnel budget and \$6M Capital Improvement Program

- Devised and received approval to establish Community Development Engineering function; used Lean Six Sigma tools to streamline operations and received prioritized FTEs in 2017 budget
- Led team that formulated and project engineered an \$11.4M downtown streetscape, utility, mobility and roadway overhaul. Proved concept and secured funding from governing body to execute 3-year endeavor
- Created P3 lease arrangement with Blue Sage Ventures Real Estate development for usage of a privately held parking area; alleviated massive lost parking spaces and increased city's core downtown parking 18%
- Over 2-years, crafted multi-option water lease strategy to fix wildland fire/drinking water redundancy issue; separately engaged Public Service Company & Colorado Parks and Wildlife; solution achieved
- Deftly handled and shaped core HR matters; 2015 Compensation Analysis, Personnel Manual rewrite, Hostile Work Environment claims; issues resolved, personnel educated/disciplined, pay plan enacted

Command Chief (Senior Director), Malmstrom Air Force Base, Montana

2011 – 2012

Executive advisor to the Commander (CEO) of the Department of Defense's (DOD) largest intercontinental ballistic missile base. Directed activities of 4,000 employees with an annual budget of \$95M, controlling \$6B in assets

- Hosted Russian Federation Nuclear Inspection Team; collaborated across government agencies to screen requests against security requirements and federal law/treaty language – treaty requirements satisfied
- Anchored multi-discipline team to Root Cause Analysis/8-Step Problem Solve financial system defect; reduced overdue vouchers to zero, saved \$250K and 520 hours a year with new process
- Built logistics partnerships to complete 1,400 man-hour/\$1.2M missile suspension system repair and replace program; deficit program brought back on track and completed 2-weeks early

Command Chief (Senior Director), Joint Base Langley-Eustis, Virginia

2009 – 2011

Executive advisor to the Commander (CEO) at 1 of only 13 joint bases within the DOD. Directed the activities of 4,200 employees with an annual budget of \$274M controlling \$12.6B at two geographically separate locations

- Spearheaded Joint Base activation; evaluated, and competed requirements, consolidated personnel & services, and overcame integration issues to meet 274 criterion; opened 3-months early saving \$17M
- Shaped Air Force's fastest growing medical facility; oversaw \$67M of construction projects, increased patient capacity 3K; presented/awarded out year (3-5 yr) budget increases -- services expanded 15%
- Forged plan with Hampton, VA Mayor and staff to host the 1st Senior Leader Forum; reviewed and identified complimenting strengths to influence IT governance, zoning, and first responder challenges

Group Superintendent (Director), Grand Forks Air Force Base, North Dakota

2007 – 2009

Directed the activities of 1,100 employees operating 36 KC-135 aircraft and providing support for 4,900 personnel. Oversaw a 130-person staff executing a \$45M budget controlling \$3.1B in assets

- Organized base support to receive transfer of 12 KC-10 aircraft; led multiple teams to collect requirements, analyze deficiencies, and craft technical solutions; transfer time reduced 30%
- Led 9-month/28 person effort to execute \$2.8M Network Control Center renovation; finished 45 days early, saved \$225K and garnered HQ Air Force Communications and Information Team Award
- Constructed IT blueprint and business case to win award of Global High Frequency Communications

mission; fixed integration issues, secured 28 personnel and \$4.5M to deliver Presidential C2 system

Superintendent (Deputy Director), Network Ops/Force Modernization, Camp Smith, HI 2005-2007

Led 17-person team operating and securing, \$7M LAN and WAN providing support to Operation ENDURING FREEDOM-Philippines (OEF-P) and Special Operations Forces in 43 countries

- Executed a \$1.7M IT budget supporting a 400 person command. Devised and implemented Information Assurance/Security policies and directives to address cyber threats and attacks
- CIO pick to lead Pacific Area Special Operations Conference IT planning; led 30 person staff providing flawless phone, internet, secure internet, and video/secure video for 200 reps from 22 countries
- Conducted FY10-15 force structure and future manpower validation; articulated and convinced DOD of needs; 40 positions transferred, surpassing original request by 10%

Superintendent (Deputy Director), Info Systems Flight, Mountain Home AFB, Idaho 2001 – 2005

Led 110 personnel operating and securing \$18M classified/unclassified data, voice and telephone networks supporting 4,400 users

- Deployed and established largest middle eastern desert air base after the 9/11 terrorist attacks; led 157 person team to provide Gigabit Ethernet, Voice over IP, IPTV -- benchmarked by Air Force
- Hosted HQ Air Combat Command test to tunnel Top Secret information through an unclassified network; received multi-agency test & evaluation approval; concept proven -- data throughput > 625%
- Guided 89-person Information Assurance compliance prep team for HQ AF inspection; briefed, taught, and evaluated 3,500 personnel; lead inspector lauded as Outstanding and "best seen to date"

EDUCATION

- Master of Business Administration (MBA) - Executive, University of Mary
- Bachelors of Science, Resource Management, Troy University, Summa cum Laude

CERTIFICATIONS, ASSOCIATIONS, AND INTERESTS

- Project Management Professional – Project Management Institute, Aug 2025
- Florida City and County Management Association, 2024 -
- Executive Board Member, Montana Defense Alliance, 2023 –2024
- Executive Board Member, Great Falls Chamber of Commerce Military Affairs Committee, 2021-2024
- President, Great Open Spaces City Management Association (GOSCMA), 2018
- International City/County Managers Association (ICMA), 2017-
- Montana League of Cities and Towns (MLCT), 2017-2024
- Project MGT Fundamentals Certification, Syracuse University, School of Information Studies, 2016
- Keystone Command Senior Leadership Course, National Defense University, Washington, DC, 2012
- Professional Human Resources Manager Certification, Community College of the Air Force, 2012
- Enterprise Management Seminar, Darden School of Business, University of Virginia, 2011
- Leadership Enhancement Program, Center for Creative Leadership, Greensboro NC, 2010
- DoD Information Technology Security Certification and Accreditation Process (DITSCAP), 2006
- Headquarters United States Pacific Command Lance P. Sijan Leadership Award, 2006
- Special Operations Forces Senior Enlisted Course, Joint Special Operations University, 2005

Douglas F. Andrews

Douglas F. Andrews

Private Sector and Municipal Senior Executive

✉ dougandrews1@aol.com
☎ 703-628-4313
📍 133 86th Avenue
Treasure Island, FL

Dear City of Indian Rocks Beach,

I am writing to formally express my interest in the City Manager position for Indian Rocks Beach. As a longtime public servant with extensive municipal experience, I offer a uniquely qualified and highly motivated perspective to help lead Indian Rocks Beach into its next chapter.

After selling my 7/11 franchise - an operation I owned and managed 24/7 for over 13 years - I'm eager to return full-time to local government leadership. Though I have not previously held the official title of "City Manager," my public service record in neighboring Madeira Beach strongly reflects the responsibilities, demands, and outcomes expected of a City Manager.

In Madeira Beach, I served as Director of Parks, Recreation & Special Events, Vice Chair of the Civil Service Board, and frequently stepped into the role of Acting City Manager. My responsibilities spanned every level of city operations: from balancing multimillion-dollar budgets and managing department heads to riding garbage trucks, maintaining park grounds, and overseeing large-scale community events. Then, I served as a two-term Vice Mayor and District 3 Commissioner, during which I worked to halt proposed millage increases, created sustainable funding mechanisms for public parking infrastructure, and led efforts in the hiring and oversight of multiple City Managers, including current City Manager Robin Gomez.

My hands-on leadership, fiscal discipline, and ability to unite stakeholders have made a tangible impact in every role I've held. More recently, like so many of our neighbors, I experienced the upheaval of Hurricane Helene and Hurricane Milton, and have closely followed the recovery efforts and how they compare with those of surrounding communities. That perspective has only deepened my resolve to serve this city.

I am confident in my ability to lead Indian Rocks Beach with empathy, resilience, and pragmatism. My varied experience - spanning both the operational and policy-making sides of municipal government - has prepared me well for the demands of this role.

Thank you for your time and consideration. I would be honored to meet with you to discuss how I can contribute to the long-term success of Indian Rocks Beach.

Douglas F. Andrews

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Douglas F. Andrews

DOUGLAS F. ANDREWS

Private Sector and Municipal Senior Executive

Private Sector and Municipal Management strategist with a 25+ year record of achievement. Demonstrated success driving growth while providing award-winning leadership in private sector and municipal environments. Adept at driving revenues and improving team performance and morale. Exceptional mentor and coach, tenacious in building new relationships, securing citizen loyalty, and forging strong relationships with external partners.

CONTACT

 703-628-4313

 dougandrews1@aol.com

 133 86th Avenue
Treasure Island, FL 33708

EDUCATION

Stetson University

1988

BBA in Business Administration

PROFESSIONAL DEVELOPMENT

- Member, ICMA
- Former Board Member, Treasure Island Madeira Beach Chamber of Commerce
- Vice Chairman, Madeira Beach Civil Service Commission

PERSONAL INTERESTS

- Ten time marathon finisher
- Avid golfer

WORK EXPERIENCE

7/11 | August 2012 - Present

FRANCHISE OWNER

- Increased store revenue by 80% in first ten years of leadership/ownership
- Hired staff, trained managers, merchandised, ordered product and built & maintained long-term customer base
- Partnered with The Church by the Sea to be their sole food source for their "Feed the Homeless" project

City of Madeira Beach | July 2013 - March 2023

2 TERM VICE MAYOR

2 TERM COMMISSIONER DISTRICT 3

DIRECTOR OF PARKS, RECREATION AND SPECIAL EVENTS

- Served in the capacity of Acting City Manager
- Served on internal budget team to cut excessive municipal spending
- Recruited and trained staff
- Helped obtained State, Federal and County grants working with many elected officials
- Worked with Rep. Linda Chaney and Governor Desantis' office to obtain \$1.2 million in beach groin renourishment (completed) and \$1.6 million in John's Pass dredging project
- Developed a fee schedule
- Involved in the planning, construction and execution of the Madeira Beach City Center, ROC Park, Rec Center, Event Stage and Children's Fishing Pier
- Worked directly with and received funds from Visit St Pete/Clearwater
- Got bids and oversaw 4th of July fireworks
- Proposed and passed that every city parking revenue increase goes into a separate fund that will be used to build a parking garage in John's Pass. Currently has over \$2 million in the account, none of which is taxpayer funds
- Built a concrete stage at ROC Park that has served as host to the King of the Beach, carnivals, & music acts such as Boy George and Culture Club
- Founding member of the Madeira Beach Youth Baseball and Softball. Took a struggling Gulf Beaches Little League with 72 participants and turned it into a 350+ player league that has won and competed in the Babe Ruth World Series numerous times
- Completed Annual Municipal Ethics Training
- Managed relationships with many municipal partners, including Duke Energy, Pinellas County, state Lobbyist, grant writers, FDOT, etc.

Imagine Telecom/Coolwave Communications | 2007 - 2011

PRINCIPAL/VICE PRESIDENT OF BUSINESS DEVELOPMENT

Teleglobe/VSNL International | 1997 - 2007

VP, US CARRIER SALES

Zackary Besece

MASTER OF CIVIL ENGINEERING

QUALIFICATIONS PROFILE

Professional Engineer with a Masters in Civil Engineering with excellent communication and technical skills and demonstrated capacity for building positive staff relationships, providing excellence in design, and achieving targeted performance objectives. Detail-oriented organizer with talent for troubleshooting/resolving workflow issues, collaborating with teams, and increasing productivity/efficiency. Committed professional with exceptional work ethic and emphasis on quality and professionalism.

CORE COMPETENCIES

- ☐ *FDOT Design Manual, FDOT Standard Plans, FDOT Basis of Estimates, Custom MOT Plans, Accela*
- ☐ *AutoCAD, MicroStation, MS Word, MS Excel, MS PowerPoint, Adobe Illustrator*

EDUCATION

UNIVERSITY OF SOUTH FLORIDA, Tampa, Florida

- ☐ *Master of Civil Engineering with Transportation Concentration Degree Program, Fall 2022*

FLORIDA STATE UNIVERSITY, Tallahassee, Florida

- ☐ *Bachelor of Science in Civil Engineering Degree Program, Spring 2018*

EMPLOYMENT EXPERIENCE

CITY OF TAMPA, Tampa, Florida, 2021 – Present

Engineer III, Mobility Division

☐ **Lead Project Manager** for signalization, signing, and pavement marking plans throughout the City of Tampa to enhance safety for all roadway users.

- ☐ **Engineer of Record and Design Project Manager** for multiple high-profile projects, including:

- Channelside Drive and S Franklin Street turn lane quick build.
- N Ashley Drive and E Madison St signalization rebuild.
- Commerce Palms and Compton Drive roadway, signalization, and SAPM.
- **Current Project Manager** on a FDOT LAP project for Lois Avenue overseeing a **\$1.8 million design contract**.

Engineer II, Smart Mobility Division

☐ Member of the *Right of Way Permitting Team* coordinating with contractors & City project managers in *Accela* to review and design maintenance of traffic plans, traffic advisories, and creating traffic detours in *Waze* to ensure safety during construction.

☐ Lead in meeting plan reviews and permitting of major City of Tampa projects including but not limited to; Foundations for Tampa's Tomorrow, Southeast Seminole Heights Flood Relief, Ybor Archway, Ybor Streetscape, MacDill Pipeline Design Build.

FLORIDA DEPARTMENT OF TRANSPORTATION, Tampa, Florida, 2018 – 2021

Traffic Designer II

☐ Member of the *Traffic Design Team* assisting in developing and preparing signing and pavement markings, signalization, and lightning plans by utilizing computer aided drafting and design (CADD).

☐ Completed signing and pavement marking designs on SR 52 from Uradco Place to W of Fort King Road, a 7-mile-long \$90 million construction project.

☐ Assisted in the production of signing and pavement markings plans for a roundabout at the intersection of US 98 and Citrus Way.

☐ Assisting in the design of *Railroad Dynamic Envelopes* for 63 railroad crossings on state roads throughout District 7 to provide a higher sense of safety awareness for drivers.

GMF STEEL GROUP, Lakeland, Florida, 2017

Field Engineer

□ Shadowed a Project Manager and learned how projects develop by making schedules, reading contracts and specifications, and following architectural drawings of high-end *Disney* projects and others in the Orlando area.

CERTIFICATIONS & AWARDS

□ ***Professional Engineer Certification***

□ ***Temporary Traffic Control (TTC) Advanced Course Certification***

□ The Hillsborough Planning Commission honored the ***2023 Outstanding Contribution and the Jan Abell Award in the Historic Preservation category*** for the 7th Avenue Historic Archway Light project.

□ Awarded the 2018-2019 ***Excellence in Right of Way Customer Service Honoring Georgia Balter*** for the completion of signing and pavement marking designs for SR 52 from Uradco Place to W of Fort King Road.

CITY OF INDIAN ROCKS BEACH



APPLICATION FOR EMPLOYMENT

The City of Indian Rocks Beach is an equal opportunity employer and will not discriminate on the basis of race, color, sex, religion, national origin, marital status or disability.

In order to be considered for employment, you must complete and sign this application. Incomplete and/or unsigned applications will not be considered. All information on this application is subject to verification.

Assistance in completing this application is available upon request.

PERSONAL DATA

Please Print

Date _____	
Name _____	
Other names or nicknames used _____	
Address _____	
E-Mail Address _____	Phone Number _____

Are you legally eligible to work in the United States? Yes ____ No ____	
Are you related to anyone employed with the City of Indian Rocks Beach? Yes ____ No ____	
If yes, please complete the following: _____	
_____	Name of Employee
_____	_____
Position held	Relationship

Have you ever been convicted of any crime or pled nolo contendere (no contest) to a crime, regardless of adjudication? Yes ____ No ____
If yes, explain: _____

Answering "yes" may not necessarily disqualify you from consideration from employment. A number of factors, such as the nature of the offense, your age at the time, etc. will be considered.

EMPLOYMENT DESIRED

Position you are applying for _____
Salary desired: \$ _____ Date available to start _____
How did you hear about position _____
Can you perform essential functions of the position for which you are applying, with or without reasonable accommodation? Yes _____ No _____

Type of employment applying for: Full Time _____ Part Time _____ Temporary _____

For **part-time** employment, list days & hours available:

Temporary Dates Available

From _____ To _____

Mon _____ to _____ Tue _____ to _____ Wed _____ to _____
Thur _____ to _____ Fri _____ to _____ Sat _____ to _____

EDUCATIONAL

High School: Did you graduate from high school? Yes _____ No _____
If no, do you possess a G.E.D.? Yes _____ No _____

Last High School Attended:

Name	Location

College or University:

Name	Location	Dates Attended	Degree Awarded	Major

Vocational, Trade, Training:

Type of Training	Conducted By	Date Completed

Additional Education Information:

Professional Memberships:

EMPLOYMENT (Attach additional sheets if necessary)

Current/Last Employer: _____

Address _____

Phone _____ Immediate Supervisor Name _____

Dates of Employment _____ Starting Pay _____ Ending Pay _____

Position(s) Held _____

Duties _____

Reason for Leaving _____

Employer: _____

Address _____

Phone _____ Immediate Supervisor Name _____

Dates of Employment _____ Starting Pay _____ Ending Pay _____

Position(s) Held _____

Duties _____

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Address _____

Phone _____ Immediate Supervisor Name _____

Dates of Employment _____ Starting Pay _____ Ending Pay _____

Position(s) Held _____

Duties _____

Reason for Leaving _____

Have you left any gaps of time which are not accounted for? Yes___ No___

If yes, please explain: _____

Are you currently employed? Yes___ No___

If yes, may we contact your employer? Yes___ No___

If no, state reason: _____

If you are applying for a position which involves driving of any type, check the types of vehicles you are qualified through experience or otherwise, to operate:

Passenger Car___ Light Truck___ Heavy Truck or Tractor___ Other_____

Do you own an automobile? Yes___ No___

Do you have auto insurance? Yes___ No___

Has it ever been canceled or renewal refused? Yes___ No___

Have you been involved in an at fault accident in the past three years? Yes___ No___

Has your driver's license ever been suspended or revoked? Yes___ No___

Do you have any Safety Awards for "no accident" driving? Yes___ No___

A Motor Vehicle Background check will be conducted on all employees of the City who operate a City vehicle at any time or who use their own vehicle for conducting City business and/or where they receive mileage or use reimbursement from the City.

References:

List **three** references, not relatives, who are available for contact

Name	Address	Phone Number

SHOULD YOU WISH TO APPLY FOR VETERAN'S PREFERENCE,
PLEASE REQUEST AN ADDENDUM TO THIS APPLICATION.

APPLICANT'S STATEMENT

PLEASE READ CAREFULLY

By applying for this position and signing this application, I voluntarily authorize and grant full consent to the City of Indian Rocks Beach or its agents to conduct a thorough investigation into my current or prior employment and any other area of my background including criminal background (regardless of adjudication) which the City believes relevant to my employment. I do further fully consent to the release and disclosure to the City or its agent from any persons, companies, corporations or government agency any information sought concerning my background and do further release from liability the City or its agents for actions taken in connection with this investigation, as well as any persons, companies, corporations or government agencies disclosing such information.

I acknowledge that any false information provided by me to the City or by others at my direction, either on this application or otherwise, shall constitute grounds for immediate discharge, regardless of when the false information is discovered by the City. Additionally, I understand that my continued employment is contingent on successfully passing any background investigation and any information discovered about me during the investigation which is deemed by the City to be unsatisfactory shall constitute grounds for immediate discharge, also regardless of when discovered.

Finally, I understand that the City may require a medical or other examination at the time an employment offer is extended and may condition an offer of employment on the successful completion of that examination. Employees and applicants are also subject to drug and alcohol testing at the discretion of the City. Polygraph examinations may also be required by the City where permissible by law.

Zackary Besede

Signature of Applicant

Printed Name

Date

Howard W. Brown, Jr.

Howard W. Brown, Jr., ICMA-CM

West Palm Beach, FL

July 11, 2025

City of Indian Rocks Beach
Attn: Ms. Lorin Kornijtschuk, City Clerk
1507 Bay Palm Blvd
Indian Rocks Beach, FL 33785

Dear Mayor and Members of the City Commission,

Please accept this letter as my formal expression of interest in the City Manager position with the City of Indian Rocks Beach. As a seasoned public administrator and certified urban planner with deep Florida roots, I offer over 25 years of executive leadership shaped by coastal resilience, ethical government, and transformative community development.

I grew up in Pensacola, another Gulf Coast town defined by its proximity to the water and its tenacity in the face of storms. I launched my local government career during Hurricanes Erin and Opal—an experience that forged my commitment to public service and gave me firsthand insight into disaster response, recovery logistics, and the role of leadership in helping communities rebuild stronger.

Throughout my career, I have led cities through complex transitions—from managing post-hurricane rebuilding and FEMA coordination, to launching new municipalities and rebuilding public trust after major government failures. My recent roles as Interim City Manager in Century, FL and East Point, GA reflect my ability to step in, stabilize operations, and drive progress. I also previously served as the first City Manager in the newly incorporated Village of Indiantown, FL, and as City Manager in Bell, CA during a nationally followed transparency reform effort.

Indian Rocks Beach's mix of coastal stewardship, community pride, and thoughtful planning reflects values I share. I am confident my background in intergovernmental coordination, capital planning, beach renourishment, municipal parking systems, and service contract negotiation aligns well with your current priorities. I am also a Credentialed City Manager (ICMA-CM) and AICP-certified planner, fully committed to nonpartisan, ethical leadership.

Thank you for your time and consideration. I would be honored to serve Indian Rocks Beach during this important phase of recovery and renewal and would welcome the opportunity to speak with the Commission during the upcoming interview process.

Sincerely,

Howard W. Brown, Jr.

HOWARD W. BROWN, JR., ICMA-CM

West Palm Beach, FL 33412

CITY MANAGER & CHIEF ADMINISTRATIVE OFFICER

A visionary leader with 25+ years of experience in both municipal government and the private sector. Proficient in planning, organizing, directing, coordinating, and evaluating results of day-to-day municipal operations focused on implementing policy directives by working independently and coordinating with various departments, agencies, and the public within the city. Adept at negotiations, community development, project management, and financial and budget knowledge to accomplish a vision.

Leadership □ **Budgeting and Financial Management** □ **Strategic Planning**
Development □ **Program Implementation** □ **Communication** □ **Contract Negotiation**
□ **Municipal Management**

CAREER HISTORY

CEO and Founder of Local Government Consulting Group, LLC

October 1, 2018 – Present

Incorporated in October 1, 2018, Local Government Consulting Group is a local government consulting firm that specializes in providing specialized services in the Office of the City Manager, Community Development, and Community Redevelopment Agency (CRA)

Interim Town Manager, Town of Century, FL (December 2023 to Present)

- Provide part-time Interim Town Manager Services
- Oversee and serve as Chief Advisor to the Community Redevelopment Agency

Interim City Manager, City of East Point, GA (February 2024 to October 2024)

- Provided full-time City Manager Services
- Oversaw and served as Chief Advisor to the Tax Allocation District (TAD)

Senior Advisor (Sub-Consultant), Miami Dade County, FL (January 2024 to Present)

- Provide consulting services as a sub consultant for MHCP Colab. Serves as Senior Advisor to two (2) CRAs: NW 79th Street and NW 7th Avenue Community Redevelopment Agencies
- Provide Economic Development Advisory services to two of the largest redevelopment agencies in Florida

Planning Consultant: *past experiences as a Planning Consultant on short term projects for the following cities: City of North Miami, City of Miami Gardens, and City of South Fulton, GA (January 2023 - December 2023)*

Village Manager, Village of Indiantown, FL

January 2019 – January 2023

Incorporated in December 31, 2017, the Village of Indiantown is unique, being the 413th municipality incorporated in South Florida.

- **Negotiated a multimillion-dollar** interlocal agreement with Martin County saving the residents of the Village approximately \$1.5MM as a result of an interlocal agreement for Fire Rescue Services.
- **Created and implemented a 5-year Strategic Action Plan** together with the initial Village Council; we hit the ground running, achieving it within 3-years. Accomplished all goals within 3 year period
- **Negotiated and purchased a private Water and Sewer Plant for \$8.5MM**, subsequently satisfying 80% of the loan to purchase the asset forgiven; Negotiated a 0% interest rate over a 30-year term.

City Manager, City of Bell

January 2016 – October 2018

The City of Bell, CA, is an incorporated city in Los Angeles County, California. \$32MM in annual operating and capital budgets, and 150+ employees serving a daytime population of 50,000+.

- **Led the City through its first-ever recodification** of all city codes of ordinances, including retaining a consultant to conduct a charter review for Council Consideration. Led to several charter amendments that were approved by voters in the election.
- **Prepared a balanced budget**, successfully adopted by the Mayor and Council two years in a row despite declining property, sales taxes, and rising pension costs.
- **Organized several neighborhood groups, including Neighborhood Watch**, and met regularly with the community to develop a Strategic Plan focused on public safety

City Manager, City of Muskogee, Oklahoma

January 2014 – January 2016

The City of Muskogee is an incorporated city located in the Tulsa, Oklahoma, metropolitan area.

- **Oversaw day-to-day operations of all city departments** while managing a \$61MM operating and capital budget and 600+ employees serving a daytime population of more than 50,000.
- **Partnered** with Muskogee County, Oklahoma and facilitated a land swap with the County that produced the development of a multimillion dollar juvenile detention center and more than a million square feet of commercial development that included national big box retailers, restaurants and other personal service establishments.
- **Oversaw the development of three fairly large capital projects** involving a multi-use community center with flex space, runway improvements which included airport building improvements and a gateway and way finding signage project.
- **Collaborated with the Mayor and City Council to develop** an employee compensation plan and labor relations strategy for three collective bargaining agreements: Police, Fire Services, and non-uniformed employees.
- **Wrote the Muskogee 2020 Strategic Plan**, adopted by the Mayor and City Council.

City of Opa-Locka, FL

January 2010– January 2014

The City of Opa-Locka, FL, is an incorporated city in Miami-Dade County, FL.

ACTING ASSISTANT CITY MANAGER (2013-2014)

- **Led the reorganization of the Building Services Division** to reduce the budget deficit by 25% and created the city's first Certificate of Use program, generating \$1MM per annum.
- **Directly supervised and managed** Police, Human Resources, IT, Finance, Public Works, Parks and Recreation, Planning and Community Development, Code Enforcement, and Building and Licensing Departments. Supported the City Manager in overseeing the departments.

DIRECTOR, PLANNING AND COMMUNITY DEVELOPMENT (2010- 2013)

- **Prepared the city's first Annexation Plan** based on the Miami-Dade County Code and the State of Florida Annexation law.
- **Managed/directed all Community Development Block Grant (CDBG)** funding, including project management/grant proposal writing.
- **Received 1.2 million dollar Community Challenge Planning Grant** – from the United States Housing and Urban Development Department. Only two cities within the state of Florida was awarded.

Director, Planning and Development Services, City Of Albany, GA

October 2007– July 2010

Neighborhood Improvement Manager, City of Lilburn, GA

September 2002 – October 2007

Chief of Code Enforcement, City of Lauderdale Lakes, FL

June 2000 – September 2002

EDUCATION

Harvard University, Cambridge, Massachusetts (2022)
Certificate, Program for State and Local Government Executives

University of West Florida, Pensacola, Florida (1995)
Master of Public Administration

Florida State University, Tallahassee, Florida (1993)
Bachelor of Science in Criminology

CERTIFICATION & PROFESSIONAL DEVELOPMENT

Credentialed Manager, International City Manager's Association (ICMA)
Certified Urban Planner, American Institute of Certified Planners (AICP) - Certification No. 24680
National Incident Management Systems (NIMS) Certifications: ICS 100, 200, 300, 400, 700 & 800

GOVERNMENTAL MEMBERSHIPS

International City/County Management Association (ICMA), Full Member
Florida City and County Management Association (FCCMA), Full Member
American Institute of Certified Planners (AICP), Full Member
American Planning Association (APA), Full Member

VOLUNTEER ACTIVITIES & CIVIC CONTRIBUTIONS

Habitat for Humanity, Albany, GA
Boy Scouts of America, Tulsa, OK and Indiantown, FL
International Rotary Club of America, Rotarian, Tulsa, Ok, and Albany, GA

HONORS – AWARDS – PROFESSIONAL RECOGNITION

National Defense Service Medal – Persian Gulf War, United States Army
Humanitarian Service Medal - Hurricane Andrew Disaster Relief, United States Army
40 under 40 – most influential persons - Albany Herald, Albany, GA

James Davis

James Davis
25748 Deep Creek Blvd
Punta Gorda, FL 33983
Phone: 239-416-7322
jimdavis30@hotmail.com

Objective

A position as an Operations Manager, Municipal Manager or General Manager. Strong Business Development Manager that has established key relationship in short amounts of time. Experienced in Business Process Development, downsizing, and team building.

Ability Summary

Experience in determining and formulating policies and providing the overall direction of companies or private and public sector organizations within the guidelines set up by a board of directors or similar governing body. Screenwriter, with 6 scripts in preproduction for LA studios, with one published novel.

Employment History

Community Resource Manager, City of Venice

09/2017 – Present

Some of the accomplishments include development and approval of Standard Operating Procedures for Code Enforcement processes which formalize response times, case enforcement elevations, and various procedural guidelines in the officer's daily routines. During the first month of joining the City of Venice I also performed a Workflow Analysis Study to provide data for equity of case assignment and for determination of officer resource planning.

Developed transition of Code Enforcement to integrate with the Police Department combining civilian police service aides and code enforcement to become the new unit called Community Resource Officers. Developed Operating Procedures. Submit vacant home registration program, manage employee workload. Perform workflow study and employees case load studies. Work with City Council and Development Council on new Ordinances. Manage short-term dwelling software acquisition process. Direct traffic, oversee school crossings, and presentations to HOA's and public hearings. Enforce all compliance issues for Zoning, Planning, Solid Waste, Public Works and City Manager. Manage Parking Enforcement and DMV reporting.

Planned and executed a Business Tax recovery program that collected over \$42,000.00 and provided new procedures for preventing future delinquencies.

06/2015 – 09/2017 Charlotte County BCC

Conducts onsite inspections and re-inspections; investigates and determines existence and type of zoning, housing, signage, health, noise, animal, public safety, property maintenance and/or nuisance code violations and recommends corrective actions to bring about compliance; determines time frames for compliance achievement; issues notices of violations and citations.

Code Enforcement Investigator

07/2012 – 08/08/2014 Collier County BCC

Answers inquiries from and advised property owners, builders and the public regarding compliance with zoning regulations, property maintenance standards, structure design standards, regulatory

practices and conducts research regarding property ownership, current and past permits and applications, and applicable codes; coordinates code enforcement actions with other City departments and other governmental agencies when necessary. Plans and recommends code enforcement strategies and policies; develops code enforcement procedures and schedules; assists planners in preparing new municipal codes or revising existing ordinances. Prepares correspondence to educate the public and advise individuals on the status of code enforcement activities. Awarded recognition from Department with an employee of the month award and named Rising Star of 2012

Employment Security Representative

10/2011 – 07/2012

Southwest Florida Works

Naples, FL

Interviews and assesses customer's needs and provides service or referrals as appropriate. Uses standardized counseling techniques to assist special groups and/or individuals (TAA/Dislocated Eligible) in deciding on vocational goals, availability of training and employment goals, and makes referrals to appropriate Career Center's for training. Refers customers to job openings, and other employment related services. Assists in the development of career-laddering programs, job descriptions, and related advancement opportunities. Conducts eligibility screenings of participants. Utilizes network of established employment and/or training opportunities with local business leaders and community organizations. Assists with conducting transition sessions with employers and workers affected by layoffs or business closures. Assists in the development and delivery of training programs to staff working in the Career Centers/Refugee Centers.

Chief Executive Officer (CEO)

06/2008 - 05/2010

Powertown Sports

Iowa, MO

Determine and formulate policies and provide overall direction of companies or private and public sector organizations within guidelines set up by a board of directors or similar governing body. Plan, direct, or coordinate operational activities at the highest level of management with the help of subordinate executives and staff managers. Created marketing strategies for new client development. Hired and trained 10 trainers. Downturn of Economy caused locations to be closed. Could no longer compete with franchising chains.

Senior Air Monitoring Technician/Technical Writer

06/2006 - 12/2007

Parsons Engineering/Alion Sciences

Newport, IN

Review and edit technical documents including Laboratory Field Instructions (LAFI) for consistency, OPFI (Operations Field Instructions), Project Procedures adherence to writer's guide, and compliance with design documents. Conduct air monitoring field sampling and field and laboratory analyses for lethal chemical agents; operate air monitoring equipment for analysis of effluent gases; manage solid sorbent sampling tubes; calibrate automated air sampling and gas chromatography; perform field checks and routine maintenance on field air monitoring instruments; perform duties of Air Monitoring and Emergency Response Teams, including use of personal protective equipment, determination of cause of alarm, and acquisition of solid sorbent sampling tubes for laboratory analysis. Contract ended, all nerve agent destroyed.

Shift Supervisor/Manufacturing

12/2004 - 06/2005

O & I Healthcare

Sullivan, IN

Served as supervisor of Injection Molding Plastic healthcare product production. Perform quality assurance, shift management, production planning and scheduling in a Union environment. ISO 9000 trained in Quality and Safety. Plant closed operations.

Project Manager

01/1997 - 11/2004

MCI WorldCom

Cary, NC

Configured, administered, changed, supported and installed client Checkpoint PIX, and Cisco IOS firewall feature set firewalls. Supported local area network (LAN) and wide area network (WAN) hardware and software. Analyzed customer procedures to recommend operational support tools and technologies to satisfy customer needs. Configured, troubleshot and administered network firewalls. Developed technical document for new business practice for Managed Network Security Management. Participated on project teams in the implementation of new / upgraded designs. Responsible for procedures for implementing change management, performance management, and security.

President/CEO

05/1994- 12/1997

Innovative Technologies

Aurora, CO

Determine and formulate policies and provide overall direction of companies or private and public sector organizations within guidelines set up by a board of directors or similar governing body. Plan, direct, or coordinate operational activities at the highest level of management with the help of subordinate executives and staff managers. Responsible for serving the software and professional service needs of a target market. Acted as a liaison between the customer, suppliers, and other technical groups to resolve network and hardware problems. Provided network administration for Sun Solaris workstations and Software Test and Integration on DOD processing systems. Established strategic plans, operational models and staffing requirements. Developed Concept of Operations documents and technical publications. Served as Proposal Manager and RFP writer for multi-million dollar aerospace projects.

Intelligence Analyst

12/1986 - 05/1994

United States Marine Corps

conus, FL

Held and currently maintain Top Secret (SCI) clearance. Performed liaison with fleet and national elements. Participated with JTF4&5 in maritime shipping cell known as Project Seahunt in support of anti-drug trafficking. Supported NSA, FBI, and CIA in intelligence gathering and anti-terrorism. .

Education and Training

Issuing Institution

Qualification

Course of Study

Southern Christian University

Master's Degree

Leadership/Management

Southern Christian University

Bachelor's Degree

Bible

Central Ohio Technical College Police Ac

Vocational School Certificate

Law Enforcement

Occupational Licenses & Certificates

Certification Title	Issuing Organization	Completion Date
Workforce Development Professional Tier	Dynamic Works Institute	02/2012
Police Certification	COTC	10/1986
Certified Code Enforcement Level 1,2,3,4	State of Florida	01/2014

Honors & Activities

Marine of the Year, Military Excellence Award for College Program, Multiple Marine Corps Meritorious Awards.

Additional Information

Published Author

Marine of the Year, Military Excellence Award for College Program, Multiple Marine Corps Meritorious Awards.

Played a football extra on Duane "Rock" Johnson movie "The Game Plan"

Appeared on "Great American Dream Vote" with Donny Osmond

Oldest Player to tryout with an NFL Team (San Francisco 49ers – 43 years old)

References Available on Request

James Davis Jr.

Venice Police Department

References

1. Linda Senne, Finance Director, City of Venice (941) 882-7421
2. Sgt. Alek Gregoire, Venice Police Department (941) 650-6766
3. SSGT Sean Hammet, Venice Police Department (941) 650-6502
4. CRO Jose Luna, Venice Police Department (941) 270-1480

Florida Association of Code Enforcement


This certifies that

James Davis

Has satisfactorily completed the course of study in

ADMINISTRATIVE ASPECTS OF CODE ENFORCEMENT

Prescribed by The Florida Association of Code Enforcement, Inc.
and is therefore entitled to this Certificate of Achievement


PROGRAM COORDINATOR


PRESIDENT


CERTIFICATION CHAIRPERSON

Dated this 10th day of November, 2018
This certificate remains valid with the successful completion of continuing education requirements.

Certificate No. 2977

Florida Association of Code Enforcement

This certifies that

James Davis

Has satisfactorily completed the course of study in

OFFICER SAFETY AND FIELD APPLICATIONS

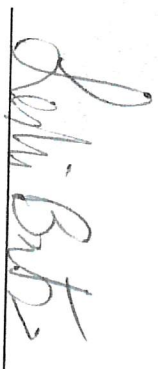
Prescribed by The Florida Association of Code Enforcement, Inc.
and is therefore entitled to this Certificate of Achievement

PROGRAM COORDINATOR



Dated this 12th day of January, 2017

PRESIDENT



CERTIFICATION CHAIRPERSON



Certificate No. 0555

This certificate remains valid with the successful completion of continuing education requirements.

Florida Association of Code Enforcement

This certifies that


James Davis


Has satisfactorily completed the course of study in

LEGAL ISSUES IN CODE ENFORCEMENT

*Prescribed by The Florida Association of Code Enforcement, Inc.
and is therefore entitled to this Certificate of Achievement*

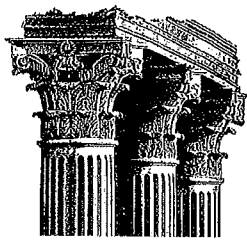

PROGRAM COORDINATOR


PRESIDENT


CERTIFICATION CHAIRPERSON

Dated this 27th day of October, 2017
This certificate remains valid with the successful completion of continuing education requirements.

Certificate No. 1835



the John Scott Dailey
**FLORIDA
INSTITUTE OF
GOVERNMENT**
at the University of Central Florida

November 30, 2017

James Davis
City of Venice
401 W. Venice Ave.
Venice, FL 34285

Dear Mr. Davis,

Congratulations on successfully passing the examination and earning your certification in the Legal Issues in Code Enforcement (Level III).

Once you have been certified, you must be re-certified every two years thereafter in order to maintain your certification. This involves taking and submitting to us proof of 16 hours of approved continuing education classes and mailing in an affidavit of completion, along with ensuring that your Annual Fee is paid. Your re-certification will be due **July 1, 2019**.

Enclosed is your certificate, a printout of your test results by category, a copy of the current Florida Association of Code Enforcement Recertification Policy (subject to change).

Sincerely,

Marilyn E. Crotty
Director



*Certification of
Military Service*

This certifies that

Jim N Davis
287 74 9838

was a member of the

United States Marine Corps

from

December 23, 1986

to

May 3, 1990

Service was terminated by

Honorable Discharge

Last Grade, Rank, or Rating

Corporal

Active Service Dates

Same As Above

Date of Birth: 11/1/1963

Place of Birth: Lancaster, OH

Given at St. Louis, Missouri on April 30, 2012

*National Personnel Records Center
(Military Personnel Records)*

National Archives and Records Administration

JBS
20

THE ARCHIVIST OF THE UNITED STATES IS THE PHYSICAL CUSTODIAN OF THIS PERSON'S MILITARY RECORD

This Certification of Military Service is issued in the absence of a copy of the actual Report of Separation or its equivalent. This document serves as verification of military service and may be used for any official purpose. Not valid without official seal

CAUTION: NOT TO BE USED FOR
IDENTIFICATION PURPOSESTHIS IS AN IMPORTANT RECORD.
SAFEGUARD IT.ANY ALTERATIONS IN SHADED
AREAS REFORM FORM VOID

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

1. NAME (Last, First, Middle) DAVIS JR, JIM NELSON		2. DEPARTMENT, COMPONENT AND BRANCH USMC		3. SOCIAL SECURITY NO. 287 74 9838	
4. a. GRADE, RATE OR RANK SERGEANT	4. b. PAY GRADE E5	5. DATE OF BIRTH (YYMMDD) 631101		6. RESERVE OBLIG. TERM, DATE Year 00 Month 07 Day 21	
7. a. PLACE OF ENTRY INTO ACTIVE DUTY MEPS, COLUMBUS OH.		7. b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known) 112 PROSPECT ST NEWARK, OH 43056			
8. a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND CO A, MARSPB, FT MEADE, MD 20755		8. b. STATION WHERE SEPARATED CO A, MARSPB, FT MEADE, MD 20755			
9. COMMAND TO WHICH TRANSFERRED N/A		10. SGLI COVERAGE Amount: \$ 0 None <input type="checkbox"/>			
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.) 2631 - NON-MORSE INTERCEPT OPERATOR/ANALYST 06 YRS 07 MOS					
12. RECORD OF SERVICE					
a. Date Entered AD This Period		Year(s)	Month(s)	Day(s)	
b. Separation Date This Period		90	05	04	
c. Net Active Service This Period		94	05	03	
d. Total Active Service		04	00	00	
e. Total Prior Active Service		03	04	11	
f. Total Prior Inactive Service		00	04	20	
g. Foreign Service		00	00	00	
h. Sea Service		00	00	00	
i. Effective Date of Pay Grade		92	10	01	
13. DEPARTMENT OF MEDALS, CITATIONS AND CAMPAIGN AWARDS, AWARDS OR AUTHORITY OF COMMISSION (3 AWARDS), MERITORIOUS MAST (2 AWARDS), NAVY AND MARINE CORPS OVERSEAS SERVICE RIBBON W/1*, MARINE CORPS GOOD CONDUCT MEDAL W/1*, NATIONAL DEFENSE SERVICE MEDAL, JOINT MERITORIOUS UNIT AWARD					
14. MILITARY EDUCATION/SEPARATION OPERATIONS (127) 20th WKS 8/09, CRYPTOLOGIC TECH T FIELD OPER TYPE 4/EIINT OPR A-231-0028 (241) 4WKS 8801, HF NON-MORSE COLLECTIONS OPERATIONS (CUC) 1 WK 8/04					
15. a. MEMBER CONTRIBUTED TO POST-VIETNAM FRA VETERAN'S FUNCTIONAL ASSISTANCE PROGRAM					
yes		no		15. b. HIGH SCHOOL GRADUATE OR EQUIVALENT	
X		X		yes	
				no	
16. DAYS ACCRUED LEAVE PAID 0.5					
17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION					
18. REMARKS					
19. a. MAILING ADDRESS AFTER SEPARATION (Include Zip Code) 2006 MT. LAUREL, IN MARTINSBURG, WV. 25401					
19. b. NEAREST RELATIVE (Name and address - include Zip Code) JEANNE MARIE DAVIS (WIFE) SAME AS 19. a.					
20. MEMBER REQUESTS COPY B BE SENT TO DIR. OF VET AFFAIRS		yes		no	
21. SIGNATURE OF MEMBER BEING SEPARATED <i>Jim Nelson</i>		22. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title and signature) N. C. DAVIS, MAJ, USMC, CO			
SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)					
23. TYPE OF SEPARATION DISCHARGE		24. CHARACTER OF SERVICE (Include upgrades) HONORABLE			
25. SEPARATION AUTHORITY MARCORSEPMAN		26. SEPARATION CODE MBK1		27. REENTRY CODE RE-1B	
28. NARRATIVE REASON FOR SEPARATION COMPLETION OF REQUIRED ACTIVE SERVICE (USMC) EAS					
29. DATES OF TIME LOST DURING THIS PERIOD				30. MEMBER REQUESTS COPY A Initials	

George Calvin Dickens III

I am seeking the opportunity to serve in a new capacity with greater responsibility and personal accountability. I look forward to proving my ability to accomplish goals and to achieve those goals safely, effectively, and efficiently. I am competent, capable, and prepared for the opportunity to serve this community. I am highly motivated and ready. I have been waiting for this opportunity to demonstrate my knowledge, skills, and abilities in service. I am confident my education and experience may place me within the boundaries of fair and thoughtful consideration. To whomever may review my humbly submitted application, thank you in advance for your time and consideration.

George Calvin Dickens III

109 Stevedores Ct.
Savannah, GA. 31410
912.536.9980
gdickens@savannahga.gov
giodickens@gmail.com

Summary of Skills:

- ** Communicate effectively with people
- ** Ability to quickly assess situations and take actions accordingly
- ** Good Leader

Job Objective:

I am seeking an opportunity to utilize my leadership skills, administrative and organizational abilities in a public sector career. I believe that I have a requisite understanding of governmental organizations and how policies and procedures affect operations of those organizations.

Education:

Juris Doctorate (J.D.) (In Progress)
Mitchell Hamline School of Law
(2020-2022) 2L.

Master of Public Administration (MPA)
Georgia Southern University
(2009)

Bachelor of Science (B.S. Political Science)
Georgia Southern University
(2004).

Relevant Work Experience:

Georgia Southern University Savannah (Armstrong Campus)

11935 Abercorn Street. Savannah, GA 31419. (912) 478-4636

Position: Fire Safety Maintenance Inspector (2024-Currently)

Responsibilities: Ensure Life Safety and operability of campus fire alarm systems for the Savannah Armstrong and Hinesville Liberty campuses. Coordinate annual facility fire inspections, fire alarm, and sprinkler testing for both campuses. Coordinate annual portable fire extinguisher testing with the main campus. Coordinate annual commercial hood inspections with the main campus. Inspect and maintain fire alarm panels for both Savannah Armstrong and Hinesville Liberty campuses. Coordinate annual State of Georgia elevator inspections for campus. Coordinate elevator service, maintenance, and repair. Perform low voltage electrical wiring of LED drivers to be used for exterior illumination. Coordinate exterior illumination service, maintenance, and repair.

Oliver Maner LLP

218 West State St. Savannah, GA. 31401. (912) 236-3311

Position: File Clerk/Administrator and E-billing Specialist (2017-2020)

Responsibilities: Maintain legal files for cases to which I have been assigned. Trial Preparation, case exhibits, and tracking case progress. Filing for firm attorneys and bookkeeping accounts payable and receivable. Performing a variety of other tasks as needed in order to promote the interests of the firm. Finding and correcting deficiencies that would have otherwise been costly or time-consuming errors for the firm. Work generally toward the betterment of the firm through efficiency of streamlining processes. Promote cohesion of coworkers, and success for the firm. Electronic billing account specialist. Handle firm finances (accounts payable/receivable) via E-billing OMEGA software. The supervisor regarding the legal aspect of my work was Chris Ray and can be contacted at chrisraysav@gmail.com or phone #912.507.9416. My supervisor regarding electronic billing is Ona Collins and can be reached by calling the firm phone #912.236.3311 extension 3021.

City of Savannah Fire and Emergency Services

121 E. Oglethorpe Ave. Savannah, GA. 31401.

Position: Fire Engineer (2009-currently).

Responsibilities: Operate Fire Department Emergency Vehicles including – Tiller (Ladder Truck), Aerial Fire Apparatus (Ladder Truck), and Fire Engine Pumper. Drive, perform basic maintenance, review/implement safety procedures for the optimal operation of equipment and machinery. Manage the on-scene operation of this equipment during hazardous emergency and catastrophic situations that pose an immediate danger to life and health, in accordance with departmental Standard Operating Procedures (SOP's). Supervise company operations when Fire Officer (Captain) is not present.

Position: Firefighter (2005-2009).

Responsibilities: To protect the lives and property of the citizens and visitors of the City of Savannah by providing the highest level of service through fire prevention, public education, fire suppression, rescue and mitigation of the effects of natural and man-made disasters consistent with the resources provided.

Other Certifications/Specialized Skills:

Fire Inspector I: awarded by Georgia Public Safety Training Center (G.P.S.T.C.) State of Georgia Certification, and Georgia Fire Standards and Training Council (G.F.S.T.C) as well as National Professional Qualification (NPQ). 05/23/2025.

Introduction to Fire Inspector: Basic Principles and Practices of Fire Inspectors awarded by Georgia Public Safety Training Center (G.P.S.T.C.) 02/02/23.

Life Safety Code awarded by Georgia Public Safety Training Center (G.P.S.T.C.) 04/18/24.

City of Savannah City Managers Emerging Leaders Academy CMELA 2023

Firefighter I and II, awarded by the Georgia Firefighter Standards and Training Council (G.F.S.T.C.) Georgia Public Safety Training Center (G.P.S.T.C.).

Georgia Basic Firefighter Training Course awarded by Georgia Public Safety Training Center (G.P.S.T.C.) on 12/15/2005. License#F10103-NPQ.

Emergency Medical Technician: National Registry of Emergency Medical Technicians. License# E3546112. On 08/13/2020. Recertified 03/01/2023 and 03/01/2025.

Oath of Office awarded by the State of Georgia on 10/21/2005.

Fire Officer I NFPA awarded by The City of Savannah Fire Department on 05/14/2010.

Fire Officer II NFPA awarded by The City of Savannah Fire Department on 03/07/2011.

Fire Instructor I awarded by Georgia Firefighter Standards and Training Council (G.F.S.T.C.) on 04/23/2010.

Due Regard awarded by Georgia Public Safety Training Center (G.P.S.T.C.) on 01/11/2017.
License#DLT00G.

NFPA 1021 Assuming the Role of Company Officer awarded by Target Safety/Target Solutions on 10/11/2010.

Hazardous Materials Awareness, Operations, and Technician, awarded by G.F.S.T.C. and the Georgia Public Safety Training Center (G.P.S.T.C.)

First Responder, awarded by the Department of Human Resources, Division of Public Health, Office of Emergency Medical Services/Trauma

Driver/Operator Aerial, awarded by the City of Savannah Fire Department

Driver/Operator Pumper, awarded by the City of Savannah Fire Department

Emergency Vehicle Operator, awarded by Savannah-Chatham Driver Training

IS-00100 (ICS 100) Introduction to the Incident Command System, awarded by the Emergency Management Institute, the Federal Emergency Management Agency (FEMA), and the Department of Homeland Security

IS-00200.FW Basic Incident Command System, I-200 for Federal Disaster Workers, awarded by the Emergency Management Institute, the Federal Emergency Management Agency (FEMA), and the Department of Homeland Security

NIMS ICS 300 Intermediate Georgia Public Safety Training Center (G.P.S.T.C.)

IS-00340 (ICS 340) Hazardous Materials Prevention, awarded by the Emergency Management Institute, the Federal Emergency Management Agency (FEMA), and the Department of Homeland Security

NIMS ICS 400 Advanced Georgia Public Safety Training Center (G.P.S.T.C.)

IS-00700,701.a,703.a,704,706, 800, awarded by the Emergency Management Institute, the Federal Emergency Management Agency (FEMA), and the Department of Homeland Security

TRANSCAER Responding to Railroad Emergencies awarded by Norfolk Southern Corp. on 03/05/2015.

Customer Service Training awarded by The City of Savannah (2017).

Q-494 NFIRS 5.0 Self Study Program awarded by FEMA and the National Fire Academy on 12/06/2016.

Q0751 Principles of Building Construction awarded by FEMA and the National Fire Academy on 11/27/2021.

Q0368 Introduction to Fire Behavior in a Single Family Dwelling awarded by FEMA and the National Fire Academy on 10/08/2022.

U0382 Hazardous Materials for Inspectors awarded by FEMA and the National Fire Academy on 10/15/2022.

Avon-ISI Tech II ISI Viking Self-Contained Breathing Apparatus (SCBA), awarded by ISI

Adult Cardio-Pulmonary Respiration (CPR), and Automatic Electronic Defibrillator (AED), and Infant CPR, awarded by The American Heart Association

Computer literate, PC: Various desktop applications, word processing (MS Word), Excel, OMEGA E-billing Software.

References:

- 1) John Edmonson. CEO Edmonson Technologies. Email info@edmondsontech.com
Phone: 706-407-2745 Fax: 706-252-8739 Address; 1465 Hargrove Lake Road,
Winterville, GA 30683.
- 2) Brooke Brennan. Manager. Email bbrennan@liveoakrestaurants.com OR
bbrennan@gmail.com Phone: 912-667-4360 OR 912-354-9040. Address; 2909 River
Dr, Thunderbolt, GA 31404.
- 3) Ona Collins. Oliver Maner LLP. Email. ocollins@olivermaner.com Phone: 912-246-
4970 OR 912-236-3311 Address; 218 West State Street, Savannah, GA. 31401
- 4) Robet Hisey. Superintendent. Email rhisey@georgiasouthern.edu Phone: 912-678-
2738. Address; 11935 Abercorn St, Savannah, GA 31419.
- 5) Robert Murphy. Superintendent. Email rmurphy@georgiasouthern.edu Phone: 912-
763-7007. Address; 11935 Abercorn St, Savannah, GA 31419.
- 6) Christopher Ray Federal Judge Southern District Georgia Phone (912) 507-
9416 Email. cray@gmail.com
- 7) Eric Bartenbach (401) 474-6817. 464 Major Lee Lane. Jarrell, TX. 76537

Christopher Todd Edwards

Christopher Todd Edwards
409 Grande Sunningdale Loop
Daytona Beach, FL 32124
(352) 874-8724/ email: edwardsct707@icloud.com

July 9, 2025

Honorable Mayor and City Commission
City of Indian Rocks Beach
1507 Bay Palm Blvd.
Indian Rocks Beach, FL 33785

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, project manager, team leader, innovator, and an overall solutions-driven community and economic development manager among other integral proficiencies. These are the leadership and management strengths I would bring to the City of Indian Rocks Beach team. During my Florida management tenures in community and economic development with the City of New Smyrna Beach, City of Tallahassee, Marion County Government, and the City of Leesburg, I collaborated with senior management, elected officials, state and federal government agencies, citizens, and businesses within various industries to develop amicable and timely solutions to vital public and private-sector funded infrastructure and development projects and programs.

To successfully implement the projects and programs, I focused on strategic plans, and led collaborative teams of professionals to leverage organizational financial resources that would deliver results for established corporate goals and objectives. 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, businesses, industries, and overall community citizens/stakeholders with incomparable customer service and competent management.

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 as your next City Manager.

Sincerely,

Christopher Edwards

Christopher Edwards, MBA

Christopher Todd Edwards
409 Grande Sunningdale Loop
Daytona Beach, FL 32124
352-874-8724 email: edwardsct707@icloud.com

Executive Management/Corporate Strategist
Innovator • Leader • Communicator

CAREER PROFILE

An innovative and solutions-driven senior management professional with over 19 years of notable experience in effectively managing complex organizational operations, personnel, partnerships, and corporate strategic planning projects in the service areas of economic development, community redevelopment, real estate development, and public infrastructure capital expenditure projects on time and within budget.

EDUCATION

University of West Florida, Pensacola, FL Master's Degree, Business Administration	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

- | | | |
|--|---|---|
| • Strategic Planning and Project Management | • Business Process Improvement Management | • Public/Private Sector Partnership Development |
| • Real Estate Development Project Management | • Vendor and Supplier Management | • Team Leadership |
| • Budget Planning and Management | • Contract Negotiation and Management | • Microsoft Office |
| | | • Customer Resource Management |
| | | • Business and Data Analyst |

PROFESSIONAL EXPERIENCE

Align Business Logistics, LLC | Daytona Beach, FL **October 2024 to Present**
Owner/Operator

Align Business Logistics, LLC (ABL LLC) is a courier service based out of Daytona Beach, FL specializing in same day business deliveries. ABL LLC can transport to customers within a 150-mile radius of Daytona Beach, FL. Our customers are local businesses who need reliable same-day services not offered by the larger service providers such as FedEx and UPS.

City of New Smyrna Beach | New Smyrna Beach, FL **August 2020 – July 2024**
Director, Economic Development / Community Redevelopment Agency (CRA)
Responsibilities

The director is responsible for managing department's personnel and budget of approximately \$500,000 as well as the Community Redevelopment Agency Trust Fund of approximately \$4 million. Efficient management is also provided for the department's daily operations, staff, strategic plan projects, public and private sector partnerships, project financing/funding plans, and commercial/residential real estate development projects to meet internal and external customer needs. In addition, the director provides effective communication to the City Manager, Mayor/City Commission as well as public and private sector stakeholders.

Accomplishments

- Increased CRA's performance metrics and taxable value from \$190 million to approximately \$400 million based on the city's economic development strategic plan
- Collaborated with New Smyrna Beach Utilities on electric, water, and sewer infrastructure strategic plans and projects to ensure planning, design, and execution phases were completed on time and within budget
- Managed development planning, review, and approval process for a high-profile Deering Park Innovation Center Planned Unit Development on 1,600+ acres near one of the city's gateway corridors off I-95 to align with AdventHealth (New Smyrna Beach) strategic expansion plans
- Lead negotiations and managed contracts with architects, engineers, contractors, and other external consultants for major market and strategic plan based real estate development projects
- Effectively managed public/private sector partnership agreements with various stakeholders

- Managed cross-functional coordination across engineering, construction, vendors, and internal teams
- Managed and marketed land lease development projects for New Smyrna Beach Municipal Airport
- Prepared, managed, and tracked construction and renovation project budgets, including cost estimates, financial reports, and funding allocations
- Successfully managed the sale of a city-owned office building that resulted in \$1.1 million in new revenue
- Recruited targeted private sector industries such as retail, healthcare, aviation, aerospace, manufacturing etc., and led associated business expansion capital investment and job generation-based projects.
- Proactively addresses and resolved challenges that occurred during the construction process
- Provided field construction management for the city's redevelopment/capital expenditure projects
- Co-managed the financing, vertical and horizontal construction for a \$25 million-dollar senior housing development through the Florida Housing Finance Corporation's Low-Income Housing Tax Credit Program
- Co-managed the pre-construction planning of a 100+ unit new multifamily housing development project

Structure Commercial Real Estate | Tallahassee, FL

August 2017 – August 2020

Sales Associate

Structure Commercial Real Estate is a real estate IQ firm, in Tallahassee, that focuses on providing strategic real estate solutions to public, private, and institutional clients.

Responsibilities

The Sales Associate provided customer service to public, private, and institutional clients.

Accomplishments

- Assisted with small business development and site selection processes
- Communicated with clients to identify their needs and budget and matched to available properties
- Assisted with market research and analysis to determine competitive market prices

City of Tallahassee | Tallahassee, FL

March 2016 - July 2016

Deputy Director, Office of Economic Vitality

Responsibilities

The Deputy Director effectively and efficiently managed projects, personnel, programs, and operations in alignment with corporate goals and objectives to enhance the market's economic trajectory.

Accomplishments

- Led marketing efforts to encourage certified MWSBE firms' participation in multi-million-dollar City of Tallahassee and Leon County Government procurement and contracting opportunities
- Provided management oversight in the consolidation of the City of Tallahassee and Leon County Governments' Economic Development Departments and Strategic Plan

City of Tallahassee | Tallahassee, FL

September 2013 – March 2016

Business Advocate, Office of the City Manager

Responsibilities

The Business Advocate effectively and efficiently managed special economic development, business development, and community redevelopment projects and programs. The Business Advocate also provided effective communication and consults City Manager, and Mayor/City Commission on projects, policies, and procedures.

Accomplishments

- Advised real estate development and construction management firms during development review processes on the city's land development and building permitting review and approval systems, which led to increased commercial and residential real estate construction projects
- Consulted the city's various enterprise divisions such as: Utilities (Electric, Water, Gas), International Airport, Parks and Recreation etc. on their operations, programs, and capital expenditure plans.
- Led city's public/private partnership ventures 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 a high traffic commercial real estate corridor and adjacent residential neighborhood

Marion County Government | Ocala, FL
Economic Development Liaison, County Administration
Responsibilities

May 2013-- September 2013

The Economic Development Liaison was responsible for managing the Office of Small Business and Economic Development programs and projects to advance the economic growth of Marion County. In addition, the Economic Development Liaison effectively communicated with and consulted the County Administrator and County Council on projects, policies, and procedures.

Accomplishments

- Assisted in the development of the Ocala/Marion County Economic Partnership as the County's lead Economic Development Organization
- Advised senior management on corporate strategies, new processes, and technologies (Salesforce) to support corporate growth
- Assisted in the recruitment of a foreign based manufacturing company- Krausz Industries

City of Leesburg | Leesburg, FL
Neighborhood Coordinator, Community Redevelopment Manager
Community Redevelopment and Economic Development Department
Responsibilities

October 2006 – May 2013

The Neighborhood Coordinator and Community Redevelopment Manager was responsible for managing the City's Community Redevelopment Agency Trust Fund, strategic plans/programs, operations, and personnel. The Neighborhood Coordinator and Community Redevelopment Manager also effectively communicated with and consulted the City Manager and Mayor/City Commission on projects, policies and procedures.

Accomplishments

- Successfully managed city's economic development and community redevelopment agency operations and strategic plans.
- Supported risk mitigation, market analysis change management, and performance tracking for commercial and residential real estate development projects.
- Developed various real estate and economic development-based market and analytical reports
- Provided management support for the city's First Time Homebuyers' Program and pre-qualified 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 City's public utilities infrastructure (i.e., electric, gas, and stormwater). 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
- 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, US Housing and Urban Development Department, Florida Housing Finance Corporation, and State of Florida Community Development Block Grant Program
- 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

CERTIFICATIONS

FEMA Certificates IS-100 and IS 700	2021 - Present
G-402 National Incident Management System Overview for Senior Officials	2023 - Present

ASSOCIATIONS/ AFFILIATIONS

Florida City County Management Association (Communications Committee Member)	2021- Present
Florida Redevelopment Association	2020 - Present
Florida Economic Development Council	2020 - Present
Team Volusia Economic Development Corporation 2024 Practitioner Council (Past Chair)	2024

CITY OF INDIAN ROCKS BEACH



APPLICATION FOR EMPLOYMENT

The City of Indian Rocks Beach is an equal opportunity employer and will not discriminate on the basis of race, color, sex, religion, national origin, marital status or disability.

In order to be considered for employment, you must complete and sign this application. Incomplete and/or unsigned applications will not be considered. All information on this application is subject to verification.

Assistance in completing this application is available upon request.

PERSONAL DATA

Please Print

Date	<u>7/9/25</u>		
Name	<u>Christopher Todd Edwards</u>		
Other names or nicknames used	<u>Chris</u>		
Address	<u>409 Grande Sunningdale Loop, Daytona Beach, FL 32124</u>		
E-Mail Address	<u>edwardsct707@icloud.com</u>	Phone Number	<u>352-874-8724</u>

Are you legally eligible to work in the United States? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Are you related to anyone employed with the City of Indian Rocks Beach? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
If yes, please complete the following: <u>N/A</u>			
N/A		Name of Employee	
Position held		Relationship	

Have you ever been convicted of any crime or pled nolo contendere (no contest) to a crime, regardless of adjudication? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, explain: <u>N/A</u>	
<u> </u>	
<u> </u>	
Answering "yes" may not necessarily disqualify you from consideration from employment. A number of factors, such as the nature of the offense, your age at the time, etc. will be considered.	

EMPLOYMENT DESIRED

Position you are applying for City Manager
 Salary desired: \$ 170,000 Date available to start 10/6/25
 How did you hear about position Florida City/County Management Association
 Can you perform essential functions of the position for which you are applying, with or without reasonable accommodation? Yes ☒ No ☐

Type of employment applying for: Full Time ☒ Part Time ☐ Temporary ☐

For **part-time** employment, list days & hours available:

Temporary Dates Available

From _____ To _____

Mon _____ to _____ Tue _____ to _____ Wed _____ to _____
 Thur _____ to _____ Fri _____ to _____ Sat _____ to _____

EDUCATIONAL

High School: Did you graduate from high school? Yes ☒ No ☐
 If no, do you possess a G.E.D.? Yes ☐ No ☐

Last High School Attended:

Name	Location
<u>Leesburg High School</u>	<u>Leesburg, FL</u>

College or University:

Name	Location	Dates Attended	Degree Awarded	Major
<u>University of West FL</u>	<u>Pensacola, FL</u>	<u>08/2018 to 12/2020</u>	<u>MBA</u>	<u>Business Administration</u>
<u>University of Central FL</u>	<u>Orlando, FL</u>	<u>08/2001 to 08/2005</u>	<u>Bachelor of Arts</u>	<u>Public Administration</u>

Vocational, Trade, Training:

Type of Training	Conducted By	Date Completed

Additional Education Information:

I've held a real estate sales associate license since 2017

Professional Memberships:

Florida City/County Management Association, Florida Economic Development Council, Florida Redevelopment Association

EMPLOYMENT (Attach additional sheets if necessary)

Current/Last Employer: Align Business Logistics, LLC (courier business)
Address 409 Grande Sunningdale Loop, Daytona Beach, FL 32124
Phone (352) 874-8724 **Immediate Supervisor Name** self (varies)
Dates of Employment 10/2024 to Present **Starting Pay** Contractual **Ending Pay** Contractual
Position(s) Held Owner/Operator
Duties I manage and operate a small courier business.

Reason for Leaving I desire to return to my passion of public service management.

Employer: City of New Smyrna Beach
Address 210 Sams Avenue, New Smyrna Beach, FL 32168
Phone (386) 410-2640 **Immediate Supervisor Name** Khalid Resheidat
Dates of Employment 08/2020 to 07/2024 **Starting Pay** \$9,000 **Ending Pay** \$105,000
Position(s) Held Director of CRA / Economic Development
Duties I provided daily effective and efficient management of the city's economic development, community redevelopment agency operations, personnel etc.
Reason for Leaving I resigned to pursue a business opportunity.

Employer: Structure Commercial Real Estate
Address 1705 Metropolitan Blvd., Ste # 201, Tallahassee, FL 32308
Phone (850) 656-6535 **Immediate Supervisor Name** Daniel Wagon
Dates of Employment 08/2017 to 07/2020 **Starting Pay** Commission **Ending Pay** Commission
Position(s) Held Sale Associate
Duties Assisted with small business development and site selection processes, assisted with market research and analysis to determine competitive market prices
Reason for Leaving I resigned to return to my passion of public service management

Employer: City of Tallahassee / Leon County Government
Address 300 S. Adams St. Tallahassee, FL 32301
Phone (850) 891-0000 **Immediate Supervisor Name** Ben Pingree
Dates of Employment 03/2016 to 07/2016 **Starting Pay** \$65,000 **Ending Pay** \$70,000
Position(s) Held Deputy Director, Office of Economic Vitality
Duties I managed the consolidation of a new joint city/county economic development dept.
Reason for Leaving I resigned due to disagreement with a re-structuring plan, but received a severance package.

Have you left any gaps of time which are not accounted for? Yes ☒ No ☐

If yes, please explain: From August 2016 to August 2017, I took time to spend with family and attend continuing education courses.

Are you currently employed? Yes ☒ No ☐

If yes, may we contact your employer? Yes ☐ No ☐

If no, state reason: _____

If you are applying for a position which involves driving of any type, check the types of vehicles you are qualified through experience or otherwise, to operate:

Passenger Car ☐ Light Truck ☐ Heavy Truck or Tractor ☐ Other _____

Do you own an automobile? Yes ☒ No ☐

Do you have auto insurance? Yes ☒ No ☐

Has it ever been canceled or renewal refused? Yes ☐ No ☒

Have you been involved in an at fault accident in the past three years? Yes ☐ No ☒

Has your driver's license ever been suspended or revoked? Yes ☐ No ☒

Do you have any Safety Awards for "no accident" driving? Yes ☐ No ☒

A Motor Vehicle Background check will be conducted on all employees of the City who operate a City vehicle at any time or who use their own vehicle for conducting City business and/or where they receive mileage or use reimbursement from the City.

References:

List **three** references, not relatives, who are available for contact

210 Sams Ave. New Smyrna Beach, FL 32168

Name	Address	Phone Number
Khalid Resheidat	Retired City Manager for City of New Smyrna Beach	(386) 334-1676
Deric Feucher	City manager - Daytona Beach 2015. Ridgewood Ave, Daytona Beach, FL	(863) 412-8921
Keith Norden	CEO - Team Volusia EPC 1 Daytona Blvd. Daytona Beach, FL	(386) 506-9542

SHOULD YOU WISH TO APPLY FOR VETERAN'S PREFERENCE,
PLEASE REQUEST AN ADDENDUM TO THIS APPLICATION.

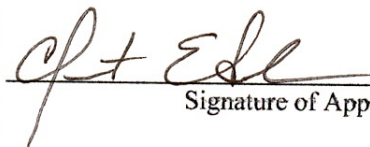
APPLICANT'S STATEMENT

PLEASE READ CAREFULLY

By applying for this position and signing this application, I voluntarily authorize and grant full consent to the City of Indian Rocks Beach or its agents to conduct a thorough investigation into my current or prior employment and any other area of my background including criminal background (regardless of adjudication) which the City believes relevant to my employment. I do further fully consent to the release and disclosure to the City or its agent from any persons, companies, corporations or government agency any information sought concerning my background and do further release from liability the City or its agents for actions taken in connection with this investigation, as well as any persons, companies, corporations or government agencies disclosing such information.

I acknowledge that any false information provided by me to the City or by others at my direction, either on this application or otherwise, shall constitute grounds for immediate discharge, regardless of when the false information is discovered by the City. Additionally, I understand that my continued employment is contingent on successfully passing any background investigation and any information discovered about me during the investigation which is deemed by the City to be unsatisfactory shall constitute grounds for immediate discharge, also regardless of when discovered.

Finally, I understand that the City may require a medical or other examination at the time an employment offer is extended and may condition an offer of employment on the successful completion of that examination. Employees and applicants are also subject to drug and alcohol testing at the discretion of the City. Polygraph examinations may also be required by the City where permissible by law.


Signature of Applicant

Christopher Edwards
Printed Name

7/9/2025
Date

Submit

Print

Jeff Gellerman

Ms. Lorin Kornijtschuk,
City Clerk Indian Rocks Beach,
507 Bay Palm Blvd, Indian Rocks Beach, FL 33785

Date: 7/17/2025

Dear Ms. Kornijtschuk,

I am writing to express my interest in the City Manager position for Indian Rocks Beach. With over ten years of experience in local government management and currently serving as the UF/IFAS Extension Director in Pinellas County, I am excited about the opportunity to contribute to the vibrant community of Indian Rocks Beach. My extensive background in municipal operations, consensus-building, and community engagement aligns perfectly with the needs and goals of your city.

Indian Rocks Beach's unique blend of natural beauty, community spirit, and proximity to major amenities makes it an ideal place to live and work. My experience in municipal governance, particularly in coastal Florida, has equipped me with the skills necessary to navigate the complexities of hurricane recovery and community resilience. I have a proven track record of effective planning, budget management, and public relations, which will be instrumental in leading Indian Rocks Beach through its upcoming initiatives and ongoing recovery efforts.

In my current role, I have successfully collaboratively built consensus among diverse stakeholders, managed complex projects, including the redesign of two educational centers. My ability to work tactfully with the public and maintain an effective organization will be invaluable in supporting the City Commission and residents of Indian Rocks Beach.

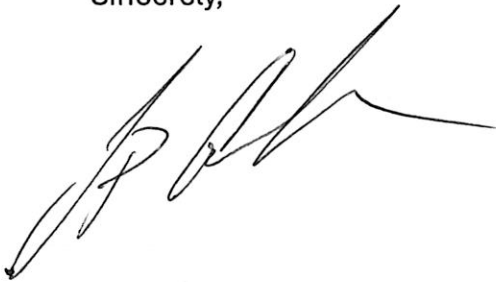
I hold a Master of Public Administration and have been an active member of the Florida City and County Management Association (FCCMA), actively serving on the educational committee, providing multiple educational webinars. My commitment to non-partisanship and adherence to the highest ethical standards ensures that I will strive to serve the best interests of the community.

I am particularly impressed by Indian Rocks Beach's resilience and the proactive approach the city has taken to address recovery and restoration efforts. I am eager to bring my

expertise to Indian Rocks Beach and contribute to the continued success and growth of this remarkable community.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasm can benefit Indian Rocks Beach.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. P. Gellermann', with a long horizontal flourish extending to the right.

Jeffrey P. Gellermann,
UF/IFAS Pinellas County Extension Director
1143 Glenmoor Crt,
Clearwater Fla 33764
jgellermann@yahoo.com
561 596 4043



JEFFREY P. GELLERMANN

MPA, CPM



561-596-4043



JGELLERMANN@YAHOO.COM

OBJECTIVE

Dedicated public employee looking to utilize advanced skill set to develop and cultivate a new standard in public government.

EXPERIENCE

Director • UF/IFAS Pinellas County•

September 2017 • present

- Responsible for a \$2 million budget, 12 employees, and two branch offices that provide over 1,400 programs annually, with over 31,000 in attendance in 2024.
- Directed the Brooker Creek and Weedon Island Educational Centers and led the 18-month conceptual plan development.
- Developed Pinellas County's Vegetation Management policy, Community Garden policy, and an annual Green Infrastructure Conference that provides CEU's to engineers and urban planners.
- Secretary and Treasurer of the Pinellas Public Library Collaborative, which distributes 6.5 million dollars to libraries in Pinellas County.

Director • Sea Grant/4-H Youth Development/ •

UF/IFAS Martin County•

September 2013 • September 2017

- Lead administrator for the UF/IFAS Extension Martin County office with a staff of 8.
- Developed a youth educational program focused on STEM programs.
- Created a Water Ambassador program that focused on the causes of algae blooms and citizens' actions to reduce their impact on the lagoon.
- Increased the 4-H Youth Development program from 60 to over 300 enrolled youth.
- Secured over \$60,000 in additional funding to support faculty and staff.

**Community Development/Sea Grant Agent III •
UF/IFAS Sarasota County
July 2010 • August 2013**

- Developed and created educational materials and programs focused on energy-efficient design, improved construction practices, and engaging the public in the comprehensive planning process.

**Growth Management Extension Agent II •
UF/IFAS St. Lucie County
August 2005 • June 2010**

- Developed and presented educational curriculum and programs focused on affordable housing, growth management, and sustainability.

**Planning Technician • Town of Jupiter
June 2003 • August 2005**

- Processed Board of Adjustment applications, Special Event permits, and other associated Planning Department work. Presented projects to the Board of Adjustments and the Special Magistrate for review.

SKILLS

Excellent writing and communication skills, with experience in creating high-quality content. Advanced public speaking skills, event coordination, and experience in emergency operations.

EDUCATION

B.S. Political Science • June 1996 • Florida State University
B.S. Criminology • June 1996 • Florida State University

Master of Public Administration • May 2003 • University of Central Florida

**Graduate of the Natural Resources Leadership institute • 2006 •
University of Florida**

Certified Public Manager • 2023 • Florida State University

LEADERSHIP EXPERIENCE

Over ten years of senior-level leadership experience in two counties as UF/IFAS Extension Director. Proven abilities to work with diverse groups, reduce expenditures, and develop alternative funding streams to support key functions.

I currently serve as Secretary and Treasurer for the Board of Directors of the Pinellas County Public Library Collaborative (PPLC). The Board is responsible for the allocation of Pinellas County's \$6.5 million of support to local libraries. The Board is also responsible for overseeing all operational procedures, policies, and expenses of the PPLC.

PROFESSIONAL ORGANIZATIONS

Florida City & County Management Association

- Education Committee Member

Florida Recreation and Parks Association

- Education Committee

National Association of Community Development Extension Professionals

- Member

Florida Association of Extension Professionals

- Member

Epsilon Sigma Phi, Alpha Delta Chapter- Extension Agents

- Member

Lucas Myhre Gonyier

LUCAS MYHRE GONYIER
2411 Millstone Dr. Dubuque, Iowa 52002
(563)580-5827 Lmgonyier@yahoo.com

City of Indian Rocks Beach:

I am writing to express my interest in applying for the position of City Manager. I believe my combination of education and experience showcases my qualifications for taking on this important role.

I hold a Bachelor of Science degree from Iowa State University and Master of Business Administration degree from the University of Dubuque. I believe in continued learning throughout one's career and feel I have demonstrated the dedication it takes to stay focused and achieve professional goals.

I currently work as an Inspector for the City of Dubuque, Iowa's Housing & Community Development Department where I am certified through the International Code Council as a Residential Building Inspector, Property Maintenance & Housing Inspector, Zoning Inspector, and hold the International Code Council/American Association of Code Enforcement Certified Code Enforcement Officer designation. Work involves heavy interaction with the public conducting thorough inspections of rental properties, interpreting residential, building, and property maintenance codes, compiling detailed reports for property owners, and issuing notices of violation. Other duties include condemning unsafe structures, preparing demolition orders, investigating exterior property maintenance and nuisance complaints, and issuing citations to property owners who do not comply with official orders. I also investigate potential unlicensed rental property situations and work closely with the City's Legal Department to prepare for and participate in trials. Additionally, I serve as President of the Iowa Association of Code Enforcement and have previously served as 1st Vice President and Treasurer of the organization, and I currently serve on two committees for the American Association of Code Enforcement. Accomplishments to date while serving the Iowa Association of Code Enforcement include successfully navigating the process of getting the organization recognized as an official International Code Council Chapter, working diligently to find ways to save the organization money, and finding opportunities to bring more value to members.

My prior experience includes working as a State of Iowa Certified Lead Inspector/Risk Assessor and Healthy Homes Inspector, owning and operating all aspects of a nationally franchised lawn care and landscaping business, and working over 6-years for the City of Dubuque, Iowa's Park Division; first as an Assistant Horticulturist managing native areas, and then, as the Lead Maintenance Technician for a 164-acre flagship park. While working for the City's Park Division, I assisted in helping to plan and oversee phase one of the park's water system upgrade and helped to develop and implement the park's initial native landscape restoration plan. Additionally, I supervised multiple employees, organized event rentals, worked with the public to respond to concerns, tracked supply inventory, and maintained all aspects of the water system, buildings, grounds, and equipment. It was with the Park Division that I was first invited to participate in the City's broad High Performance Government training. To this day I am still involved with HPG as an ambassador and am a member of the Housing Department's internal HPG group, where I help to facilitate ideas into action.

With my dynamic experience and education, I believe I have a lot to bring to the City of Indian Rocks Beach. I look forward to an opportunity to expand on my experience in an interview.

Sincerely,

Lucas Myhre Gonyier

LUCAS MYHRE GONYIER
2411 Millstone Dr. Dubuque, Iowa 52002
(563)580-5827 Lmgonyier@yahoo.com

Target

Expand my public sector experience and put myself in a position to benefit the community in an impactful way.

Education

- Graduated from the University of Dubuque May 18th, 2019, with a **Master of Business Administration** Degree.
- Graduated from Iowa State University December 20th, 2008, with a **Bachelor of Science** Degree.

Skills

- International Code Council/American Association of Code Enforcement Certified Code Enforcement Officer
- International Code Council Certified Residential Building Inspector
- International Code Council Certified Property Maintenance & Housing Inspector
- International Code Council Certified Zoning Inspector
- Building Performance Institute Healthy Housing Principles Certificate
- Iowa Association of Code Enforcement President
- Former Iowa Association of Code Enforcement 1st Vice President and Treasurer
- American Association of Code Enforcement Committee Member
- FEMA NIMS ICS 100, 200, & IS 700, 800 Certification
- ICC Disaster Response Credential of Learning Achievement
- State of Iowa Certified Lead Inspector/Risk Assessor
- State of Iowa Certified Lead Abatement Contractor
- OSHA 10 Certification
- 4-years of experience conducting housing and property maintenance inspections
- Experience developing scopes of work for housing grant rehabilitation projects
- Experience inspecting contractor work on housing grant rehabilitation projects
- Extensive Experience documenting housing inspection findings in detailed reports, researching applicable building codes, and issuing notices of violation
- Extensive experience issuing condemnation orders for unsafe structures, preparing demolition orders, and issuing citations for noncompliance
- Extensive experience investigating/tracking unlicensed rental properties
- Experience preparing affidavits for administrative search warrants, coordinating with the City's Legal Department, and testifying in court
- Extensive experience working with property owners/contractors toward compliance with city ordinances
- Experienced in Microsoft Office 365 (Word, Excel, Outlook, Publisher, PowerPoint), Adobe Acrobat, Foxit Phantom, Accela, CitizenServe, Catalis, and GovQA
- Multiple years of experience training and supervising employees
- Experience owning & managing all aspects of a small business: funding, planning, selling, recruiting, scheduling, and supervising daily operations
- Construction project oversight, and project cost estimation
- Extensive customer service and public interaction experience

LUCAS MYHRE GONYIER
2411 Millstone Dr. Dubuque, Iowa 52002
(563)580-5827 Lmgonyier@yahoo.com

Employment

- City of Dubuque Housing & Community Development Department: February 2021 to Present
 - Inspector I
 - Lead Paint & Healthy Homes Inspector
- Deery Brothers of Dubuque Nissan/BMW: August 2023 to May 2024
 - Part-Time Business Development Manager
- Deery Brothers of Dubuque: July 2020 to December 2020
 - Client Advisor/EV Ambassador
- The Grounds Guys of Dubuque: August 2019 to June 2020
 - Owner
- City of Dubuque Park Division: May 2013 to January 2020
 - Maintenance Technician
 - Assistant Horticulturist
- John Deere: April 2011 to May 2013
 - CNC Operator
 - Welder
- Lime Rock Springs Co.: July 2010 to April 2011
 - Route Delivery Driver
- Applied Ecological Services: February 2009 to July 2010
 - Environmental Restoration Technician

Ken Griffin,

Ken Griffin, ICMA-CM, FL PE

Phone: (919) 412-3332

kenc.griffin@gmail.com

Summary of Qualifications

Assistant County Administrator, Executive Director and Department Head leadership experience, including: strategic planning and forecasting, budget development and execution, real estate acquisition, development, and leasing; economic development, external funding procurement, rate and policy making, negotiating, capital program management, infrastructure maintenance management and operations. Excellent interpersonal skills, problem solving and decision-making abilities; excel in administration of complex agencies and implementation of new initiatives; **ICMA Credentialed Manager (International City/County Management Association)**, **Licensed Professional Engineer in Florida**, American Public Power Association Certificated Power Manager, Fellow, International Institute of Transportation Engineers. Professional accomplishments include more than two dozen publications, **service on multiple community, government and university boards and committees including serving as president or chair on many**, more than fifty public and conference presentations; strong record of positive relationships with unionized and non-unionized work forces. Professional awards include: Public Power Association Awards for: Financial Stability, Service Excellence and Energy Efficiency; APPA RP3 and DEED Certifications; EPA Safe Drinking Water Director's Award; **AMWA Platinum Award for Utility Excellence; Government Finance Officers Association Certificate for Achievement of Excellence in Financial Reporting for Annual Report; S&P AAA Bond Rating; NACO Recognition for Outstanding Customer Service, First Place, Tampa Bay Regional Planning Council Future of the Region Award for Excellence in Community Planning; AIA/NACO Local Leaders in Sustainability Green County Award; first county in the nation to be accredited by the American Public Works Association (Hillsborough); AWWA Gold Medal and California/Nevada WEF Man of the Year Award. Graduate of the John F. Kennedy School of Government Executive Program in Strategic Public Sector Negotiations at Harvard University and a graduate of the Cornell University New Executive Program.**

Education

MS	Cornell University – Limnology, Oceanography, Transportation Engineering	NSF Graduate Award, Graduate Fellowships
MS	University of Southern California – Environmental Engineering	EIT, PE License; 3.8/4.0 GPA
PhD	University of Mississippi – Leadership, Management Facility Planning, Human Resources Development	4.0/4.0 GPA
BS	University of California, Irvine – Biological Sciences with extensive course work in Chemistry and Air Quality	Presidential Scholarships-Dartmouth College and Indiana University), Lions Club Scholarship

Professional Experience and Accomplishments

Director of Public Utilities and Capital Projects, Currituck County, NC, 2023 - Present, Director of Water, Wastewater Utilities and Stormwater Utilities serving rapidly growing Currituck County, NC Mainland and Outer Banks with 2 Water Treatment Plants, 6 Wastewater Treatment Plants, 5 stormwater utilities for a population of more than 200,000; **Director of Public Utilities and Capital Projects, Currituck County, NC, 2023 - Present, Director of Water, Wastewater Utilities and Stormwater Utilities serving rapidly growing Currituck County, NC Mainland and Outer Banks with 2 Water Treatment Plants, 6 Wastewater Treatment Plants, 5 stormwater utilities for a population of more than 200,000. Direct the planning, funding (local, state and federal), design and construction of 38 capital projects, including two water treatment plant expansions, four distribution system expansions, two new wastewater treatment plants,**

and two stormwater utility major expansions. Lead manager for County in negotiations with the NCDOT for a new \$1B Mid-Currituck Bridge connecting the Mainland with the Outer Banks of North Carolina (Duck, Corolla, Carova, VA); the new County Visitor Center, new Hotel Complex, new NCDOT Rest Area and expansion of supporting County facilities.

Principal Manager/Engineer, Reynolds Engineering, 2015 - 2023, Principal Manager and Engineer for engineering projects in the SE US for a highly competitive private sector, multi-disciplinary engineering and management firm. Directed more than \$1B in capital projects from project development, fund procurement and partnership agreements through design and implementation, including: the five-county \$900 Mississippi Gulf Coast Regional Water and Wastewater Gulf Coast Regional Water and Wastewater Recovery Plan. Expertise and significant success in securing state and federal grant and programmatic funding and development of regional partnership.

Director of Public Utilities, Smithfield Public Utilities, North Carolina, 2013 – 2015, Director of a municipal electric, water and wastewater utility serving Smithfield and portions of Johnson County (Greater Raleigh Metro Area). **Conducted a state-of-the-art Electric Utility Cost of Service Study and proposed a modern rate structure that incorporated continuing residential usage reductions and reduced rates by 21% that was unanimously adopted by the Board. Initiated and implemented a comprehensive AMI/Smart Grid/SCADA for utility's wastewater collection system, electric distribution system, regional water plant and water distribution system, water infrastructure.** Initiated and developed an innovative Economic Development Rate linked to coincident peak load shedding and successfully recruited businesses to relocate to Smithfield. Implemented three new solar energy farms. Secured more favorable bond financing for major projects. Secured grant funding for an electric vehicle and vehicle charging station program. Re-engineered a residential energy efficiency initiative that provided significant savings to both the utility and our customers. Received Public Power Association Awards for: Financial Stability, Service Excellence and Energy Efficiency and APPA RP3 and DEED Certification. Became an American Public Power Association Certified Power Manager (CPM). Initiated and completed rehabilitation of an aging regional water treatment plant; Initiated and implemented a comprehensive I/I Program for an aging wastewater collection system; *Boards/Committees:* **Board Member and Rate Committee Member, North Carolina Eastern Municipal Power Agency (NCEMPA), which successfully negotiated a new Purchase Power Agreement (PPA) with Duke Energy Progress (DEP). This successful negotiation significantly lowered Smithfield's costs by 21%.**

Assistant County Administrator for Infrastructure, Utilities & Development Services/Director of Operations & Management, 2006 – 2013, Hillsborough County (Tampa), Florida, **As Assistant County Administrator for Infrastructure, Utilities, Infrastructure & Development Services**, led 2,100 plus employees in: **Public Works, Public Utilities, Planning & Growth Management, Solid Waste Management and Community Code Enforcement for a rapidly growing urban county of 1.3 M. Administered an annual operating budget of over \$400 M and a Capital Budget of over \$3 B. Secured more than \$500 M in new grant funding.** Implemented a customer satisfaction survey tool and significantly improved a customer satisfaction. Implemented a Workforce Development, Diversity and Succession Planning initiative for all Utility and Infrastructure departments. Initiated the planning for and secured Federal funding for a water taxi service linking both sides of Tampa Bay with MacDill Air Force Base (CENTCOM and SOCOM). As Director of O&M led O&M for a \$330M Enterprise with a service a population of 600,000-900,000 and 750 employees in: Wastewater, Reclaimed Water, Water, Solid Waste and Electric generation and sales. Managed all natural gas purchases. **Initiated, developed and completed utilities' first Comprehensive Strategic Plan. Completed a utilities comprehensive vulnerability assessment and infrastructure security enhancement program. Initiated and led County Utilities Division in Energy Efficiency Initiative and secured \$11 M in Federal funding for capital energy efficiency projects and negotiated new wholesale electric sales agreements. Reduced Public Utilities energy costs from \$12.4 M/yr to \$8.3M/yr. Led County Utility Division in developing and implementing a Comprehensive Asset Management System for all water, wastewater, reclaimed water, solid waste and electric generation assets (\$1.8 B) and integrated this Asset Management System: with CIS (customer accounting, billing and work orders), GIS, Warehouse & Inventory and Workforce Mobility. Initiated and implemented a robust student internship program with the University of South Florida to collect all data needed for our 300,000 utility assets. Led County Utilities in developing and implementing Continuity of Operation Plan. Operated and maintained over two hundred buildings**

totaling over 2 M square feet. **Results:** Hillsborough Public Utilities secured a Municipal Bond rating of Aa2 (Moody's)/AA (S&P and Fitch). Hillsborough County's Public Works Department became the first county in the nation to be certified by APWA. First Place, Tampa Bay Regional Planning Council Future of the Region Award for Excellence in Community Planning; First Place, Tampa Bay Regional Planning Council Future of the Region Award for Excellence in Community Planning. Developed and implemented a comprehensive plan to reengineer and reorganize the County's building services division and in doing so, dramatically improved response times and increased customer satisfaction; AIA/NACO Local Leaders in Sustainability Green County Award. AIA/NACO Local Leaders in Sustainability Green County Award; Most Innovative Program Award from the Florida Aging Services Providers.

Executive Director, of the Five-County Pearl River Development District (Jackson, MS), 1993 - 2006: the Pearl River Valley Water Supply & Development District is the largest water agency and the largest planned development in the State, consisting of 50 communities, 50 recreational facilities and supporting businesses and infrastructure. The Executive Director serves as the city manager for this 53,000 ac, planned development. **Results:** Successfully negotiated with the Mississippi Development Authority and Nissan North America, Inc. to provide long-term, high-quality process water needed for their new \$6 B manufacturing facility and their Tier I – IV Suppliers. Developed and implemented the District's vision and strategic plan for: its four Water Systems and for Harbor Walk (an inner harbor public place); the Town of Lost Rabbit (a new urbanist community), and water taxi service connecting these two developments with future new urbanist villages and existing communities on the reservoir. Developed and implemented creative partnerships with state universities, area governments, and non-profit organizations to provide facilities and services meeting the public need, including numerous infrastructure projects, the *Bob Anthony Parkway*, the *Pearl River Environmental Education Center*, the *Lakeshore Recreation Complex*, and the *Reservoir Youth Soccer Complex*. Increased annual revenues by 100% and secured over \$50 M in new external funding. Led agency to receive first ever State Department of Health perfect scores on annual inspections of District's four water systems. Initiated and implemented a comprehensive SCADA for all key District facilities. **Boards/Committees:** Rotary Club of Jackson College Scholarship Committee; Rankin County Wastewater Authority, President; Madison County Wastewater Authority; NASA's Mississippi Space Commerce Initiative Board; Metropolitan Planning Organization (MPO) Transportation Committee; Mississippi Upper Pearl River Watershed Advisory Committee founding President; Mississippi Water Resources Association, Executive Committee and Chairman of Public Relations Committee; Director of the Cornell Alumni Admissions Ambassador Network for Mississippi; Mississippi State University External Research Committee (provided direction on the development, buildout and leasing of the Thad Cochran Research, Technology and Economic Development Park; University of Mississippi's Graduate Emphasis in Engineering Management Committee.

Additional Areas of Expertise and Experience

- External Funding Development and Alternative Project Financing
- Expertise in New Urbanism, Sustainable Development and Green Building
- Interrelationship between multi-modal transportation and land use planning
- Northwestern University (Transportation Planning; Bicycle and Pedestrian Facilities)
- Other Interests: Talent Investment Club (Church) – President; Bicycling, Kayaking, Gym and Lacrosse

David M. Harvell

David M. Harvell
2842 SW 4th Street
Boynton Beach, Florida 33435
Cell: (252) 670-8732
PelicanPost1@gmail.com

June 29, 2025

Mayor and Council
Indian Rocks Beach

Dear Mayor and Council,

I am writing to express my enthusiastic interest in the City Manager position with Indian Rocks Beach. With over three decades of experience in local government and the private sector, I bring a dynamic mix of leadership, innovation, and results-driven management to this role.

My career in local government has taken me from hands-on roles as a Laborer to leadership positions as a City Manager. I've worked in small towns across Kentucky and North Carolina (coastal) and recently served in interim and consulting roles in Cooper City, Florida (Broward County). I authentically enjoy bringing value to the citizens and making a positive difference.

Throughout my career, I have demonstrated the ability to build consensus among diverse stakeholders, lead transformative strategic initiatives, and deliver exceptional public services. Highlights of my expertise include:

- Spearheading economic and community development projects as a Town Manager in multiple municipalities, achieving operational efficiencies and enhancing infrastructure.
- Developing and executing budgets exceeding multimillion-dollar scopes while maintaining fiscal responsibility and improving organizational performance.
- Leading disaster recovery efforts and creating actionable plans that ensure resilience and community safety during crises.

I am confident in my ability to support Indian Rocks Beach's vision and contribute to its continued recovery progress and by promoting a higher quality of life for all residents. My leadership style fosters collaboration, accountability, and a commitment to meeting community expectations. I am eager to apply my skills to advance the city's priorities and help build a vibrant and economically resilient local government.

I welcome the opportunity to discuss how my experience and skills align with your needs. Thank you for considering my application. I am happy to provide additional information at your convenience and look forward to speaking with you soon.

Sincerely,

David M. Harvell

David M. Harvell
2842 SW 4th Street
Boynton Beach, Florida 33435
Cell: (252) 670-8732
PelicanPost1@gmail.com

Executive Profile

Seasoned executive with a distinguished career in local government leadership and operations. Demonstrates expertise in strategic planning, organizational management, and community-focused governance. Proficient in enhancing public services, fostering team collaboration, disaster recovery (FEMA), and ensuring fiscal responsibility. Recognized for driving innovation, optimizing processes, and building strong relationships with stakeholders, including governing boards and regulatory agencies.

Core Competencies

- Visionary Leadership & Strategic Planning
 - Budget Development & Financial Management
 - Human Resource Management & Team Development
 - Public Utilities & Infrastructure Projects
 - Customer Service & Operational Improvement
 - Policy Formulation & Intergovernmental Relations
 - Disaster Preparedness & Recovery
-

Professional Experience

GovHrUSA | Northbrook, IL

Local Government Consultant (2015 – 2025)

- Served in key interim leadership roles, such as City Manager, Public Works Director and Project Manager in municipalities including Cooper City, FL, and Fayetteville, NC.
- Conducted operational analyses and implemented cost reduction measures for diverse municipal clients.
- Improved processes in public utilities, customer service, and procurement systems through tailored solutions.

DavenportLawrence Inc. | Aberdeen, NC

Independent Government Consultant (2015 – 2024)

- Delivered revenue enhancement and process improvement strategies for cities like Villa Rica, GA, and Cornelius, NC.
- Oversaw procurement negotiations, public utilities projects, and service upgrades.

Town of Swansboro, NC

Town Manager (2012 – 2015)

- Established and developed a new Parks and Recreation Department, including a state-of-the-art facility.
- Increased fund reserves by improving operational efficiency, enabling major capital projects.
- Spearheaded multiple infrastructure renovations, enhancing municipal operations and services.

City of Havelock, NC

- *Assistant City Manager (2008 – 2012)*
- *Public Services Director (2004 – 2007)*
 - Managed extensive infrastructure projects, including a \$28M wastewater capacity upgrade and \$2.3M stormwater improvements.
 - Played a pivotal role in adopting the Unified Development Ordinance (UDO) and Emergency Operations Manual.
 - Successfully led capital planning, public works management, and interdepartmental coordination.

Town of Atlantic Beach, NC

Town Manager (2007 – 2008)

- Directed all municipal departments with a focus on strategic governance and compliance.

Earlier Roles

- City of Benton, KY (Town Administrator): Operational oversight and governance.
- Heartland Shuttle Inc., Paducah, KY (Owner): Developed and managed transportation services.
- Continental Waste Inc., Midwest Regional Manager: Supervised multi-state operations.
- Director of Public Works, City of Paducah, KY.

United States Air Force (1979 – 1984)

- Specialist in Electrical Power Generation and Distribution.

Education

- **Mid-Continent University**, Mayfield, KY
 - Master of Science in Business Management
 - Bachelor of Science in Human Resources Management
- **Community College of the Air Force**
 - Associate of Applied Science in Electrical Power Generation & Distribution
- **University of North Carolina – School of Government**
 - Certification in Municipal and County Administration

Certifications: ICMA Credentialed Manager (2010 – 2020)

Professional Biography – David M. Harvell

David M. Harvell is a seasoned public sector executive with a distinguished career in local government management and consulting. With a versatile background that spans municipal leadership, infrastructure development, strategic planning, and organizational transformation, David has served in a wide range of roles including City Manager, Town Manager, Assistant City Manager, and Public Works Director.

Throughout his career, David has demonstrated a talent for optimizing local government operations and delivering community-centered outcomes. His professional focus includes budget management, public utility improvements, intergovernmental relations, and disaster recovery planning. As a consultant for GovHRUSA and DavenportLawrence, he led operational improvement projects in cities across Florida, North Carolina, and Georgia.

David is recognized for his leadership in infrastructure modernization, having overseen multimillion-dollar wastewater and stormwater projects, and for launching new municipal departments such as Parks and Recreation in Swansboro, NC. His ability to build consensus among governing bodies, stakeholders, and staff has been central to his success in delivering cost-effective and sustainable outcomes.

He holds a Master of Science in Business Management and a Bachelor of Science in Human Resources Management from Mid-Continent University. He also completed the Municipal and County Administration program at the University of North Carolina's School of Government and has been an ICMA Credentialed Manager.

David is driven by a passion for public service, a commitment to operational excellence, and a collaborative leadership style that aligns local government goals with community needs.

DAVID M. HARVELL

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References

Mr. Alex Rey City Manager
Cooper City, Florida
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Arey@CooperCity.gov

Mr. Ryan Eggleston (previous City Manager – Cooper City)
Assistant Town Manager Cranberry Township, Pa.
Ph. 412-689-8473
Ryan.eggleston@cranberrytownship.org

Commissioner Ryan Shrouder
Cooper City, Florida
Ph. (954)-298-6846
RShrouder@CooperCity.gov

Mrs. Friseta Davis – Administration Manager
Cooper City, Florida
Ph. (954)-534-1315
Fdavis@CooperCity.gov

Mr. Doug Hewitt - City Manager
City of Fayetteville, NC
433 Hay St
Fayetteville, NC 28301
Ph. (910)-433-1990
dhewett@ci.fay.nc.us

Mr. Mike Earl
GovHrUSA – MGT
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Mearl@govhrusa.com

Mr. Jeff Davenport
DavenportLawrence, LLC
P.O. Box 4026
Pinehurst, NC 28374
Ph. 800-635-6349
Jeffery.Davenport@davenport-lawrence.com

Mayor – Mr. Jimmy Sanders (2004-2013)
City of Havelock
203 Farina Drive
Havelock, NC 28532
Ph. (252) 447-1971 Home
Jsanders2@ec.rr.com

Ryan M. Henderson

Ryan M. Henderson

Anna, TX • 75409

Education

Virginia Commonwealth University

Master of Public Administration, Concentration in Local Government Administration

May 2013

Virginia Tech

BA in Communication, Minor in Professional Writing

May 2010

Experience

City Manager

position title converted from

Interim City Manager

City of Anna, Texas

January 2023 –Present

- Serves as the Chief Administrative Officer of an organization consisting of 210 employees with an annual general fund budget of \$26 million.
- Manages a capital improvement program of \$87 million dollars with money earmarked for a regional wastewater treatment plant, community library, new roadways, and park enhancements.
- Leads the negotiation team that added more than 3,000 plus acres of planned residential and commercial development, expanding the tax base and providing for long-term financial health.
- Promotes sense of place and community through constant engagement and community building with residents, neighborhood associations, and Homeowners Associations (HOAs).
- Restructured the organization to create an alignment with the City Council's vision and policy direction, including establishing the Economic Development Director, Budget Manager, Police Chief, and Fire-Rescue Chief as direct reports to the City Manager along with the Assistant City Managers.

Assistant City Manager

position title converted from

Assistant to the City Manager

City of Anna, Texas

March 2019–January 2023

- Served the City of Anna as the sole Assistant City Manager in the organization. Served as the Chief Administrative Officer in the absence of the City Manager.
- Managed the Department of Information Technology, Department of Neighborhood Services, Communications Office, and Budget Office.
- Managed the City's strategic planning process and subsequent tracking of all action items derived from the plan.
- Served as the city liaison to the Anna Independent School District and Greater Anna Chamber of Commerce.
- Established the City's neighbor engagement programs and activities.

Assistant Neighbor Support Manager

City of Fort Lauderdale, Florida

April 2018–March 2019

- Assistant Manager of a division of eleven employees responsible for working directly with the City's residents in providing customer service, homeless assistance and outreach, volunteer engagement, and community directed programing.
- Served the City of Fort Lauderdale as a neighborhood outreach specialist attending multiple civic association meetings weekly to address neighborhood and City-wide operations.
- Led a team dedicated to customer service and addressing neighbor inquiries and concerns; tracking all items and monitoring department response times.
- Oversaw the City's Neighborhood Community Investment Program (NCIP), a community

beautification program with an annual budget of \$500,000.

- Directed the City's Neighborhood Leadership Academy; a twice-a-year, ten-week program that educated selected neighbors on the city operations and leadership skills.

Assistant to the City Manager

June 2015–Present

City of Fort Lauderdale, Florida

- Managed the City of Fort Lauderdale's real estate portfolio with the responsibility of negotiating leases, administering agreements, maintaining assets, and disposing of surplus properties.
- Managed the City of Fort Lauderdale's contract with CBRE Group, Inc. by providing direction and oversight.
- Managed a budget of \$411,245 that provides funding for asset maintenance, facility upgrades, and valuation services.
- Provided regular updates on Commission Annual Action Plan (CAAP) items to the City Manager.
- Drafted City Commission memorandums and correspondence on behalf of the City Manager.

Activities

- Senior Executives in State and Local Government Program (Harvard Kennedy School), 2022
- New and Emerging City Manager's Program (North Central Texas Council of Governments), 2021
- Texas City Management Association (TCMA) 2019-Present
- Navy League of the United States of America – Fort Lauderdale Council, 2018-2019
- International Association for Public Participation (IAP2) Board Member, 2016-2018
- Kiwanis Club of Fort Lauderdale Board Member, 2015-2017
- FCCMA Awards Committee Member, 2014
- All-America City Delegation Member, 2014
- Florida City/County Management Association (FCCMA), 2013-2019
- International City/County Management Association (ICMA), 2012- Present
- Hampton Roads Ch., American Society for Public Administration Council Member, 2012- 2013
- Virginia Local Government Management Association (VLGMA), 2011- 2018
- AmeriCorps VISTA Volunteer, 2010- 2011

Honors

- American Council on Germany McCloy Leadership Fellow, 2017
- Best Neighborhood Program Award, Neighborhoods, USA, 2015
- FCCMA Emerging Leaders Scholarship Recipient, 2014
- Phi Alpha Alpha (National Honors Society for Public Affairs and Administration), 2013
- ICMA Local Government Management Fellowship Recipient, 2013
- VLGMA T. Edward Temple Scholarship Recipient, 2012
- American Society for Public Administration Founder's Fellow, 2012

Amber Jensen



Amber Jensen

530-210-8714 amberajensen@gmail.com 5012 Cedar Ravine Rd | Placerville, CA 95667

A Living History of Service, Leadership & Commitment

Blending lived experience with professional development after adopting six children that did not have a home to return to, my life's work has grown out of real-life problem solving – meeting people where systems fall short and building community where others said it couldn't be done. I believe progress is possible when we stay grounded, work together, and keep moving forward. What follows is not simply a list of roles, but a map of how I have learned, led, and grown: first through unwavering commitment to my own family's stability and success, and then outward in service to the families and communities around us.

Education

- **PsyD, Clinical Psychology (in progress)**
California Southern University, 2023-2026
Focus: Clinical delusions, FASD, behavior interventions, and their intersection with mental health and social functioning.
- **MSW & Certificate in Rural Social Work**
Western New Mexico University, 2022
Focus: Community development, social/racial justice, and cultural competence.
- **BA, Psychology**
University of California, San Diego, 2007

Key Skills & Competencies

- **Strategic Program Development:** Proven success designing and scaling community-based services that address systemic gaps efficiently.
- **Family & Community Engagement:** Skilled in building trust with diverse families and stakeholders; experienced in culturally responsive outreach.
- **Cross-Sector Collaboration:** Strong record of partnering with schools, local businesses, nonprofits, and government entities to deliver coordinated services.
- **Policy Implementation:** Practical understanding of aligning programs with current legislation and compliance requirements.
- **Team Leadership:** Experienced in hiring, training, and leading multidisciplinary teams with a strengths-based, solutions-focused approach.
- **Crisis Response & Conflict Resolution:** Competent in developing and executing family-centered crisis plans and mediating complex situations.
- **Effective Communication:** Clear, compassionate communicator with the ability to convey complex issues to families, boards, and the public.



Professional Experience

Founder & Steward – Intentional Family Farm

Placerville, CA | July 2015–Present

What started as a dream for our family turned into a community offering: a safe place that explores work grounded in meaning and an opportunity to engage in food and nutrition through gardening and animal husbandry. On our farm, I designed programs that taught practical skills, work ethic, and stewardship of the land – offering respite and community education to neighbors caring for family members with disabilities. This was our first “classroom without walls,” blending sustainable agriculture with hands-on therapy and skill-building.

Key practices:

- Developed adaptable, low-cost support programs that replaced costly interventions.
- Taught community classes in homesteading, nutrition, and humane animal care.
- Modeled self-reliance as a path toward community resilience.

Founder & Director – Bolder Path Services

Placerville, CA | August 2022 – October 2024

When our members in our community needed truly personalized care – services that would adapt to unpredictable behaviors, tight budgets, and complex mental health needs – I conceived, licensed, and operated an innovative social service and home-care agency rooted in evidence-based models and cost-saving practices. Built with scalability in mind, this venture prioritized person-centered solutions and flexible funding. I closed this program at its peak to focus on guiding my daughters to high school graduation, however all programs could be implemented in any community with little or no cost.

Key Contributions:

- Designed and delivered training in crisis management, collaborative crisis planning for families, job carving programs, and strengths-based employee development.
- Led all aspects of strategic planning, HR, and community partnerships.

Therapist – California Aspen Connections

Placerville, CA | July 2021– August 2024

Deeply trained in evidence-based therapeutic models, including DBT and Internal Family Systems, my practice focused on treating complex trauma and teaching families how to hold hope and skills together.

Key Trainings:

- Certified Autism Spectrum Disorder Clinical Specialist
- Certified DBT Professional (C-DBT)
- IFS: Treating Complex Trauma
- Tech Addiction & Digital Health (Children & Youth)
- Motivational Interviewing



Family Advocate – Sacramento Children’s Home – Family Advocate

Sacramento, CA | October 2020 – May 2022

By the time my children entered adolescence, I had become fluent in the ways systems miscommunicate and families fall through cracks. As an advocate, I used this hard-won knowledge to stand beside other parents navigating social services – making sure they were heard and that plans reflected real family life, not just policy paperwork.

President, Board of Trustees – Cedar Springs Waldorf School

Placerville, CA | 2016-2020

Guided a beloved local school through faculty transitions, capital improvements, and the Covid-19 pandemic, ensuring the community’s voice remained central.

Key Contributions:

- Oversaw development, budgets and human resources.
- Guided Board and Community through strategic planning process and implementation.
- Maintained transparency with parents, faculty, and staff during times of rapid change.

Owner & Employment Advocate – Jordan’s Closet Consignment

Placerville, CA | November 2016 – March 2019

Operated a community consignment store with a mission: to provide safe, supported paid work for adults with disabilities and to ensure local children had access to affordable clothing and necessities - giving my own children an example of business as a tool for dignity and inclusion.

Key Contributions:

- Partnered with initiatives addressing homelessness and poverty in Placerville.
- Delivered real-world job training and employment for individuals historically excluded from the workforce.

House Parent – United Auburn Indian Community

Auburn, CA | October 2011 – July 2015

Provided holistic, culturally grounded residential care for Native American youth on a tribal reservation, prioritizing empowerment, family stability, and community well-being. Partnered with tribal leadership to build and implement systems that addressed critical social service needs and honored cultural traditions.

Key Contributions:

- Helped establish the tribe’s foster care framework, developing culturally responsive policies and practices to support children in care.
- Designed and facilitated parent training programs, domestic violence intervention protocols, and educational coordination to promote family reunification and academic continuity.
- Built strong collaborative relationships with tribal government, schools, and allied agencies to ensure comprehensive wraparound support for youth.



Earlier Career Foundations

Program Director, Roundup Fellowship, Denver, CO (2011):

Managed a residential home for boys with developmental disabilities, bridging daily care with larger service systems.

Youth Development Volunteer, US Peace Corps, Jamaica (2010):

Built literacy and community development programs, gaining humility and cross-cultural wisdom that shaped all future work.

Children's Services Manager, Imagine! Colorado (2007-2009):

Ran after-school and summer programs for children with disabilities – an early training ground for the adaptive, client-centered approach I still use today.

Visual Lead, Apple Store, Broomfield Colorado (2007-2009):

Managed retail floor operations and led visual merchandising for a high-volume Apple retail store. Ensured that all product displays and in-store experiences aligned with Apple's brand standards, while fostering a team culture focused on customer service, collaboration, and knowledge sharing.

Shift Lead, Agape Manor (2005-2007):

Frontline support for adults with disabilities in a residential setting – my first lessons in direct care, compassion, and accountability.

Professional References

Wendy Jenkins, LCSW - (954) 749-7230

Chief Clinical & Operations Officer - JAFCO
wendy@jafco.org

Heather White, BCBA - (916) 800-2697

Special Education Teacher - Union Mine High School
hwhite@eduhd.k12.ca.us

Ryan Williams, MA Ed. - (530) 391-2944

Teacher - Union Mine High School
rwilliams@eduhd.k12.ca.us

Andres Torres, MA English - (954) 205-8591

andresfelipetorres@gmail.com

Suzy Holtrichter - (530) 957-1421

suzyholtrichter@gmail.com

Yvonne Kimball

YVONNE KIMBALL

July 18, 2025

Dear Indian Rocks Beach City Manager Recruitment Team:

I would like to be considered for the City Manager position. I bring nearly two decades of city management experience, with the last 17 years serving cities as City Manager. My career began in Florida, where I first interned with Brevard County city managers, and later was appointed City Manager for Bowling Green. Though I left Florida in 2012, I have remained a member of the Florida City and County Management Association and maintained communication with colleagues and mentors in the field. Personally, my family and I have long planned to return to our residence in St. Petersburg. The vacancy in Indian Rocks Beach offers an excellent way to combine personal and professional goals.

Most recently, I served as City Manager of Morro Bay, California, a beach community with a tourism-driven economy and a highly engaged public. I partnered with the City Council to address challenges common to beach cities, including vacation rentals, ocean resources protection, and coastal parking policies. I also represented the city in state and federal conversations to improve oceanfront infrastructure and advance policies on emerging energy initiatives. Balancing residents' quality of life with broader economic vitality measures has been a hallmark of my role in Morro Bay.

Previously, I served for 6 years as the City Manager for Jackson, California. I tripled the City's fund reserves, quadrupled available cash, stabilized pension liabilities, led major land reuse efforts, and completed long deferred capital projects. Before Jackson, I was the Town Manager for Dewey-Humboldt, Arizona for 6 years, where I built strong connections with community members, standardized the permitting process and developed staff capacity. When I was the City Manager for Bowling Green, FL, I closed out hurricane claims, decided on zoning applications, gained solid experience managing core municipal services of water, sewer, parks, streets, and sanitation. In each of these communities, I emphasized team success and a culture of customer service. Details are included in the enclosed resume.

What my resume cannot fully convey is the depth of perspective I've gained from leading diverse cities, each with its own challenges and opportunities. My recent departure from Morro Bay has been due to philosophic differences. It reinforced my desire to serve communities that value long-term success, strategic discipline, and dedication. These same principles I see reflected in Indian Rocks Beach. It would be a privilege to bring my experience and leadership to your city at this time. I look forward to discussing how I can contribute to IRB's continued success and support City Commission's goals. Thank you for your consideration.

Respectfully,

Yvonne Kimball

Yvonne Kimball

YVONNE KIMBALL

St. Petersburg, FL

PROFESSIONAL SUMMARY

19 Years of City Management Experience

- Coastal & Full-Service City Executive
- Council & Community Relations
- Financial Management
- Staff Development & Labor Relation
- Grants & Legislative Advocacy
- Strategic Planning

EXPERIENCE

CITY Manager

City of Morro Bay, CA

August 2023 – July 2025

Morro Bay is a scenic coastal city of 11,000 residents and nearly one million annual visitors. A four-mile coastline wraps around a harbor, a vibrant estuary, the Morro Rock and beaches. Known for its commercial fishing heritage & ocean recreation, it has been considered as a new hub for clean energy innovation. With a tourism-driven economy and a full-service operation structure, City operation budget totals \$68 million. Services include police, fire, harbor safety & enterprise, streets, utilities, land use, permitting, and recreation. City manages 50 ocean front commercial leases on State granted tidelands. As the City Manager, I lead 117+ employees to oversee daily operations and advance council goals and legislative priorities.

Key accomplishments:

- Selected unanimously by Council and supported two distinct governing bodies in a political dynamic environment while maintaining high responsiveness, accountability and ethical leadership.
- Provided steady leadership through controversial issues including vacation rental regulations, responses to emerging energy projects of offshore wind development, reuse options of a closed school campus, and a 600 MW battery storage application which was the largest in the US at the time.
- Spearheaded the City's first legislative platform to advance local interests at the state and federal levels focusing on coastal development, energy, housing, and marine infrastructure.
- Produced consistent public outreach efforts including monthly City Manager updates, surveys, press releases and supported elected official's Town Hall events.
- Led Council strategic goal setting with extensive public input and proposed action plans.
- Direct departmental coordination with assigned advisory boards and facilitate joint decisions across multiple committees.
- Provided executive oversight to prioritize daily maintenance while executing major capital projects, including the City's largest street paving effort, multiple stormwater system upgrades, \$160M water and sewer infrastructure improvements, and FEMA flood claim efforts.
- Proposed balanced budgets with strong reserves by leading a priority-based approach, adhering to back-to-basics fiscal discipline, and maximizing available financial resources.
- Strengthened organizational capacity: staff development programs, filled in key executive positions, completed compensation study implementation, reduced staff vacancy rate to 4%, negotiated three labor agreements in one year.
- Championed economic vitality efforts such as parking management programs, waterfront master plan, signature events, and conducted a comprehensive portfolio analysis of City-owned property.
- Oversaw economic development contract with the Chamber of Commerce for business retention efforts.
- Supported Police and Fire Departments on regional programs of animal control and ambulance services.
- Served on Visit Morro Bay Board and the San Luis Obispo County Tourism Board.
- Supported the City's Executive Team in the development and implementation of social service programs through regional partnerships and ordinances to address homelessness.
- Served on the California Central Coast Community Energy (3CE) Operation Board to advance regional renewable energy goals and reduce utility cost for customers.

CITY Manager**City of Jackson, CA****August 2017–August 2023**

Jackson is the county seat of Amador County, near Sacramento. It is a regional hub for commerce, education and healthcare. The City provides full municipal services over an area twice its city limits. It serves 5,000 residents and a service population of 25,000. As the City Manager, I managed a budget of \$32 M, led a staff of 60, oversaw police, fire, public works, water, sewer, finance, engineering, planning, building/code enforcement, negotiated contracts, coordinated economic development efforts.

Key accomplishments:

- Established fiscal stability, advanced key infrastructure improvements and empowered staff through growth opportunities and accountability.
- Advised and partnered with Council to navigate through evolving priorities that impact community wellbeing, including pandemic policy shifts, school consolidation, and regional water policies.
- Served in the City Manager’s capacity as the Director of Emergency Services. Had responded to wild fire threats, drought, flooding and earthquake. Supported Police and Fire with EOC activations, managed recovery funds, and coordinated policy updates.
- Tripled General Fund reserves and quadrupled available cash while completing over \$15M in infrastructure improvements.
- Completed long-overdue interior and exterior improvements to City Hall & Police Dept. facilities by leveraging grants and insurance funds, boosting employee morale and enhancing civic pride.
- Chief negotiator for all bargaining units, restructured departments for efficiency, implemented pension cost-sharing plan, and reduced personnel cost by 10%.
- Recruited and retained leadership positions across Police, Fire, Public Works, and Administration.
- Expanded sewer treatment plant capacity by 30%; oversaw discharge permit negotiations with State Regional Water Board; implemented sewer collection grant programs to reduce inflow and infiltration. Oversaw completion of a \$12 million sewer plant project.
- Prioritized road maintenance by aligning budget allocations and applying pavement management principles to resurface 20 miles of roads.
- Delivered milestone results to “brownfield” redevelopment projects. Work included concept plans, environmental studies, stakeholder engagement, federal and state compliance activities.
- Partnered with the Police Chief to launch a homeless outreach program which reduced service calls by 30% with sustaining results and modified ordinances.
- Evaluated aquatic program delivery models and led in-house operation by empowering staff to lead program design and budget development.
- Resolved complex liability claims, including a 10-year safety payroll issue.
- Served on the County Senior Center Board, strengthening interagency collaboration.
- Completed ICMA’s High Performance Leadership Academy and earned a Master Certificate.

Town Manager**Town of Dewey-Humboldt, AZ****January 2012 - August 2017**

Dewey-Humboldt was incorporated in 2004, with a population of 4,000 and encompasses 20 sq. mi. The Town abuts to and contains state and federal land areas. The Town provides in-house public works, zoning, building safety, code enforcement, and a municipal court. Police is provided by County Sheriff. As its Town Manager, I guided this young organization towards operational stability and procedural consistency.

Key achievements:

- Served as the Town’s longest tenured manager, earning trust across multiple Councils in a politically divided community by focusing on reliable service delivery and consensus building.
- Strengthened civic trust and collaboration by implementing community connection programs, such as “Coffee with the TM”, enlisting activists for trial development, coordinating production of volunteer-led Town newsletter.
- Guided the Town through EPA-led contamination remediation, building trust through effective interagency coordination and transparent communication.

- City Manager** **City of Bowling Green, FL** October 2008 – December 2011

- Led post-hurricane recovery efforts, restored public safety buildings and other city facilities, prepared and closed out FEMA, State EMS aid and County reports.
- Navigated 10% budget shortfalls during the Great Recession without raising property tax rates.
- Strengthened community trust within underserved African American and Latino neighborhoods.
- Prepared Utility Asset Assessment. Expanded utility infrastructure including water main and sewer plant upgrades.
- Obtained a total of \$2.1 million in Federal Stimulus funds for streets and sidewalks. Additional million-dollar grants for parks and energy efficient street lighting.
- Introduced City's first website and modernized internal operations through job description updates and performance evaluations.

Various Internships January 2006– August 2008

- City Manager Intern (2006-2008): Assisted city managers across three Florida cities with special projects, participated in executive team discussions, gained early insight on municipal management, leadership dynamics and local governance.
- Intern – Orange & Seminole Counties, FL (2006): Supported Orange County’s Health and Planning Departments on their strategic and growth management plans, and conducted GIS analysis for Seminole County’s planning initiatives.

- International City and County Management Association; ICMA- CM credential 2014-2023
- Florida City/County Management Association; California City Management Foundation
- California Central Coast Community Energy (3CE) Operation Board Member
- Visit Morro Bay Board of Directors; Visit SLOCal* Advisory Board *(*San Luis Obispo County Tourism Business District)*

Tianjin Institute of Technology – Tianjin, China

CITY OF INDIAN ROCKS BEACH



APPLICATION FOR EMPLOYMENT

The City of Indian Rocks Beach is an equal opportunity employer and will not discriminate on the basis of race, color, sex, religion, national origin, marital status or disability.

In order to be considered for employment, you must complete and sign this application. Incomplete and/or unsigned applications will not be considered. All information on this application is subject to verification.

Assistance in completing this application is available upon request.

PERSONAL DATA

Please Print

Date	<u>July 17, 2025</u>
Name	<u>Yvonne Kimball</u>
Other names or nicknames used	<u></u>
Address	<u>St. Petersburg, FL</u>
E-Mail Address	<u>1. yvonneki</u>

Are you legally eligible to work in the United States?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are you related to anyone employed with the City of Indian Rocks Beach?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If yes, please complete the following:		
<u></u>		Name of Employee
<u></u>	<u></u>	Relationship
Position held		

Have you ever been convicted of any crime or pled nolo contendere (no contest) to a crime, regardless of adjudication?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If yes, explain: <u></u>		
<u></u>		
<u></u>		
Answering "yes" may not necessarily disqualify you from consideration from employment. A number of factors, such as the nature of the offense, your age at the time, etc. will be considered.		

EMPLOYMENT DESIRED

Position you are applying for City Manager

Salary desired: \$175,000

Date available to start September

How did you hear about position website

Can you perform essential functions of the position for which you are applying, with or without reasonable accommodation? Yes ☐ No ☒

Type of employment applying for: Full Time ☒ Part Time ☐ Temporary ☐

For **part-time** employment, list days & hours available:

Temporary Dates Available

From _____ To _____

Mon _____ to _____ Tue _____ to _____ Wed _____ to _____
Thur _____ to _____ Fri _____ to _____ Sat _____ to _____

EDUCATIONAL

High School: Did you graduate from high school? Yes^x ☒ No ☐
If no, do you possess a G.E.D.? Yes ☐ No ☐

Last High School Attended:

Name	Location

College or University:

Name	Location	Dates Attended	Degree Awarded	Major
University Of Central Florida	Orlando, FL	2003-2006	Master's Degree	Public Administration
			graduate certificate	Urban and Regional Planning
Tianjin Insitute of Technology	Tianjin, China	1995-1999	Bachelor of Arts	English

Vocational, Trade, Training:

Type of Training	Conducted By	Date Completed

Additional Education Information:

Professional Memberships:

ICMA

FCCMA

EMPLOYMENT (Attach additional sheets if necessary)

Current/Last Employer: City of Morro Bay, California

Address 595 Harbor St., Morro Bay, Ca

Phone 8057726200

Immediate Supervisor Name city council

Dates of Employment August 2023 to July 2025

Starting Pay \$217,474

Ending Pay \$234,057

Position(s) Held city manager

Duties report to Mayor and Council, oversee a full-service coastal city: population 11,000; tourism based economy, total budget @68 million, general fund at \$22m; total FTE 117

in-house services include police, fire, water, sewer, recreation, land use, harbor, building, streets. Achievements: legislative advocacy, waterfront asset mgt, community relations through polarizing projects, up leadership capacity, vocational rental review

Reason for Leaving separation without cause

Employer: City of Jackson, CA

Address 33 Broadway, Jackson, California

Phone 209223-1646

Immediate Supervisor Name City Council

Dates of Employment August 2017 to August 2023

Starting Pay \$110,000

Ending Pay \$145,000

Position(s) Held city manager

Duties report to Mayor and Council, oversee a full-service city that is the County seat, population 5,000; total budget @ \$32 million, general fund at \$9 m. in-house services include police, fire, water, sewer, streets, swimming programs, planning, cemetery.

Achievements include major city hall improvements, fiscal resilience, labor negotiations, sewer capacity increase, flooding responses and disaster recovery, wildfire threat readiness, COVID responses, staff development programs.

Reason for Leaving embracing a new opportunity to lead a coastal city

Employer: Town of Dewey-Humboldt, Arizona

Address 2735 S. Hwy 69

Phone 928-632-7362

Immediate Supervisor Name Mayor and Council

Dates of Employment January 2012 to August 2017

Starting Pay \$78,000

Ending Pay \$88,000

Position(s) Held Town Manager

Duties report to a 7-member Town Council, oversee a newly incorporated municipality, in-house building, planning, code enforcement, streets, contracted police services.

Achievements include creating procedures, environmental stewardship actions, water quality programs, firewise community.

Reason for Leaving moving to California

Employer: City of Bowling Green, Florida

Address 104 E. Main St., Bowling Green, FL

Phone 863-375-2255

Immediate Supervisor Name City Council

Dates of Employment October 2008 to December 2011

Starting Pay \$55,000

Ending Pay \$62,000

Position(s) Held city manager

Duties report to 5 member city council, oversee a full service city. services include police, parks, streets, water, sewer and sanitation, contracted planning & building

Achievements include FEMA hurricane close out, street paving, park grants, sewer permit compliance, balanced budget during recession, staff evaluations.

Reason for Leaving

Have you left any gaps of time which are not accounted for? Yes ☐ No ☒

If yes, please explain: _____

Are you currently employed? Yes ☐ No ☒

If yes, may we contact your employer? Yes ☐ No ☐

If no, state reason: I'm separating from the City of Morro Bay without cause.

If you are applying for a position which involves driving of any type, check the types of vehicles you are qualified through experience or otherwise, to operate:

Passenger Car ☒ Light Truck ☒ Heavy Truck or Tractor ☐ Other _____

Do you own an automobile? Yes ☒ No ☐

Do you have auto insurance? Yes ☒ No ☐

Has it ever been canceled or renewal refused? Yes ☐ No ☒

Have you been involved in an at fault accident in the past three years? Yes ☐ No ☒

Has your driver's license ever been suspended or revoked? Yes ☐ No ☒

Do you have any Safety Awards for "no accident" driving? Yes ☐ No ☐

A Motor Vehicle Background check will be conducted on all employees of the City who operate a City vehicle at any time or who use their own vehicle for conducting City business and/or where they receive mileage or use reimbursement from the City.

References:

List **three** references, not relatives, who are available for contact

Name	Address	Phone Number
Due to privacy concern, please redact information before release: Laurel Barton, former Morro Bay council woman	California	559-679-6133
Don Roberts, former building official in Dewey-Humboldt, AZ	Arizona	928-925-9517
Lee Feldman, a mentor & city manager i intered with in Floirda	Florida	954-999-2115

SHOULD YOU WISH TO APPLY FOR VETERAN'S PREFERENCE,
PLEASE REQUEST AN ADDENDUM TO THIS APPLICATION.

APPLICANT'S STATEMENT

PLEASE READ CAREFULLY

By applying for this position and signing this application, I voluntarily authorize and grant full consent to the City of Indian Rocks Beach or its agents to conduct a thorough investigation into my current or prior employment and any other area of my background including criminal background (regardless of adjudication) which the City believes relevant to my employment. I do further fully consent to the release and disclosure to the City or its agent from any persons, companies, corporations or government agency any information sought concerning my background and do further release from liability the City or its agents for actions taken in connection with this investigation, as well as any persons, companies, corporations or government agencies disclosing such information.

I acknowledge that any false information provided by me to the City or by others at my direction, either on this application or otherwise, shall constitute grounds for immediate discharge, regardless of when the false information is discovered by the City. Additionally, I understand that my continued employment is contingent on successfully passing any background investigation and any information discovered about me during the investigation which is deemed by the City to be unsatisfactory shall constitute grounds for immediate discharge, also regardless of when discovered.

Finally, I understand that the City may require a medical or other examination at the time an employment offer is extended and may condition an offer of employment on the successful completion of that examination. Employees and applicants are also subject to drug and alcohol testing at the discretion of the City. Polygraph examinations may also be required by the City where permissible by law.

Yvonne Kimball

Signature of Applicant

Printed Name

7.18.2025

Date

Submit

Print

Lynne Ladner

July 16, 2025

Ms. Lorin Kornijtschuk
City Clerk
City of Indian Rocks Beach
1507 Bay Palm Blvd
Indian Rocks Beach, FL 33785

Dear Ms. Kornijtschuk and Members of the City Commission,

I am pleased to submit my application for the position of City Manager for the City of Indian Rocks Beach. With over two decades of leadership in full-service coastal and rural municipalities, I bring a deep commitment to public service, a steady hand in times of crisis, and a collaborative approach to governance that aligns with the City's values of civic pride, resilience, and community engagement.

Most recently, I served as Town Manager for Ocean Ridge, Florida—another barrier island community—where I directed all municipal operations, developed and implemented an eight-year Capital Improvement Plan, and led key resilience efforts including water infrastructure upgrades and conservation initiatives. My experience navigating the unique challenges of coastal municipalities, including stormwater management, FEMA reimbursement processes, and intergovernmental coordination, positions me well to support Indian Rocks Beach as it continues recovery from the 2024 hurricane season and advances dune and beach restoration efforts.

In prior roles, I have successfully managed community development initiatives, enhanced service delivery through ERP modernization, and maintained essential public services in the face of fiscal and environmental pressures. My tenure in cities such as Hart, Michigan and Hiawatha, Kansas involved significant work with infrastructure rehabilitation, planning and zoning, and strengthening local economies—skills I would bring to Indian Rocks Beach's thriving business core and beloved community amenities.

As an ICMA-Credentialed Manager, SHRM-SCP, and active member of the Florida City and County Management Association, I uphold the highest ethical standards and remain committed to servant leadership, transparency, and effective policy execution. I am excited by the opportunity to serve a community that values its environment, its history, and its future as much as Indian Rocks Beach does.

Thank you for considering my application. I would welcome the opportunity to speak with you further and can be available for the scheduled interviews on August 11 and 12. I look forward to the possibility of contributing to Indian Rocks Beach's continued success.

Warm regards,



Lynne Ladner, ICMA – CM, SHRM – SCP

PROFESSIONAL SUMMARY

Seasoned municipal executive with over 20 years of experience leading full-coastal and rural communities, offering a proven track record in intergovernmental coordination, infrastructure rehabilitation, and fostering civic engagement in close-knit, tourism-oriented cities. Extensive experience working with elected officials, overseeing multimillion-dollar capital projects, modernizing municipal operations, and supporting public-private partnerships. Adept in navigating complex challenges while maintaining transparency and accountability

CORE COMPETENCIES

- Financial Forecasting and Budgeting
- Strategic Policy Development
- Organizational Leadership and Supervision
- Intergovernmental Relations
- Capital Improvement Planning and Execution
- Community Engagement and Public Communication
- Coastal Community Resilience & Recovery
- Regulatory Compliance and Risk Mitigation
- Public-Private Collaboration

PROFESSIONAL EXPERIENCE

Town of Ocean Ridge, FL (2022–2025) **Town Manager**

- Directed all municipal operations, managing a \$12.4M budget and supervising 31 employees across key departments, including police, public works, and IT.
- Spearheaded an 8-year Capital Improvement Plan, securing \$2.9M for water main replacements and \$1.25M for conservation projects.
- Improved organizational efficiency by implementing an ERP system, reducing payroll processing time by 90% and streamlining permitting processes by 75%.
- Strengthened community engagement through policy updates, enhanced transparency, and collaboration with elected officials.
- Strengthened relationships with county agencies for shared service delivery, including public safety and permitting.

Ladner Consulting: Greenacres, FL 2021–CURRENT **Executive Consultant – Human Resources & Nonprofit Administration**

- Served as interim executive for multiple cities, including Pahokee and Kenneth City, restoring financial integrity and audit compliance.
- Led municipal HR and finance process overhauls, including revenue administration and regulatory adherence.
- Supported budget preparation, investment planning, and bonding needs in collaboration with city leadership.
- Provide compensation plan analysis and updates and develop leadership and individual training programs for organizations to assist with employee development and succession planning.

City of Hart, MI

(2018–2021)

City Manager

- Oversaw administrative operations for a full-service city, including police, fire, and utilities (water, wastewater, power generation).
- Managed a \$9.8M budget, achieving cost savings through innovative energy agreements and infrastructure improvements.
- Led negotiations with labor unions, maintaining operational continuity and achieving mutual agreements.
- Resolved federal compliance issues on power generation projects, safeguarding economic stability.
- Navigated zoning and permitting challenges to maintain service delivery during weather-related events.

City of South Lyon, MI

(2014–2018)

City Manager

- Directed strategy and operations for a rapidly growing municipality of over 11,000 residents.
- Developed and implemented a \$7.3M public improvement plan, focusing on water treatment and distribution systems.
- Enhanced financial performance by reducing liabilities and improving retirement system funding.
- Reorganized staffing and processes to improve service delivery and employee satisfaction.

City of Hiawatha, KS

(2006–2013)

City Manager

- Implemented strategic initiatives that increased assessable property values by 8% and attracted new businesses through economic development programs.
- Managed a comprehensive budget, reducing tax mill levies while funding capital improvement projects.
- Secured federal and state grants for infrastructure projects, supporting community growth and sustainability.

EDUCATION

Master of Public Administration (MPA), Grand Valley State University

Bachelor of Science in Political Science, Grand Valley State University

CERTIFICATIONS

Credentialed ICMA Manager (ICMA-CM)

SHRM-Senior Certified Professional (SHRM-SCP)

Graduate, Senior Executive Institute, University of Virginia

FEMA National Incident Management System IS-100

AFFILIATIONS

International City County Managers Association – 2006–Present

Florida City County Managers Association (2022–Present; Conference Planning Committee, 2024)

Palm Beach County City Managers Association (Vice President, 2024–2025)

Florida League of Cities (Finance & Taxation Committee, 2023–2024; Municipal Operations, 2025)

FEMA Emergency Management Certifications – IS-100, IS-200.b, IS-700b,

Michael S. McGlothlin

MICHAEL S. MCGLOTHLIN, MBA-PA

Largo, Florida

CITY MANAGER

July 16, 2025

City Clerk Lorin Kornijtschuk
City of Indian Rocks Beach
1507 Bay Palm Boulevard
Indian Rocks Beach, Florida 33785

Greetings Clerk Kornijtschuk:

With an accomplished background in governmental administration and public service, I am writing to express my interest in the City Manager position at the City of Indian Rocks Beach. As the previous Town Administrator for Redington Shores, Florida, I orchestrated all aspects of Town operations; from the development and management of the Town's annual budget and Capital Improvement Plan (CIP), the development and implementation of new policies and procedures to managing infrastructure projects, coordinating special events in the community, ensuring the quality of services provided, and much more.

I am now seeking a new challenge that is commensurate with my skill set and am confident that my ideas and contributions would make me a strong addition to the Indian Rocks Beach team. Specifically, I possess direct and current successful experience in the development and implementation of municipal parking systems and in leading mitigation, response, and recovery efforts during times of natural disasters.

Please consider the following highlights:

- Contributes over almost 40 years of expertise in governmental administration and public service; including, but not limited to, team and agency leadership, budget development and implementation, emergency management, policy and procedure development and implementation
- Develops and executes short and long-range strategic planning to facilitate alignment across all areas of agency operations; ensuring the City Commission meets the challenges facing the community
- Builds engaging relationships with the City Commission, City staff, members of the community, business stakeholders, as well as local, state, and federal officials and government agencies
- Demonstrates knowledge of the environmental, economic, and community issues affecting the area as a native Floridian and current Pinellas County resident
- Actively promotes a culture of accountability, transparency, and continuous learning, while simultaneously fostering strong collaborations between cross-functional internal business units and external community partners

The expansive range of my public service background has benefitted me with sound judgment and decision-making skills, earning me the reputation of a visionary and forward-thinking strategist with an aptitude for identifying key agency talent and project success drivers. I am certain of my ability to bring the same insight and discernment into the role of City Manager and feel assured that my strengths are in alignment with Indian Rocks Beach's goals for this position.

I would welcome a personal interview to discuss the merging of my knowledge and experience with the City's objectives for this role and look forward to hearing from you to arrange a convenient time to meet.

Sincerely,

MICHAEL S. MCGLOTHLIN, MBA-PA

MICHAEL S. MCGLOTHLIN, MBA-PA

Largo, Florida

CITY MANAGER

Service-driven municipal executive with almost 40 years of expertise in municipal administration and public service, including team and agency leadership, budget development and implementation, emergency management, policy development and more.

Notable Skills & Qualifications

- Successfully plans and executes complex community redevelopment projects while coordinating resources and logistics
- Balances multiple projects and rapidly-evolving priorities while delegating and supporting staff, managing high-pressure deadlines and emotionally-charged issues, and resolving escalations
- Models collaboration, accountability, and integrity as a service-oriented leader and staunch advocate of ethical leadership
- Demonstrates an approachable and informative presence while interacting with all internal and external stakeholders
- Actively drives teamwork and leadership functions with a focus on building consensus among groups with differing goals and interests
- Employs basic Spanish-language skills to build engaging relationships with multicultural communities and populations
- Completed 3,600+ hours of professional development training and education before retiring from law enforcement in 2018

Areas of Expertise

Municipal Operations Management • Program Management & Implementation • Strategic Planning • Project Management
Budget Administration • Marketing & Branding • Risk Management • Emergency Management • Logistics • Problem Solving
Community Relations • Team Building • Cross-Functional Leadership • Training & Mentoring • Multi-Agency Collaboration

PROFESSIONAL WORK HISTORY

Town Administrator | Town of Redington Shores – Redington Shores, Florida

2023 - 2025

Appointed as Town Administrator to lead and manage Town employees, programs and services, operations, finances, infrastructure projects, and special event logistics.

- Administers Town operations, coordinates special event logistics, and markets the Town's message and brand while building supportive relationships with community members, agencies, organizations, and groups
- Assists Mayor and Town Commission with developing annual community goals and priorities; provides leadership and direction required to ensure established goals and priorities are met
- Collaborates closely with Department Heads to ensure quality of municipal government services provided to community
- Establishes and implements all new Town policies and procedures; enforces compliance with Town laws and procedures in accordance with disciplinary philosophy and guidelines
- Enforces Town-wide compliance with all applicable federal and state ordinances, resolutions, and laws
- Administers annual budget of \$14 million; with \$2.5 million in Capital Improvement and \$2.5 million in the Sewer Fund, in addition to overseeing purchasing
- Fosters collaborative and cooperative relationships with external public and government agencies/organizations while supporting and driving alignment with Town goals and priorities
- Directs and manages Town infrastructure projects relating to water, sewer, storm water, and recreation; ensures projects are completed within designated time frames and established budgets
- Led mitigation, response, and recovery operations for Hurricanes Idalia, Debby, Helene, and Milton

City Administrator | City of Columbia City – Columbia City, OR

2019 – 2023

Appointed as City Administrator to lead and manage City employees, programs and services, operations, finances, infrastructure projects, and special event logistics, while retaining oversight of the Columbia City Police Department.

- Administers City operations, coordinates special event logistics, and markets the City's message and brand while building supportive relationships with community members, agencies, organizations, and groups
- Assists Mayor and City Council with developing annual community goals and priorities; provides leadership and direction required to ensure established goals and priorities are met
- Collaborates closely with Department Heads to ensure quality of municipal government services provided to community
- Establishes and implements all new City policies and procedures; enforces compliance with City laws and procedures in accordance with disciplinary philosophy and guidelines
- Enforces City-wide compliance with all applicable federal and state ordinances, resolutions, and laws
- Administers annual operating budget of \$6 million and capital budget of \$2.5 million, in addition to overseeing purchasing
- Increased cash reserves from \$1.2 million to \$1.6 million as Principal Asset Manager
- Fosters collaborative and cooperative relationships with external public and government agencies/organizations while supporting and driving alignment with City goals and priorities
- Directs and manages City infrastructure projects relating to water, sewer, source water protection, and recreation; ensures projects are completed within designated time frames and established budgets

MICHAEL S. MCGLOTHLIN, MBA-PA

- Authored the agency's comprehensive, OSHA-approved Covid response plan; included basic PPE guidelines, exposure reporting procedures, employee guidelines and protocols, and more
- Manages outreach program for at-risk youth; provides mentoring and access to winter necessities while facilitating positive relationships with law enforcement through an annual Christmas shop; co-founded program in 2009 as Chief of Police

Chief of Police & City Emergency Manager | Columbia City Police Department – Columbia City, OR 2009 – 2018

Appointed as the City's first full-time Chief of Police, a position that was previously filled by contracted employees. Concurrently planned, implemented, and oversaw all aspects of emergency management and preparedness.

- Built the department from the ground-up; included establishing department SOPs, creating all operational and procedural manuals, and developing the department budget, in addition to recruiting, hiring, and training staff
- Provided leadership to staff while managing daily operations, supervising department programs, and overseeing logistics, as well as ongoing procurement of vehicles, equipment, and supplies
- Established all systems and processes relating to emergency response and management
- Partnered with hazard mitigation group to establish response to natural or manmade disasters; included developing and implementing emergency operations plan and disaster continuity plan
- Cultivated and maintained collaborative relationships with agencies at the federal, state, regional, and county levels
- Developed and implemented an outreach program for at-risk youth to provide mentoring and access to winter necessities while building positive relationships with law enforcement through an annual Christmas shop

Division Commander, Patrol & Investigative Divisions | Zebulon Police Department – Zebulon, NC 2000 – 2009

Established and maintained mutually-cooperative relationships with community businesses and organizations, as well as external agencies such as the Secret Service, Fire Department, City of Zebulon, and more.

- Selected to command both Patrol Division and Service Division while performing the roles of:
 - Special Emergency Response Team Commander (SERT)
 - Department Evidence Custodian
 - Department Policy and Procedure Coordinator
 - Federal and State Grants Manager
 - Procurement Officer (Vehicle, Equipment, and Supply)
 - Department Training Coordinator
 - Police Reserve Program Coordinator
 - K-9 Operations Supervisor
 - Traffic Enforcement Unit Supervisor
 - Special Events Organizer (Presidential visits, visiting dignitaries, corporate VIP events, and community events)

ADDITIONAL PROFESSIONAL EXPERIENCE

District & Superior Court Security Operations | Cumberland County Sheriff's Office – Fayetteville, NC 2000

Law Enforcement Officer | Fayetteville Police Department – Fayetteville, NC 1994 – 2000

Various Positions: Special Assistant to the City Manager, Community Policing & Improvement (1999 – 2000)
Police Sergeant (1998 – 2000)
Criminal Gang/Intelligence Investigator (1996 – 1998)
Patrol Officer (1994 – 1996)

503 Military Police Battalion (Airborne) | United States Army, Military Police Corps – Fort Bragg, NC 1987 – 1994

Various Positions: Investigative Operations Sergeant (1993 – 1994)
Patrol Supervisor (1990 – 1993)
Patrol Officer (1987 – 1990)

EDUCATION & PROFESSIONAL DEVELOPMENT

Master of Business Administration, Concentration in Public Administration | Columbia Southern University 2015
Bachelor of Science in Criminal Justice Administration, *summa cum laude* | Columbia Southern University 2013

Credentials & Training

Executive Law Enforcement Certificate | Oregon Department of Public Safety Standards & Training (DPSST) 2012

MICHAEL S. MCGLOTHLIN, MBA-PA

Incident Command System 700 (ICS 700/701.a/703.a/704)	Federal Emergency Management Agency (FEMA)	2011
Graduate, Session XXII	Oregon Executive Development Institute	2010
Graduate	Rural Executive Management Institute	2010
Incident Command System 400 (ICS 400)	Federal Emergency Management Agency (FEMA)	2008
Incident Command System 300 (ICS 300)	Federal Emergency Management Agency (FEMA)	2007
Graduate (12-Month Program)	North Carolina Law Enforcement Management Institute	2005
Incident Command System 800 (ICS 800)	Federal Emergency Management Agency (FEMA)	1994
Incident Command System 200 (ICS 200)	Federal Emergency Management Agency (FEMA)	1994
Incident Command System 100 (ICS 100)	Federal Emergency Management Agency (FEMA)	1994
National Incident Management System (NIMS)	Federal Emergency Management Agency (FEMA)	1994

PROFESSIONAL AFFILIATIONS

Member	Florida City County Managers Association	2023 – Present
Member	International City/County Management Association	2019 – Present

TECHNICAL SKILLS

Microsoft Office Suite • Springbrook (Financial Management) • ClearGov (Budget Development & Management)
Various Budgeting Modules (Capital Budgets, Operations Budgets, Digital Budget Book)

Krista Mejias

KRISTA MEJIAS

Public Administrator

706-621-1164
kristamejias@gmail.com
316 Fluttermill Loop
Liberty Hill, TX 78642

Via: Electronic Mail Only

To Whom It May Concern:

Having spent the last three years in the elections industry, five years in legal and compliance-oriented roles, four years in government relations, and a combined eight years in management roles, I have the skills and proclivities to expertly perform the duties of this position. Further, I'm well-equipped to navigate the nuances of local government administration with grace. I am intimately aware of the challenges that localities face and, notably, have attended a Congressional round-table discussion after personal invitation by Representative Andrew Clyde in 2022.

I've managed a team of up to thirty people and can expertly maintain established programs and implement enhanced programmatic strategies that benefit the betterment of the team and achieve the goals of all stakeholders. I've helmed multi-million dollar projects and have authoritative knowledge about the inter-workings of locality administration on a national scale.

On a personal note, I enjoy spending time with my family and volunteer for a number of organizations. I also lead a special needs ministry and am an active member of the Junior League of Austin.

I look forward to speaking with you. Please do not hesitate to reach out with any questions. Thank you for your time.

Best,

Krista Mejias





KRISTA MEJIAS

MANAGEMENT PROFESSIONAL

Profile

I'm a dynamic management and communications professional with a fervent passion for public processes. I have a diverse background that allows for a combined proclivity in data consumption and analysis, and a robust penchant for all things related to communication and administration. You can expect cross-functional motility, anticipation of work stoppage and process breakdown, a solution for same, a dedication to my craft, and excellent maintenance of stakeholder relationships. I come with an intimate familiarity with local government administration and a talent for same.

EXPERIENCE

CERTIFICATION PROJECT MANAGER

Hart InterCivic, Austin, TX

I'm responsible for handling all aspects of certification campaigns for election systems at the state and federal level by working scalable projects from conception to completion, coordinating with cross-functional groups, and maintaining beneficial governmental relations. I regularly present at State Election Board meetings and work with Secretary of State, Department of State, and Department of Justice personnel nationally. A crucial element of my role is consolidating complex concepts into information that is easily-digestible for all. I must make cases for justification of compliance regularly with governmental entities and maintain excellent relationships within both the public and private sector of elections. In addition to my primary responsibilities, I am responsible for writing persuasive briefs, producing formal documents for publication, and ensuring stakeholder satisfaction.

ELECTIONS DIRECTOR AND REGISTRAR

Stephens County Board of Commissioners, Stephens County, GA

Responsible for performing all elements of conducting an election including, but not limited to: logic and accuracy testing, election night reporting, election event planning, maintaining and using election software and equipment, qualifying candidates, certifying elections, meeting all State, DOJ, Federal, SOS, SEB, and local act statutory requirements for the conduction of an election, organizing voting structure, hiring and training poll workers, election staff, and office assistants, all registration maintenance, county department head duties, voter education, branding campaigns, etc. Instituted an office re-brand and media campaign, participated in radio and television interviews

CASE SPECIALIST

John Foy and Associates

Reviewed cases and referred for continuation or dismissal

PARALEGAL MANAGER

Law Office of Christopher Weems

Research and writing for cases in Georgia State and Federal Court; case maintenance and coordination, recruitment of expert witnesses, client relations, deposition, prep and assistance, interviewing, hiring, onboarding, any and all further duties necessary to the job *



706-621-1164



kristamejias@gmail.com



Liberty Hill, TX

EDUCATION

DUAL DEGREE IN SOCIAL SCIENCE AND NATURAL SCIENCE, MINOR IN BIOLOGY

University of North Georgia

MASTER OF BUSINESS ADMINISTRATION

Western Governors University

SKILLS

- Public Administration
- Project Management
- Media Relations
- Budgeting
- Talent Acquisition
- Data Analysis
- Cross-Functional Management
- Stakeholder Relations
- Community Relations
- Legal Review
- PR and Branding

Jennifer L. Ponchak

Jennifer L. Ponchak

4330 E. Hooppole Ridge Road

McConnelsville, Ohio 43756

☎ 614.325.9954 | ✉ jenp2024@gmail.com

Professional Profile

Dynamic and results-driven environmental professional with 30+ years of experience in environmental science, public service, and business leadership. Founded and successfully operated Follow the River Environmental, a respected consulting and construction firm. Proven track record in regulatory compliance, environmental permitting, budgeting, and organizational leadership.

Core Competencies

- Strategic Leadership & Mentorship
- Environmental Compliance & Permitting
- Budgeting & Project Management
- Purchasing & Procurement
- Regulatory Affairs (EPA, NEPA, Stormwater, UST)
- Public Sector Administration

Certifications

- Certified Professional in Erosion and Sediment Control (CPESC)
- Certified Professional in Storm Water Quality (CPSWQ)
- Licensed Underground Storage Tank (UST) Installer

Education

The Ohio State University – B.S. in Natural Resources

December 1994

Franklin University – Completion of Core Accounting Coursework

Professional Experience

- Old Bridge Brewing Company, McConnelsville, OH
Vice President & Co-Owner | Jun 2020 – Present
 - - Oversee A/P, A/R, and payroll operations
 - - Lead purchasing and requisition for brewery needs

- - Manage budgeting, staffing, and HR functions
- - Coordinate events and customer engagement initiatives
- Follow the River Environmental, McConnellsville, OH
President & Founder | Mar 2006 – Dec 2024
 - - Founded and grew a successful environmental consulting and construction business
 - - Led teams conducting NEPA reviews, environmental monitoring, and permitting
 - - Trained clients and staff on environmental compliance and practices
 - - Managed operations, budgets, and strategic growth
- Village of McConnellsville, McConnellsville, OH
Village Administrator | Aug 2019 – Dec 2023
 - - Developed and managed municipal budgets
 - - Supervised village staff and implemented infrastructure projects
 - - Directed purchasing, grant writing, and fund procurement
- Ohio Environmental Protection Agency, Columbus, OH
Environmental Specialist II | Mar 1995 – Oct 2011
 - - Conducted NEPA reviews for EPA loan and grant programs
 - - Reviewed Ohio Power Siting Board environmental projects
 - - Inspected stormwater systems and waste facilities for regulatory compliance
 - - Managed multi-agency environmental review and permitting projects
 - - Inspected solid and infectious waste sites for regulatory compliance

Board Appointments & Community Leadership

Morgan County Board of Developmental Disabilities
Board Member, Vice President | Jan 2019 – Present

Muskingum Watershed Conservancy District
Board Member, President | Jul 2023 – Present

Personal Statement

Life-long learner, mentor, and outdoor enthusiast dedicated to integrity, tranquility, and competency in both professional and personal pursuits.

Thomas E. Santarlas, Ph.D.

Thomas E. Santarlas, Ph.D.
tom@santarlas.com
813-917-6403

Education

Capella University, 2002

Doctorate Degree Criminal Justice

University of Baltimore, 1993

Master's Degree Criminal Justice

Grand Valley State University, 1989

Bachelor's Degree Criminal Justice

Appointments

County Magistrate

Initially appointed for a one-year term, and then re-appointed for a three-year term, by the County Commissioners to preside over traffic infraction hearings and render adjudications. Reappointed two additional times thereafter.

Instructor

Appointed by the Chief Judge of the Circuit Court; Wrote the Certified Process Server Certification Curriculum; Instruct and train officers; Initiate testing procedures; Proctor testing and evaluate testing responses.

Historic Resources Review Board

Appointed for a three-year term by the County Commissioners to review and render opinions of appropriateness regarding applications for modifications to historic properties within the county. Serving on the Design Review Committee to advise applicants on the guidelines of the Historic Resources Review Board; Serving on the Landmark Review Committee to develop work plans, for staff and other interested parties, for the recommendation of buildings and sites for landmark designations.

Community Redevelopment Agency (CRA)

Appointed for a two-year term by the City Commissioners to review applications for grant monies and render decisions on community enhancement projects within the City of Bartow, Florida. Elected by the board members to serve as the Vice-Chairman.

Volunteer Work

Under The Bridge TM

A volunteer organization that provides sweatshirts and other warm clothing to the homeless on evenings when the temperature falls to frigid levels. Individuals purchase clothing and span out across major metropolitan areas in search of people who are homeless. Once located, warm clothing and blankets are offered to the homeless to keep them warm during the inclement weather.

Thomas E. Santarlas, Ph.D.

tom@santarlas.com

813-917-6403

Volunteer Work Continued

Help Them Call Home

This is a non-profit organization that collects old and /or damaged cellular telephones. The cell phones are sent to a refurbishing plant in Colorado. The plant gives a 250- minute calling card to the "Help Them Call Home" organization for each cell phone donated. The calling cards are then distributed to the men and women serving overseas in our military.

Kid Print TM

Providing free fingerprinting services to children in kindergarten and elementary school. Fingerprint card books are brought to the schools and assigned to a child. Inside each book is a personal data section for the child's name, photograph, date of birth, height, weight, etc., along with specifically designated areas for their fingerprints.

Youth Soccer Coach

A volunteer soccer head coach for children aged 4 and 5; aged 9-11.

Guardian Ad Litem

The State of Florida Guardian ad Litem Program is a network of professional staff and community advocates, partnering to provide a strong voice in court and positive systemic change on behalf of Florida's abused and neglected children.

Youth T-Ball Coach

A volunteer t-ball assistant coach for children aged 5 and 6.

Youth Baseball Coach

A volunteer baseball coach for children aged 7, 8, 9, and 10.

Youth Football Coach

A volunteer football coach for children 8 - 12.

Youth Ice Hockey Coach

A volunteer ice hockey assistant coach for children aged 10-12; Head Coach for teenagers aged 13-15.

Santa Bear TM

Providing stuffed animal bears to children who have been admitted to the hospital on Christmas Eve.

Thomas E. Santarlas, Ph.D.
tom@santarlas.com
813-917-6403

Volunteer Work Continued

Wills for Heroes Foundation

Providing witness signature and notary service on estate planning, last will and testament, and healthcare advanced directives legal documents for First Responders.

Presentations

Santarlas, Thomas (2000). *Report Writing for Law Enforcement Officers*. Curriculum presented to the criminal justice department at St. Leo University. Approved for classroom Instruction.

Publications

Santarlas, Thomas (2023, June 8). *Words Matter*. Columbia, SC. AMZ Publishing Company.

Santarlas, Thomas (2019, June 1). *Book of Wisdom*. Conneaut Lake, PA. Page Publishing, Inc.

Santarlas, Thomas (2017, August). *A Perspective on Ride-Sharing and Potential Criminality*. The Vidocq Journal, p. 9

Santarlas, Thomas (2008, November 29). *Auto Theft Prevention*. The Hardee Sun

Santarlas, Thomas (2008, July 23). *Analyzing Process Server Software Functionality*. The Serve Report, Vol. 4, Issue 7

Santarlas, Thomas (2008, May 15). *Chain Gangs*. The Herald Advocate. p. 5 A

Santarlas, Thomas (2008, March 13). *Juvenile Curfews*. The Herald Advocate. p. 10 B

Santarlas, Thomas (2008, January 31). *Graffiti Eradication*. The Herald Advocate. p. 11 B

Santarlas, Thomas (2008, January 24). *Identity Theft*. The Herald Advocate. p. 11A

Santarlas, Thomas (2008, January 17). *Traffic Crashes*. The Herald Advocate. p. 4B

Santarlas, Thomas (2007, December 27). *Animal Cruelty*. The Herald Advocate. p. 6.

Santarlas, Thomas (2007, December 20). *Elder Abuse*. The Herald Advocate. p. 12

Santarlas, Thomas (2007, December 6). *Tips to Avoid a Carjacking*. The Herald Advocate. p. 7

Santarlas, Thomas (2007, November 22). *Residential Burglary and Home Security*. The Herald Advocate. p. 1

Santarlas, Thomas (2006, January 1). *Certified Process Server Course*. Tenth Judicial Circuit Court. Bartow, Florida

Thomas E. Santarlas, Ph.D.

tom@santarlas.com

813-917-6403

Publications Continued

Santarlas, Thomas (2002). The Winds of Change: *Paradigm Shifts on the Issue of Capital Punishment*. Ann Arbor, MI: UMI.

Santarlas, Thomas (1994, May). *Think of a Pendulum for a Smoother Serve*. Tennis Magazine, P. 20

Experience:

Highly dedicated Criminal Justice Professional with Law Enforcement and other Criminal / Civil Justice experience. Proven leader with the ability to deliver results in stressful situations. Specialized training in all aspects of crime prevention, investigations, policy implementation, evidence collection and processing, surveillance, detainee custody and transport, and civil investigations. Excellent communication, interpersonal skills. Below are some of the jobs that I have held over the course of my career:

President & CEO

January 1996-Present

Investigative Analysis, LLC and Tampa Process Service

Served as the Chief Executive Officer of a Process Service & Civil Investigation Agency; Train officers, investigators and support staff; Provide Customer Service; Report writing; Oversee Accounting Department; Develop and implement strategic plans; Write policies and procedures; Plan travel events; Speak at conventions; Develop budget; Responsible for all hiring and firing of employees/independent contractors; Supervise graphic artists and marketing efforts; Created Budgets; Managed Human Resources; Supervised approx. 67 independent contractors.

Majority Owner

July 2014-Present (Part-time)

SG, Inc.

President of a Law Enforcement Software Company; Interact with Law Enforcement Agency Administrators; Implement software programs; Train law enforcement officers and support staff; Provide Customer Service; Report writing; Oversee Accounting Department; Develop and implement strategic plans; Write policies and procedures; Plan travel events; Speak at conventions; Develop budget; Responsible for all hiring and firing of employees/independent contractors; Supervise graphic artists and marketing efforts; Responsible for the research and development of software programs; Interact with various IT departments.

Criminal Justice Professor

December 2015-June 2019

University of Tampa

Serve as a college professor in the role of an adjunct instructor; Develop lesson plans in accordance with university policy; Prepare lesson plans; Speak and Lecture to students in class; Facilitate cognitive interactive between students and professors; Grade assignments, projects and exams.

Magistrate

December 2014-December 2022

Hillsborough County

January 2024 - Present

Appointed for a one-year term, and then re-appointed for a three-year term, by the County Commissioners to preside over traffic infraction (red lights) hearings and render adjudications. Reappointed three times.

Thomas E. Santarlas, Ph.D.

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Deputy Chief of Police

Coleman Police Department

September 2013-July 2014

Served in the capacities as a Police Captain, Deputy Chief of Police, and Intern Police Chief; Planned and organized 24-hour, 365 day coverage of police services for the City, ensuring all residents, business owners and its' visitors have a safe and secure environment to live and work; Patrolled the city; Interviewed subjects and interrogated suspects; Effectuated arrests; Transported prisoners; Wrote reports; Initiated traffic stops and wrote citations; Supervised officer performance and patrol assignments based on organizational policies and procedures; Implementation and Effectuation City Human Resource Policy; Knowledge and Application of civil codes, state, federal and local laws; Performed administrative tasks designed to lead subordinates;

Work with Budget; Responsibility to ensure all employees' attend court proceedings; Respond to complaints against police officers and 2 foster investigative processes and procedures; Oversee internal investigations that require formal actions; Enforce agency regulations by initiating disciplinary actions; Follow up on investigations of reported crimes; Responsible for obtaining and safe keeping of all evidence; Liaison with IT Department for computer functions of the patrol car's Mobile Data Terminals (MDT's); Worked with the Chief of Police as a Point of Contact (POC), Local Agency

Security Officer (LASO), Terminal Agency Coordinator (TAC) for all FCIC/NCIC and other Computer Assisted Dispatch (CAD) user requirements; Served as Point of Contact with other State, Local and Federal agencies in order to foster a good working relationship among agencies; Appointed to be the Certified Grant Writer and Grant Manager securing private donations as well as State/Federal Grant Opportunities; Served as the Community-Oriented Policing Coordinator; Write Reports. Sworn law enforcement reserve position. Stayed on as advisor to chief until transition to sheriff's office. Police Department was dissolved due to budgetary reasons per the city council.

Police Officer

Leesburg Police Department

March 2011-August 2012

Served as Grant Writer, Administrative Officer and Patrol Officer; Patrolled the city ensuring all residents, business owners and its' visitors have a safe and secure environment to live and work; Interviewed subjects and interrogated suspects; Effectuated arrests; Transported prisoners; Initiated traffic stops and wrote citations; Wrote Reports; Certified Grant Writer securing private donations as well as State/Federal Grant Opportunities; Testified in Court. Sworn law enforcement auxiliary and full-time position.

Guardian for Abused & Neglect Children

Guardian Ad Litem Program

February 2010 – May 2020

July 2024 - Present

Serve as a voice for abused and neglected children; Interview subjects; Write reports; Testify in court proceedings; Interact with Attorneys; Manage caseload; Attend training events.

Grants and Fellowships:

City of Leesburg (2011) Over \$1 Million Dollars in Grant Writing Applications

City of Coleman (2013) Over \$1.5 Million Dollars in Grant Writing Applications

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Tom Santarlas has been an Active Volunteer in the Following Capacity:

Under The Bridge TM

Providing sweatshirts and other warm clothing to the homeless on evenings when the temperature falls to frigid levels. Individuals purchase clothing and span out across major metropolitan areas in search of people living on the streets. Once located, warm clothing and blankets are offered to the homeless in an attempt to keep them warm during the inclement weather.

Help Them Call Home

This is a non-profit organization that collects old and /or damaged cellular telephones. The cell phones are sent to a refurbishing plant in Colorado. The plant gives a 250- minute calling card to the "Help Them Call Home" organization for each cell phone donated. The calling cards are then distributed to the men and women serving overseas in our military.

Those who donate phones are supporting our troops and saving the environment. Members of the military now have the ability to call home from the front lines. In addition, the phones are not being sent to a landfill contributing pollutants to the environment.

Kid Print TM

Providing free fingerprinting services to children in kindergarten and elementary school. Fingerprint card books are brought to the schools and assigned to a child. Inside each book is a personal data section for the child's name, photograph, date of birth, height, weight, etc., along with specifically designated areas for their fingerprints.

Youth Soccer Coach

A volunteer soccer head coach for children aged 4 and 5; aged 9-11.

Guardian Ad Litem

The State of Florida Guardian ad Litem Program is a network of professional staff and community advocates, partnering to provide a strong voice in court and positive systemic change on behalf of Florida's abused and neglected children.

Youth T-Ball Coach

A volunteer t-ball assistant coach for children aged 5 and 6.

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Volunteer Work Continued

Youth Baseball Coach

A volunteer baseball coach for children aged 7, 8, 9, and 10.

Youth Football Coach

A volunteer football coach for children 8 - 12.

Youth Ice Hockey Coach

A volunteer ice hockey assistant coach for children aged 10-12; Head coach for children aged 13-15.

Santa Bear TM

Providing stuffed animal bears to children who have been admitted to the hospital on Christmas Eve.

Magistrate

Appointed for a one-year term, and then re-appointed for a three-year term, by the County Commissioners to preside over traffic infraction (red lights) hearings and render adjudications.

Historic Resources Review Board

Appointed for a three-year term by the County Commissioners to review and render opinions of appropriateness regarding applications for modifications to historic properties within the county. Serving on the Design Review Committee to advise applicants on the guidelines of the Historic Resources Review Board; Serving on the Landmark Review Committee to develop work plans, for staff and other interested parties, for the recommendation of buildings and sites for landmark designation; Elected to the position of Vice-Chairman.

Administrative Conduct Board at the University of Tampa (ACD)

Appointed to the Administrative Conduct Board at the University of Tampa by the Director of Student Conduct and Deputy Title IX Coordinator for Students. The Administrative Conduct Board is comprised of at least three faculty and/or staff members at The University of Tampa and the director of Student Conduct. The Board will determine the responsibility of the responding student(s) in reference to disciplinary complaints and if found responsible will make sanction recommendations to the Office of Student Conduct.

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Volunteer Work Continued

International Association of Chiefs of Police (IACP)

Appointed to the Education and Training Committee by the President of the International Association of Chiefs of Police. The appointment extends through the conclusion of the 2019 IACP Annual Conference.

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Law Enforcement Advanced and Specialized Training

- Served at Command Level in Positions of Captain and Deputy Chief of Police
- Member of the Administrative Conduct Board at the University of Tampa
- Bachelors, Masters, and Doctorate Degrees in Criminal Justice
- Florida Law Enforcement Officer Certification
- Florida Correctional Officer Certification
- Law Enforcement Officer Proficiency Course
- Crisis Communication Boot Camp
- Grant Writing
- Grant Writing Management
- Grants Management System Training –Department of Justice/Office of Justice Programs
- Traffic Safety Grant Writing
- Police Applicant Background Investigator
- Internal Affairs Investigator
- Good Cop Bad Cop: An Analysis of Police Liability
- Law Enforcement Field Training Officer
- Domestic Violence Investigator
- Domestic Violence & Role of Law Enforcement Officer
- Domestic Violence: Advocacy, Technology & Safety
- Domestic Violence for Law Enforcement
- Legal Aspects of Domestic Violence
- Domestic Intervention
- Child Abuse Investigator
- Interviewing the Abused Child
- Child Death Investigation
- Investigating Child Rape & Forensic Interviews
- Child Abduction Advocacy
- CART - Child Abduction Response Team
- Juvenile Justice
- Juvenile Sex Offender
- Gangs: Awareness
- Kids in Gangs: Prevention Strategies
- Basic Gang Specialist Certification
- Standardized Field Sobriety Testing
- DUI Breath Test Operator
- Strategies in Handling DUI Cases in Florida
- Campus Safety
- Making Schools Safe by Design
- School-Based Threats: Identification, Investigation, Preservation
- School Resource Officer Basic Certification
- School Resource Officer Intermediate Certification
- School Resource Officer Advanced Certification

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Law Enforcement Advanced and Specialized Training Continued

- School Resource Officer Master Practitioner
- Effective Communications
- Human Diversity Basic
- Diversity: Sexual Harassment & Professional Ethics
- Human Diversity Interdependent Relationships
- Discriminatory Profiling
- Discriminatory Profiling & Professional Traffic Stops
- Safe and Legal Traffic Stops / Human Diversity
- Emergency Management for the First Responder in Terrorism and Disasters
- Incident Management System – Awareness
- WMD / Terrorism Awareness for Emergency Responders
- Weapons of Mass Destruction – Incident Management / Unified Command
- Vice Crimes Legal
- Advanced Sex Crimes
- Sexual Predator and Offender Awareness
- Visa Card Fraud Investigation
- Credit Card Fraud Awareness
- Auto Theft Investigations
- FCIC / NCIC Limited Access Operator
- OCAT / Evidence Handling
- Criminal Law
- Stop and Frisk Laws
- Basic Life Support for Healthcare Providers CPR
- Automatic External Defibrillator (AED) Operator
- Canine Emergency Medical Care
- Death Notification
- Latent Fingerprint Recovery & Super Glue Applications
- Undercover Weapons and Techniques
- Problem Solving for the Community Police Officer
- Rachel's Law & Confidential Informants
- ASP Baton
- Buckle-Up Seat Belts
- Drug Testing
- Understanding Cults and Satanism
- Workplace Violence
- Basic Pistol Marksmanship
- Crime Prevention Through Environmental Design (CPTED)
- Preparing the Expert Search Warrant
- Rapid Response to a Critical Incident
- Burglary and Trespass
- Radar Speed Measurement
- Laser Transition Speed Measurement
- Elder Abuse Investigations
- Introduction to Human Trafficking
- Florida Guardian Ad Litem – Abused & Neglected Children
- Sovereign Citizen Extremism

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Law Enforcement Advanced and Specialized Training Continued

- TASER X2 ECD Certified
- Criminal Justice Information Services Certification
- Traffic Laws
- Advocacy, Safety and Technology
- Florida's Stand Your Ground Law
- Traffic Safety Grant Writing
- Intellectual Property Theft
- Crisis Communication Boot Camps
- Clandestine Laboratory Awareness
- Channeling Anger Constructively
- The Effects of Vacant and Abandoned Properties
- SANS Cyber Security Awareness Training
- Girls in Gangs
- Jeanne Cleary Act Compliance - College Campus Annual Crime Reporting
- Pharmaceutical Crime Investigations
- Courtroom Testimony
- Interviewing Transnational Offenders
- Prevent Discrimination & Harassment Together: Faculty & Staff
- Prevent Sexual Violence Together
- Wrote Course Curriculum for St. Leo University: Report Writing Law Enforcement
- Safe Sport Trained
- Florida Ethics Law
- Florida Public Records and Public Meetings Law
- Criminal Defense Investigations
- Ethics for Investigators

All data data that is listed on this document are estimates.

Brian Louis Underwood

Brian Louis Underwood
22751 Main Street
Fairhope, AL 36532
251-348-2802 / scianops@yahoo.com

July 14, 2025

City of Indian Rocks Beach
Attn: Ms. Lorin Kornijtschuk, City Clerk
1507 Bay Palm Boulevard
Indian Rocks Beach, Florida 33785

RE: City Manager Position

Dear Ms. Kornijtschuk,

Please accept my application for the City Manager position with the City of Indian Rocks Beach. In my career I have provided leadership in the planning and execution of transformative community initiatives. My background includes operational capacity building and strategic planning for real estate development, watershed-scale resource stewardship, and community building. It would be a significant privilege to build upon my career success through service with the City of Indian Rocks Beach.

I presently serve as Grants Director for the Baldwin County Commission, Baldwin County, Alabama. In this role I liaise among consultant teams, state agencies, internal parties, and others concerning grant-funded public infrastructure projects. Our team has allocated and administers over \$40 million in federal American Rescue Plan Act, State and Local Fiscal Recovery Funds subawards for public utilities, stormwater infrastructure, and other community programs. I have also engaged with stakeholders in development of a Local Recovery Plan concerning a \$43 million HUD CDBG-DR subaward to address unmet infrastructure and housing needs following Hurricanes Sally and Zeta.

Previous employment has included leadership as the initial Executive Director of the Choctawhatchee Bay Estuary Program (CBEP). Reporting to a seven-member board of directors, I facilitated engagement and built trust among our stakeholders in the execution of the regional-scale watershed planning initiative funded by The Nature Conservancy Florida and the federal RESTORE Act. Through input from our advisory committees and diverse community stakeholders, a *Comprehensive Conservation and Management Plan* and other guidance documents were developed for the Choctawhatchee basin.

The leadership which I have described is founded upon my commitment and stewardship to organizational goals, exceptional communication skills, integrity, and ability to successfully engage among diverse constituent groups. This week I will complete the Lincoln Vibrant Communities Fellows Program, an initiative of Lincoln Institute of Land Policy and Claremont Lincoln University. Over the past six months I have enjoyed instruction regarding enhanced executive leadership skills, strategic communication practices, and collaboratively exploring opportunities for addressing issues facing communities such as land use, water, finance, and infrastructure.

Brian Louis Underwood
22751 Main Street
Fairhope, AL 36532
251-348-2802 / scianops@yahoo.com

I would greatly appreciate the chance to serve as the City Manager with the City of Indian Rocks Beach and welcome an opportunity to discuss the position. I look forward to learning more about the position and may be reached at 251-348-2802 or scianops@yahoo.com. Also, I will be glad to provide additional information as required. Thank you for your consideration.

Respectfully,
Brian Louis Underwood, MPA, AICP

BRIAN LOUIS UNDERWOOD, MPA, AICP

22751 Main Street Fairhope, Alabama 36532

251-348-2802

scianops@yahoo.com**EDUCATION:**

The University of West Florida
Master of Public Administration
Specialization in Coastal Zone Studies

Auburn University
Bachelor of Environmental Science

Claremont Lincoln University / Lincoln Institute of Land Policy
Lincoln Vibrant Communities Fellows Program – Completed July, 2025

CERTIFICATION

- American Planning Association - American Institute of Certified Planners, AICP

RELEVANT EXPERIENCE:**Baldwin County Commission**

Fairhope, Alabama

GRANTS DIRECTOR

- March 2023 to Present

- Collaborate among grant subrecipients, County leaders, Elected Officials and the Association of County Commissions of Alabama to administer American Rescue Plan Act funding for strategic public infrastructure investments exceeding \$40M.
- Oversee financial management for grant funds through compliance with grant agreements, internal controls, state regulations and federal Uniform Administrative Guidance.
- Engage with consultant team to strengthen partnerships among community stakeholders for administration of \$43M in HUD CDBG-Disaster Recovery grant funds.
- Strategic planning and operational capacity building for CDBG-DR Program implementation.
- Supervise the Grants Administrator and Senior Accountant for financial management of funds.
- Facilitate presentations before elected officials and other community leaders.
- Liaise among Grants Department, Administration, legal counsel, Engineering, Budget & Purchasing, Accounts Payable, and Finance Department concerning professional services procurement, budgeting, allocation, expenditure, grant reimbursements, monitoring, financial and performance reporting, internal controls, and accountability for grant awards.

Okaloosa County Board of Commissioners

- November 2019 to March 2023

EXECUTIVE DIRECTOR OF CHOCTAWHATCHEE BAY ESTUARY PROGRAM

Reporting to a seven-member Board in this federal RESTORE Act funded position, provided leadership to establish the regional organization and meet strategic objectives.

- Conducted operations consistent with interlocal agreement, bylaws, funding agreements, internal controls, Florida Sunshine Law, and federal Uniform Administrative Guidance.
- Collaborated with Board members to develop, present, and approve annual Program budget.
- Completed U.S. Department of the Treasury training for 2 CFR Part 200, Subparts C, D, & E.
- Gained consensus among key partners and elected officials concerning Program goals, including securing a five-year renewal of the four-county Interlocal Agreement.
- Convened a technical advisory committee and led this diverse team of state and federal resource stewardship stakeholders for capacity building and strategic planning.
- Oversaw contracted consultants for drafting a Comprehensive Conservation and Management Plan, and an Economic Impact Analysis report for the Bay and watershed.
- Compiled and submitted Financial and Performance reports per grant award conditions.

City of Mobile, Alabama, Build Mobile Division
DEPUTY DIRECTOR OF LONG-RANGE PLANNING

- April 2016 – October 2019

Provided leadership supporting the Administration's policy directives. Duties included:

- Collaborated among City officials, civic and business leaders, and stakeholders regarding transformative community development programs within the City of Mobile.
- Coordinated with contractors, community leaders and staff to gain feedback and inform the City's zoning code overhaul and future land use plan development.
- For the City's Downtown Development District, collaborated with the Urban Designer to compile an ADA compliant sidewalk, pedestrian lighting, and parking enhancement plan.
- Presented annual progress reports before the Mobile City Planning Commission.
- Managed grant funds allocated for key neighborhood planning initiatives.
- Convened and led the long-range planning committee to inform strategic policy directives.

Walton County Board of Commissioners
SENIOR PLANNER

– Santa Rosa Beach, Florida
 October 2012 – March 2016

- Liaison among stakeholder bases regarding real estate development proposals.
- Evaluated land development, land use map amendment, and subdivision plat applications; compiled legally-sufficient analysis reports and presented to elected officials.
- Led coordination among Commissioners and state DEM officials to adopt the County's updated Floodplain Management Ordinance, consistent with Florida's model ordinance.
- Managed development and submittal of the County's application for enrollment in the FEMA/ISO National Flood Insurance Program's Community Rating System (CRS).

Mobile County Public Schools

- Mobile County, Alabama

SCIENCE TEACHER - Citronelle High School & Semmes Middle School - September 2010 - June 2012

- Taught Botany, Physical Science, and Agri-Science curriculum.

The St. Joe Company

– WaterSound, Florida

PLANNING MANAGER - Legal and Regulatory Affairs Division - February 2005 – August 2010

Reporting to five corporate Business Units, as subject matter expert provided land use and environmental entitlement planning for the Company's strategic real estate development and land stewardship programs within Florida. Duties included:

- Collaborated among corporate officials, legal counsel, consultants, elected officials and government agencies regarding collaborative planning for residential, commercial, marina, mixed use, and resort development projects.
- Guided Business Unit leaders regarding local government comprehensive plans, development orders, state and federal environmental regulations, and executive orders.
- Communicated with stakeholders to lead regulatory approval processes for development of the 25-acre Sacred Heart Hospital campus project in Port St. Joe.
- Established and maintained effective working relationships with local, state, and federal agencies to ensure successful communication and resolve business unit concerns.
- Prepared scopes of services, developed requests for proposals (RFPs) and solicited bids; negotiated contracts and oversaw consultants concerning program deliverables.
- Drafted Development of Regional Impact compliance reports; submitted to state officials.

Emmanuel Adediran

Chuck Anderson

Douglas F. Andrews

Zackary Besece

Howard W. Brown, Jr.

James Davis

George Calvin Dickens III

Christopher Todd Edwards

Jeff Gellerman

Lucas Myhre Gonyier

Ken Griffin,

David M. Harvell

Ryan M. Henderson

Amber Jensen

Yvonne Kimball

Lynne Ladner

Michael S. McGlothlin

Krista Mejias

Jennifer L. Ponchak

Thomas E. Santarlas, Ph.D.

Brian Louis Underwood

AGENDA ITEM NO. 2

DISCUSSION ON THE INTERVIEW PROCESS

AGENDA ITEM NO. 3
ADJOURNMENT