

TERRILL L. HILL
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

RUFUS J. BOROM
COMMISSIONER

JUSTIN R. CAMPBELL
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

JAMES A. GRIFFITH
INTERIM CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT

DONALD E. HOLMES
CITY ATTORNEY

Regular meeting 2nd and 4th Thursdays each month at 6:00 p.m.

AGENDA
CITY OF PALATKA – CALLED MEETING
CITY MANAGER SEMIFINALIST INTERVIEWS
May 18, 2015 – 8:45 a.m.

CALL TO ORDER & Reading of Special Meeting Call – Mayor Hill
a. Invocation & Pledge of Allegiance
b. Roll Call

- * 1. **OPENING REMARKS & INTRODUCTIONS – Mayor Hill**
- * 2. **CITY MANAGER SEMIFINALIST INTERVIEWS – City Manager Search Committee**
 - 9:00 a.m. James Drumm
 - 10:00 a.m. Lyndon L. Bonner
 - 11:00 a.m. Patrick J. Kennedy

 - ~~ Lunch Break ~~

 - 1:00 p.m. Donald E. Holmes
 - 2:00 p.m. William E. Whitson
 - 3:00 p.m. Don Hart
 - 4:00 p.m. Terry Suggs
- * 3. **SELECTION OF FINALISTS for City Commission Interview – Search Committee**
- 4. **PUBLIC COMMENTS – (limited to 3 minutes – no action will be taken on topics of discussion)**
- 5. **STAFF/COMMISSION COMMENTS**
- 6. **ADJOURN**

*Attachment **Separate Cover

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE CITY COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. FS 286.105

PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE CITY CLERK'S OFFICE AT 329-0100 AT LEAST 24 HOURS IN ADVANCE TO REQUEST ACCOMMODATIONS.

Upcoming Events:

May 22 – 25 – Blue Crab Festival
May 25 – City offices closed to observe Memorial Day
July 4 – City offices closed to observe Independence Day
August 13 – 15 – Annual FLC Conference, Orlando, FL
Sept. 7 – City offices closed to observe Labor Day holiday

Board Openings:

Putnam Co. Better Place Plan Oversight Committee Rep
Board of Zoning Appeals – 3 vacancies (at-large)
Palatka Housing Authority Board – 1 Resident Rep
Planning Board – 1 Vacancy (at large)
Planning Board – 1 Vacancy (at large)

201 N. 2ND STREET • PALATKA, FLORIDA 32177

PHONE: (386) 329-0100

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FAX: (386) 329-0106

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May 12, 2015

**TO COMMISSIONERS: MARY LAWSON BROWN, RUFUS BOROM,
JUSTIN CAMPBELL AND JAMES NORWOOD, Jr.:**

You are hereby notified that a special called meeting of the City Commission is called to be held at the regular meeting place of the City Commission at City Hall, 201 N. 2nd Street, in the City of Palatka to begin at 8:45 a.m. Monday, May 18, 2015, and lasting throughout the day.

The purpose of the meeting is to participate in the interview process with the semifinalist candidates for the position of City Manager.

/s/ Terrill L. Hill

Terrill L. Hill, MAYOR

We acknowledge receipt of a copy of the foregoing notice of a special called meeting on the 12th day of May, 2015.

/s/ Mary Lawson Brown

COMMISSIONER

/s/ Justin Campbell

COMMISSIONER

/s/ James Norwood, Jr.

COMMISSIONER

/s/ Rufus Borom

COMMISSIONER

PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE CITY CLERK'S OFFICE AT 329-0100 AT LEAST 24 HOURS IN ADVANCE TO REQUEST ACCOMMODATIONS

Agenda Item

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TERRILL L. HILL
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COMMISSIONER



CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

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DONALD E. HOLMES
CITY ATTORNEY

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MEMORANDUM

DATE: May 12, 2015

TO: City Commissioners, Committee Members, and Asia Aikens, Palatka Daily News

FROM: Allen Bush, Interim City Manager

RE: City Manager Search 2015

Listed below are the shortlist candidates which appeared on most of the Committee Members rankings. I have scheduled interviews for Monday, May 18th beginning at 9:00 a.m.

Interview times are as follows:

James Drumm	9:00 a.m.
Lyndon L. Bonner	10:00 a.m.
Patrick J. Kennedy	11:00 a.m.

Lunch Break

Donald E. Holmes	1:00 p.m.
William R. Whitson	2:00 p.m.
Don Hart	3:00 p.m.
Terry Suggs	4:00 p.m.

The Committee will rank the seven after hearing the interviews, and the top three will go to the Commission for a final interview.

AB:vy



CITY COMMISSION AGENDA ITEM

SUBJECT:

CITY MANAGER SEMIFINALIST INTERVIEWS - City Manager Search Committee

- 9:00 a.m. James Drumm
- 10:00 a.m. Lyndon L. Bonner
- 11:00 a.m. Patrick J. Kennedy
- ~ ~ Lunch Break ~ ~
- 1:00 p.m. Donald E. Holmes
- 2:00 p.m. William E. Whitson
- 3:00 p.m. Don Hart
- 4:00 p.m. Terry Suggs

SUMMARY:

The City Manager Selection Committee will interview candidates. A list of interview questions and candidate resumes are attached. During these interviews, the City Commission will be present, but will take a passive role.

Members of the Selection Committee are Karl N. Flagg, Edward E. Hedstrom, Will Jones, Allegra Kitchens, Rick Leary, and Allen R. Bush.

Following interviews the Selection Committee will choose the candidates to send forward for finalist interviews, which will be conducted by the City Commission.

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
<input type="checkbox"/> City Manager 1st Interview Questions	Attachment
<input type="checkbox"/> Lyndon Bonner Resume'	Attachment
<input type="checkbox"/> James Drumm Resume'	Attachment
<input type="checkbox"/> Don Hart Resume'	Attachment
<input type="checkbox"/> Donald E. Holmes Resume'	Attachment
<input type="checkbox"/> Patrick J. Kennedy Resume'	Attachment
<input type="checkbox"/> Terry Suggs Resume'	Attachment
<input type="checkbox"/> William R. Whitson Resume'	Attachment

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	5/13/2015 - 12:24 PM

7. How should the City Manager relate to the Palatka community as a whole, as well as to individual residents and groups?

8. Describe your experiences with economic development and growth management. What role did TIF funding, promotions and grants play in this process?

9. Describe your experience in formulating and implementing a budget or capital project.

10. Are you familiar with funding sources for municipal government other than General Fund? Describe some examples of acquiring additional funding sources for economic development and infrastructure projects.

11. Palatka is a low income area with a high concentration of public HUD & Section 8 Housing and has a low residential tax base. Given these challenging economic conditions, how do you propose to attract business to move into the City Limits?

12. Palatka has a Community Redevelopment Agency, two historic districts and many buildings listed on the National Register of Historic Places. Are you familiar with historic preservation strategies, Community Redevelopment Agency/Area (CRA) concepts and use of Tax Increment Financing (TIF) Funds for economic development, restoration and infill?

13. What experience have you had working on an intergovernmental or interagency basis? Describe your experience working with the State and Federal government, County government, councils of government, and other units of local government.

14. The City Manager is always on call. In addition to regular City Hall office hours, the City Manager is required to work some evenings and weekends for meetings, events and emergencies. Are you able, and prepared, to work a variety of hours, and put in the time necessary to fulfill the duties of this position?

15. What other question did you expect, or hope, that we would ask, and what is your response?

16. (Closing) Do you have any questions of us?

Additional Notes:

Lyndon L. Bonner, ICMA-CM
1320 South Daytona Avenue
Flagler Beach, Florida 32136

1. Administrative Overview:

I have over twenty years of successful Florida experience administering the full range of governmental operations and services with verifiable expertise in the areas of finance, sustainable budgeting, debt management, procurement, capital planning, organizational development, risk analysis, public safety, utility management, community planning, inter-governmental relations, grant acquisitions, labor relations and construction methods.

My career is a blend of municipal and county experiences that has imparted a valuable perspective and administrative approach that comes only from having served as both, a City Manager and County Administrator. Understanding and respecting the needs and requirements of both forms of government is essential for effective local government administration.

Administrative experiences include, General and Enterprise Fund budgets exceeding \$130 million dollars, \$120 million Capital Improvements schedules, 400+ Full Time Employees (union and nonunion) and oversight of water utilities serving 180,000 customers. I also have extensive Florida coastal Emergency Management experience managing the preparations, response, mitigation and recovery from five designated Local State of Emergencies.

Successful economic initiatives I have managed include, funding agreements with Community Redevelopment Agencies, (CRA's), Special Tax Districts, (Incremental, MSTU/MSBUs), financing / constructing Capital Infrastructure, Tourism Development Councils (TDC), Enterprise Florida, Rural Areas of Critical Economic Concern (RACECs), Main Street and the Governor's Office of Tourism, Trade and Economic Development (OTTED). I have also successfully lobbied State and Federal legislators obtaining financial, technical and legislative support via Community Budget Issue Requests (CBIRs) and Special State and Federal Appropriations.

Administratively, I listen and appreciate the fact that differing perspectives often improves decision-making. I am not afraid to acknowledge someone else has a better solution. My leadership style is facilitative and participatory. I believed and work under the premise that leadership is a blend of elements, that is not always present in a superior command of facts or position of authority. I make informed decisions and accept the responsibility for my actions. I value reciprocal accountability and I provide for and expect managers to manage and be recognized and accountable for their work.

The management decisions I made over my public service career have withstood the test of time. Elected officials, citizens, staff and official documents from each jurisdiction I have served confirm that the financial strategies and the operational solutions I implemented produced the intended results and that I maintained the highest level of ethical professionalism representing local government.

In my opinion, the most significant contributions I have made to local government have centered on increasing individual and organizational competencies. The accomplishments being made everyday by elected officials and staff I have had the privilege to serve is professionally motivating and personally very gratifying.

2. Education:

College of Central Florida, Ocala, Florida.
University of Florida, Gainesville, Florida.
Webster University, St. Louis, Missouri.

AA & AS Degree
BSBA Degree
MBA Degree

3. Professional Certifications:

Florida Notary Public
Florida County Court Mediator (Inactive)
Advanced Public Information Official (FEPA)
Emergency Coordinators "Train the Trainer" (FEMA)
International City and County Managers Association

Commission Number EE 205235
Mediation Certification
Emergency Management Certification
Emergency Management Certification
Credentialed Manager Certification

4. Professional Affiliations:

Florida League of Cities
American Public Works Association
Florida Planning and Zoning Association
Florida Emergency Preparedness Association
Florida Governmental Finance Officers Association
International City and County Managers Association

Past Finance and Taxation Committee
Municipal Member
Past Regional Representative
Member
Member
Member

5. Relevant Private Sector Experience:

Prior to my entry into local governmental administration, I worked in the construction trades of the heavy road and bridge, petro-chemical and nuclear power industries. During construction of the River Bend Nuclear Power Plant in Killona, Louisiana, I led materials placement teams and was responsible for coordinating the work of over 900 unionized tradespersons. Recognized by civil contractor J.A. Jones for innovative delivery methods and "On-Time" reactor poring schedule. I also served on the Technical Advisory Committee for Local 1846 "Extreme Construction Methods Team" and as the Contractors Liaison to the Louisiana Department of Transportation. These years provided a broad range of leadership and managerial experiences that have served me well in public service.

I am currently engaged in a part-time consulting practice limited to land use permitting via Special Exceptions, Conditional Use and Variance for residential developments. This practice also volunteers land use and permitting consulting services for Not-For Profit organizations assisting individuals with obtaining transitional and long term housing solutions.

6. Local Governmental Administrative Experience:

Title: City Manager
Dates: March 29, 2011 – September 30, 2012
Employer: City of North Miami Beach, Florida – City Council
Population: 41,523 Residents, 2.5 million Metro Area and 180,000 Municipal Utility Customers
Employees: 422 Full Time Employees
Budget: \$111 Million FY 2012-2013, \$121 Million FY 2010-2011
Contact: Mrs. Audrey Williams, Human Resource Department, 17011 NE 19th Avenue
North Miami Beach, Florida 33162 Phone: 305-948-2900

6. Local Governmental Administrative Experience: North Miami Beach, FL. (Continued)

Responsibilities:

The City North Miami Beach is a full service municipal government delivering services via five divisions, General Administration, Public Services, Police, Leisure Services and Finance / Budget. The City Manager also serves as a Pension Board Trustee, the Executive Director of the Community Redevelopment Agency (CRA), Chief Purchasing Agent and the City's Lead Negotiator for Collective Bargaining negotiations. (Mayor and Council's Recommendations available)

Major Accomplishments:

- Increased the General Fund's Unrestricted Reserve Fund Balance by \$2.9 million.
- Restored the Enterprise Construction Reserves from negative (\$4) million to a positive \$7 million.
- Adjusted General Fund operations and expenditures to over come the Revenue short fall of \$7.5 million dollars in 2011-2012 Budget. (CAFR documentation available.)
- Developed and implemented organization's first financial and operational performance measures.

Title: County Administrator
Dates: April 2008 – February 2011
Employer: Okeechobee County, Florida - Board of County Commissioners
Population: 39,836
Employees: 418 (Down 47 Full-Time positions from 2008)
Budget: \$121 Million FY 2007-2008, \$89.7 Million FY 2010-2011.
Contact: Mrs. Kim Hopkins, Human Resources Director
304 NW 2nd Street
Okeechobee, Florida 34972 Phone 863-763-6441

Responsibilities:

In addition to the requirements of Chapter 125 of the Florida Statutes and the Okeechobee County Code of Ordinances, I directly supervised Budget Preparation, Capital Improvements, the Road and Bridge Department, Airport, Industrial Park, Solid Waste Services, Fleet Management, Emergency Management, Planning, Building and Code Compliance and the County's Civic Centers, Parks, Campground and Marinas. I was also responsible for supervising the work of external consulting engineers, legal counsel and grant consultants. I served as the Lead Negotiator in all matters dealing with the County's Collective Bargaining Units that included the International Association Fire Fighters and International Brotherhood Operating Engineers. (Commissioners Recommendations available.)

Major Accomplishments:

- Secured funding and completed over \$7.5 million for Building - Capital Building Projects including the complete restoration of the Historic Okeechobee County Court House and construction of a new 911 Emergency Operations Center, BOTH on time and within budget.
- Increased Operational Reserves and maintained services and service levels while experiencing a 25% decrease in revenues.
- Administered Specialty Grant Funded Capital Improvement Projects, including a \$4.4 million airport / runway rehabilitation project, \$2 million dollars in storm water management projects and affordable housing units, \$1.3 million emergency bridge rehabilitation and \$2.7 million dollar Florida Department of Transportation - Local Agency Projects (LAP) funding.
- Administered the response / restoration operations of two State Declarations of Local Emergency and negotiated Final Closed-Out of FEMA Claims resulting from the 2004 Hurricane Season.

6. Local Governmental Administrative Experience:

(Continued)

Title: Interim Assistant County Administrator / Special Projects Manager
Dates: February 2007 - December 2007
Employer: Sumter County, Florida - Board of County Commissioners
Population: 93,420
Employees: 437
Budget: \$ 134 Million
Contact: Mrs. Kitty Fields, County Human Resource Director
209 North Florida Street
Bushnell, Florida 33513 Phone 352-793-0200

Responsibilities:

Coordinated the activities and communications among assigned departments, including problem identification / resolution and completion of major Capital Improvement Projects. Provide administrative assistance to the Board, County Administrators and Staff. The position's responsibilities included that of the Assistant Budget Officer, responsible for coordinating the budget process, analyzing budgetary actions and supervising the preparation of the county budgets. My major contributions to the 2007-2008 Sumter County budgets were related to implementation Capital Improvement and completing several Special Projects that has been delayed by personnel changes.

My assignment in Sumter County was a ten-month term Contract for Services. This arrangement came about as a result of the County Administrator being called to active military duty and my being recruited to serve as Assistant County Administrator until his return.
(Supervisors Recommendations available.)

Major Accomplishments:

- ♦ Direct and final administrative oversight responsibilities for the work of consulting engineers, contractors, compliance officials, site inspections and payment disbursements for Sumter County's portion of the Lake Panasoffkee restoration project. At the time this was the largest fresh water lake restoration effort in the United States. I also Supervised the re-permitting, completion and compliance certifications of the Sumter County Fair Grounds Exposition Center.
- ♦ Coordinated and expedited the Emergency Permitting Review / Fee Waiver Authorizations for emergency repairs and restorations during the 2004 Federal Disaster Declaration. (An F3 tornado that killed 8 and severely injured 25 people, destroying 301 and damaging another 1100 homes.)
- ♦ Responsible for the work plan to resolve the emergency weather notification failures. I negotiated the equipment purchase, Tower Leases, the geo-technical and transmitting analysis and obtained the Permitting from State and Federal regulatory agencies. This work was completed on schedule, under budget. The National Weather Service reported that this installation was completed and operational in the shortest time in the agency's history.

Title: City Manager
Dates: May 2002 - May 2006
Employer: City of Bunnell, Florida - City Commission
Contact: Mayor Catherine Robinson
P.O. 756, Bunnell, Florida 32110 Phone 386-437-7500

Responsibilities:

By Charter, the City Manager is the Chief Executive Officer of the City, responsible for all the administrative and operational functions of the City. (Commissioners Recommendations available.)

6. Local Governmental Administrative Experience:

(Continued)

Title: Director of Public Services
Dates: December 1998 - July 2001
Employer: City of Dunnellon, Florida - City Council
Population: 1,951 (47,000 + within City's Utility Service Area)
Employees: 5 Department Heads and 16 full time employees.
Contact: Human Resources
20275 River Drive, Dunnellon, Florida 34431 Phone: 352-465-8500

Responsibilities:

The position of Director of Public Services was a highly responsible position that supervised the administrative and operational functions of the City's Water & Wastewater Utilities, Road & Streets, City Garage, Community Development, Building Inspections, Grant Development, Comprehensive Planning, Code Enforcement, Planning and Zoning, Facility Management, Parks and Recreation, Animal Control, Emergency Management and the Solid Waste Collection / Recycling Programs. (Mayor and Commissioner's Recommendations available)

Titles: Senior Planner, Zoning Code Official and Emergency Management Coordinator
Dates: November 1993 - November 1998
Employer: City of Wildwood, Florida - City Commission
Population: 3,598
Employees: 4 Departmental Staff and 9 Project Team / Consultants
Contact: Human Resources
100 North Main Street, Wildwood, Florida 34785 Phone: 352-303-1332

Responsibilities:

Supervised all the work related to Permitting, Comprehensive Planning and Land Use administration including, site plan reviews, environmental and developmental permitting, annexation, plats and Concurrency Determinations. Provided Special Projects financial analysis and construction review / inspections. Also served as Emergency Management Coordinator and City's grant writer. (Mayor and Commissioner's Recommendations available)

7. Personal:

I am married to Pamela Lynne Bonner. Pam is law enforcement professional and we are blessed with a 11-year-old son, John Christopher. We are community volunteers in the schools Special Events Programs and serve as Adult Leaders with Boy Scouts, North Florida Council. I am an advocate for affordable and transitional housing initiatives and volunteer technical support to the private and Not-For-Profit organizations providing these services.

I enjoy excellent health and am an avid outdoorsman. My hobby interests include music, woodworking, power and sail boating, motorcycling, photography, biking, hiking, canoeing, camping, GeoCaching, kite flying and GM performance engine building.





- Salary History and Professional References -

Base Salary History:

City of North Miami Beach, Florida - City Manager	\$165K annually
Okeechobee County, Florida - County Administrator	\$135K annually
Sumter County, Florida – Interim Asst. County Administrator	\$98K

Professional References:

Mrs. Shairi Kamali Assistant City Manager,
City of South Miami, Florida
Telephone 305-778-7700

Mr. Mac Serda, Deputy City Manager
7011 NE 19 Avenue, North Miami Beach, Florida 33162
Telephone 305-525-5505

Ms. Lea Buckley, Information Technology Professional
SunGard Corporation, Public Sector
Telephone: 386-451-0026

James D. Drumm
P.O. Box 1377
Zephyrhills, Florida 33539
(352) 226-6533
jdrumm825@aol.com

CAREER SUMMARY

I have over 20 years of professional municipal management experience in full service cities. I have been successful in budgeting; financial management; grant writing; capital project management; policy development; inter-governmental relations; emergency and disaster response; media relations; visioning; community planning; economic development; downtown redevelopment; developing public works and utilities infrastructure; collective bargaining; developing and mentoring city staff to their potential; and working with dedicated staff members to provide quality services to the citizens we serve.

WORK EXPERIENCE

May 2011-April 2014

City of Zephyrhills, Florida

City Manager

- Management over the operation and employees of all 11 City departments with services including: police, fire, finance, human resources, water, wastewater, stormwater, streets, parks and recreation, cemetery, sanitation, fleet, planning, economic development, building, code enforcement, general aviation airport, golf course, industrial park, library and two museums.
- Preparation and management of the annual budget (\$60 Million)
- Planned and managed capital construction projects
- Supervised and participated in long/short range community planning : historic preservation, downtown re-development, economic development, industrial corridor, and airport expansion
- Prepared and presented agenda items and recommended legislation to the City Council
- Represented the City at meetings with Federal, State and County officials
- Writing and managing grant funded projects and community programs
- Analyzed codes, policies and operations so to implement improvements in efficiency and effectiveness of City services
- Developed a cohesive management team of professionals so to address improving and maintaining quality services while facing budget shortfalls due to the "Great Recession"
- Work involved many interactions with elected officials, Federal State, and County Agencies, City Boards, state/regional municipal leagues, non-profit organizations, civic groups, engineers, planners, developers and the general public
- Negotiated Collective Bargaining agreements
- Managed the Community Redevelopment Agency (CRA)

March 2004-October 2010

City of High Springs, Florida

City Manager

- Management over the operation and employees of all City departments with services including: police, fire, finance, state license plates (tax collection), water, wastewater, stormwater, streets, farmer's market, parks and recreation, cemetery, sanitation (contracted), planning, development and codes.
- Preparation and management of the annual budget (\$19 Million)
- Planned and managed capital projects
- Conducted long and short range community planning
- Prepared and presented agenda items and recommended legislation to the City Commission

- Represented the City on intergovernmental boards and at meeting with Federal, State and County officials
- Writing and managing grant projects
- Analyzed codes, policies and operations so to implement improvements in efficiency and effectiveness of City services
- Developed a professional management team to address customer service, operations and emergencies (i.e. Tropical storms, Hurricanes Frances and Jeanne)
- Work involved many interactions with elected officials, City Boards, state/regional municipal leagues, community organizations, engineers, planners, developers and the general public
- Responsibilities included serving as the City Clerk, which involved records management and supervision of municipal elections
- Served as Personnel Director
- Served as Community Redevelopment Agency (CRA) Executive Director.

March 2002- March 2004 **Management/Planning Consulting, Lake Alfred, Florida**
Management/Planning Consultant

- Conducted management studies
- Reviewed and conducted pay and classification studies
- Conducted personnel policy reviews and updates
- Reviewed and updated codes and policies
- Grant writing
- Supervised and conducted projects in annexation, land use planning and water/sewer utilities operations/expansions, growth management and various municipal management issues
- Served as Interim Assistant Town Manager of Polk City, Florida for 14 months.

May 1994- December 2001 **City of Lake Alfred, Florida**
City Manager

- Management over the operation and employees of all City departments with services including: police, fire, finance, water, wastewater, stormwater, streets, parks and recreation, cemeteries, sanitation, central garage, planning, building and zoning and the library.
- Preparation and management of the annual Budget (\$7 Million)
- Conducted long and short range community planning
- Recommended and prepared local legislation for the City Commission
- Prepared and presented agenda items
- Represented the City on intergovernmental boards at meetings and with County and State Officials
- Grant writing
- Analyzed codes, organizational policies and operations to improve efficiency and effectiveness of City services
- Interaction with elected officials, City Boards, community organizations, engineers, planners, developers and the general public
- Served as the Personnel Director
- Served as Interim Public Works Director on two separate occasions (nine months)
- Served as interim City Clerk on two separate occasions (ten months), which included the supervision of two municipal elections

August 1989- May 1994 **City of Auburndale, Florida**
Assistant City Manager

- Assisted in the management over the operations of all City departments (full service City)
- Assisted in the preparation and management of the annual Budget (\$21 Million)
- Managed the City's personnel and purchasing programs
- Conducted and coordinated special projects
- Intergovernmental coordination through serving on boards and committees

- Staff coordinator to the Community Redevelopment Agency (CRA and other appointed municipal boards
- Grant writing
- Represented the City or the City Manager at meetings or conferences
- Acted as City Manager in his absence, to include representing Administration at City Commission meetings
- Analyzed organizational policies and operations so to recommend and implement effective and efficient programs
- Public relations with the press, the business community, as well as addressing public concerns communicated to the City Manager's Office

December 1988-August 1989
Management Analyst

The Office of the County Manager
Hernando County, Brooksville, Florida

- Organizational analysis and development
- Conducted studies involving County procedures, policies and operations
- Analyzed data, determined results and made recommendations for improved operations
- Analyzed workflow, job duties and reporting relationships in order to improve operations and accountability
- Worked with County Commissions appointed citizen task force
- Reviewed department manager's proposed budgets and presentations
- Organized and facilitated Quality Circle Teams and created job classifications and descriptions

April- September 1988
Personnel Specialist

Southwest Florida Water Management District
Brooksville, Florida

- Conducted position audits and developed job descriptions
- Analyzed benefits and salary survey data and provided recommendations to the Human Resources Director
- Water Management District comprised of 16 counties

May- July 1987
Personnel Analyst/Intern

City of Gulfport, Florida

- Analyzed departmental functions
- Recommended consolidations of positions and departments
- Conducted position classification studies
- Developed job descriptions for all municipal positions
- Analyzed salary survey materials
- Created employee education programs
- Conducting various personnel research projects

EDUCATION

1986-1988
• Master of Public Administration
Concentration-Public Management

University of South Florida, Tampa, Florida

1981-1985
• Bachelor of Arts
Major-Political Science, Concentration-Public Administration

University of Florida, Gainesville, Florida

CREDENTIAL PROGRAM

- Credentialed City Manager-International City/County Management Association (ICMA) Washington, District of Columbia, June 2005-present

PROFESSIONAL ACTIVITIES

- International City/County Management Association (ICMA)
- City Manager-Mentor: ICMA-Student Chapter-University of South Florida, Tampa, Florida
- Florida City and County Management Association, Past Board of Directors
- Florida Public Human Resources Association
- Florida Redevelopment Association
- Polk County City Management Association (past member)

INTERGOVERNMENTAL BOARDS

- East Pasco County Water Coalition, Board Member
- Florida Department of Transportation, Transportation Planning Organization Technical Advisory Committee, past member
- Alachua County BOCC-Countywide Visioning and Planning Committee
- Ridge League of Cities, past Board member
- Polk County Library Cooperative (13 municipal libraries and two county libraries), Governing Board-Past Chairman, Past Budget and Finance Committee-Chairman
- Central Florida Development Council, Past Board of Directors
- Florida League of Cities, Transportation and Urban Administration Committee, past Member and past Vice Chairman
- Southwest Florida Water Management District, Surface Water Improvement Management Committee for the Winter Haven Chain of Lakes, Past Member

COMMUNITY SERVICE

- Zephyrhills Rotary Club, Honorary Member
- High Springs Rotary Club, Past Board of Directors/Past President
- Auburndale Rotary Club, Past Board of Directors/Past President
- High Springs Chamber of Commerce, Past Board of Directors/Economic Development Chair
- Lake Alfred Chamber of Commerce, Past Board of Directors/Past President
- Auburndale Chamber of Commerce, Past Board of Directors
- Zephyrhills Economic Development Coalition, Steering Committee Member
- High Springs Main Street Organization, Economic Re-structuring Committee, Past Member
- Auburndale Main Street Redevelopment Association, Past Board of Directors, Past Secretary/Treasurer
- Lake Alfred Elementary School Advisory Council, Past Member
- East Polk County Committee of 100, Past Member

AWARDS

- Program of Excellence Award for Community Sustainability, ICMA 2009
- Community Sustainability Award, Florida City/County Management Association, 2009
- Man of the Year, Lake Alfred Chamber of Commerce, 1997
- Executive Directors Award, Auburndale Chamber of Commerce, 1993

REFERENCES

- **Kenneth Compton, City Councilman (also Assistant State Attorney)**
City of Zephyrhills
5335 8th Street
Zephyrhills, FL 33542
(813) 713-1950
- **Jodi Wilkeson, Former City Council President (also Architect)**
City of Zephyrhills
5335 8th Street
Zephyrhills, FL 33542
(813) 997-7194
- **James M. Gabriel, Former Mayor/Formal City Commissioner**
215 S. Main Street
High Springs, FL 32643
(386) 588-4029
- **James Pendland, City Attorney-retired**
215 NW 7th St.
High Springs, FL 32643
(352) 672-3586
- **Albertus Maultsby, City Commissioner**
City of Lake Alfred
845 Lake Swoope Drive
Lake Alfred, FL 33850
(863) 956-1856
- **Robert R. Green, City Manager**
City of Auburndale
P.O. Box 186
Auburndale, FL 33823
(863) 965-5500
- **Vonnie Mikkelsen, Executive Director**
Zephyrhills Chamber of Commerce
38550 5th Avenue
Zephyrhills, Florida 33542
(813) 782-1913
- **Lucie Regensdorf, Bed and Breakfast Owner, Attorney**
420 N.W. 1st Avenue
High Springs, FL 32643
(386) 454-2206
- **Heather Clarich, Banker/Formal Pres. Chamber of Commerce**
320 N.W. 9th Street
High Springs, FL 32643
(352) 281-1446
- **John Hagen, President**
Pasco Economic Development Council
16506 Pointe Village Drive, Suite 101
Lutz, FL 33558
(813) 926-0827
- **Randall H. Reid, Southeast Regional Director (former Alachua County-County Manager)**
ICMA
777 North Capitol Street NE, Suite 500
Washington, DC 20002
(202) 962-3502

Don I. Hart
2517 Limerick Drive
Tallahassee, FL 32309
Cell Ph. 850-597-0130
Email: don@hartwan.com

- City Manager expertise
- Profitable Business Development
- Accounts Reconciliation Experience
- Effective Project Management
- Proficient in Contract Administration
- Heavy Construction Estimator

Experience:

City of Midway – February 2011 – Present Midway, Florida

Chief Financial Officer of a small city in the big bend area of north Florida. Duties include monthly financial reports to Elected Officials, annual budget preparations, receivables and payables as within guidelines of GAAP.

Southern Allied Contractors – July 2009- February 2011 Valdosta, Georgia.

Project Manager – Project management of retrofit of existing water treatment plant and shopping malls, and schools, hi rise hotels in Valdosta, GA area. Utilized "best practices" concepts for the project work and resulting financials showed these to be the most percentage wise profitable projects among the Project Managers.

City of Cuthbert Georgia – September 2000 – July 2009

City Manager - Provided CEO, CFO and Controller services for a \$32 million fiscal year budget. Work included all City contract administration, accounting functions for new Amphitheatre and other construction projects. Utilized expertise of water, wastewater, storm drainage and streets background for municipal projects "in house" designs. Departments are Fire, Police, Public Works divisions also.

Paul B. Krebs & Associates – January 1999 – September 2000

Project Manager primarily construction of new water treatment plants, office complexes and brought in under costs by about 4 percent below averages for this type of work and various municipal projects.

McKissack & McKissack – November 1994 – December 1999

Project Manager for upgrades at Baton Rouge wastewater treatment plant and specified new equipment installations and new pipe mains going into three different plants throughout the City of Baton Rouge. \$138 Million estimated costs.

City of Cairo Georgia – January 1994 – November 1994

Director of Building Department Work included onsite inspections to insure that all project complied with new building design codes and specifications consisted of site development, new building structures, electrical, mechanical, plumbing, and carpentry in the work. Projects included hospital, residential, hotel and school projects and water mains with specified Cathodic Protection on watermains.

Don I. Hart

City of Libertyville Illinois - *July 1992 - December 1993*

Project Manager for new construction of water and sewer mains; base, surface course paving and extensive storm water drainage for right of ways. IDOT specs work.

Camp, Dresser & McKee - *June 1987 - July 1992*

Project Manager on water distribution mains for water agency to 13 different communities almost the entire span of the county. Huge volumes of storm water removal design/build tasks in the projects with code and spec compliance required. IDOT spec paving projects much more stringent than FDOT due to winter frost line.

The Haskell Company - *September 1984 - May 1987*

Project Manager of new wastewater and water treatment plants and renovations of existing buildings, implementing new equipment and retrofit equipment designs and specifications for numerous structures. Monitored all technical facets required in these municipal construction projects in the southeast region of the country.

McLauren & Hart - *May 1983 - September 1984*

Project Manager for construction for storm drainage and streets. Work entailed a various mix of configurations and compositions of designs for watershed and also overlays with new curb and gutter.

Fitzsimmons & Associates - *January 1981 - May 1983*

Project Manager for construction of new water plant facilities in the north Florida and south Georgia area, all complying with spec book and code requirements.

Education:

AS - Middle Georgia College, BS - Georgia Southern University, Civil Engineering Technology

Don I. Hart

Professional Organization Memberships

International City Managers Association
777 N Capitol St. NE, Ste. 500
Washington, DC 20002
202-289-4262

Government Finance Officers Association
203 N LaSalle St., Suite 2700
Chicago, IL 60601-1210
312-977-9700

The Institute of Electrical and Electronics Engineers
IEEE Computer Society & IEEE Instrumentation and Measurement Society
445 Hoes Lane
Post Office Box 1331
Piscataway, NJ 08855-1771 USA
800-678-4777

Association of Energy Engineers
4025 Pleasant Dale Road, Ste. 423
Atlanta, GA 30340
770-4475083

Society of Fire Protection Engineers
One Liberty Square
Boston, MA 02109-4825 USA

Association of Iron and Steel Engineers
3 Gateway Center, Ste. 1900
Pittsburgh, PA 15222-1004
412-281-6323

American Society of Heating, Refrigerating and Air Conditioning Engineers
1791 Tullie Circle, NE
Atlanta, GA 30325
404-636-8400

American Society of Plumbing Engineers
3617 Thousand Oaks Boulevard, Ste. 210
Westlake, CA 91362-7649 USA

Community Memberships and Activities:

Rotary International
Captain of Randolph Haz-Mat Rescue Squad
Published weekly City Manager's Report in local newspaper

Don I. Hart

Technical Organization Memberships

Instrumentation Society of America
67 Alexander Drive
Post Office Box 12277
Research Triangle Park, NC 27709
919-549-7120

International Association of Electrical Inspectors
901 Waterfall Way, Ste. 602
Richardson, TX 75080-7702
800-786-4234

National Fire Protection Association
Electrical Section
1 Batterymarch Park
Post Office Box 9101
Quincy, MA 02269-9101
800-344-3555

Building Officials Association of Georgia
100 Cherokee Street, Ste. 544
Marietta, GA 30090
404-528-2081

Georgia State Plumbing Gas and Mechanical Inspectors Association
Post Office Box 1464
Fort Valley, GA 31030
912-825-5118

International Code Council
900 Montclair Road
Birmingham, AL 32513-1206
800-877-2224



CITY OF CUTHBERT

P. O. Box 100
Cuthbert, Ga. 39840-0100

CITY MANAGER DON I. HART EVALUATION

A review of the performance, accomplishments and productivity is as follows:

Personnel

In this Human Resources area, drug testing has been a difficult issue which Mr. Hart has handled exceptionally well. Requiring that Firefighters pass modules as specified under time restraints of Georgia Statutes has been handle in a firm way by Mr. Hart. Introduction of the concept of "Coaching" prior to verbal disciplinary, written disciplinary actions has proved to be beneficial to the City. Cross training efforts have been well received and show to be helpful in critical staffing conditions that have come about. Terminations in accordance with the Personnel Policy manual and said procedures have been followed in these cases. No personnel lawsuits have made it to a courtroom in termination issues. For insurance, introduction of the Cafeteria Plan has been beneficial.

Fire Department

The acquisition of the new Tanker Truck under a FEMA Grant was well done. Mr. Hart has promoted fire safety issues himself to the public-at-large and encouraged the Fire Department to engage in the same type of activities as well. Implementing part-time firefighting employment opportunities has helped in staff shortfalls. Of special note is the drop in insurance rating for the City from Class 7 level down to a Class 6 level. Mr. Hart has a haz-mat and confined space entry background with training and experience that he utilized in the anthrax scares for the community at large. Policy and procedure improvements have been made in this public safety arena such as the jaws of life. Numerous controlled burns of unsafe buildings have been done as a form of nuisance abatement for the City as initiated by Mr. Hart. These are parts of the work of the City Manager in this CFD.

Police Department

Keeping the staffing up to Public Safety requirements has been a tough job as law enforcement officers have vacation, sick time out, terminations, and resignations have plagued the CPD. Mr. Hart has handled these fluctuations in such as way as to not place in jeopardy the pubic at large. Bringing in Felicia Butler as a part of his team, Mr. Hart is responsible for huge sums of funding being obtained for the CPD that normally would not have happened. Keeping up an aging fleet of patrol cars has been done with such efforts as used transmission purchases in order to keep costs down. Police Officers that

Don I. Hart Evaluation Page Two

are POST certified are difficult to find and the fact that nearly the entire roster of Police Officers have changed have show that challenges in the CPD have been managed by Mr. Hart satisfactory. These are some of the highlights of the City Manager's work in the CPD.

Public Works Department

The City's Wastewater Treatment staff was provided a PC for their paperwork necessary by EPD thru Mr. Hart. An all effort to reduce costs for the back-up genset at the WWTP was attempted. Mr. Hart has encouraged in house repairs as much as possible to the benefit of the City. Natural Gas training for staff has been done for safety purposes. Costs savings on pipe specifications are directly attributed to Mr. Hart as well as valve types. Hydorstatic testing has proven this to be a value engineering concept. In house design of the Atkinson project saved the City money on engineering fees for this task. With a Ga DOT grant, the City lines out at the intersection were lowered and the banks trimmed back to enhance the traffic view for the intersection went very well. With the Southwest Georgia Railroad, several intersections were improved thanks to Mr. Hart. The City Manager's ability to work with DOT and RR project managers proved to be beneficial to getting these tasks done in joint venture mindsets. The use of break-away sidewalk forms has been cost effective for the City. These are some of the portions of tasks of the City Manager is the CPW.

City Hall

Several benchmarks for needed improvements have been implemented by Mr. Hart. A major milestone was set by the insistence that a Monthly reconciliation be done for the City. Another achievement was Mr. Hart's directive that a balance be kept on the General Fund status. These and other efficiency topics brought the bookkeeping more in line with generally accepted accounting procedures as GOAA was delighted to know of Mr. Hart's taking to task the difficulty of the doing of such needed improvements. Mr. Hart has offered free IT training to the City Hall at no charge.

Grants acquisition

Targeting and receiving funding for the City has been excellent with Mr. Hart. When he came here, the City had a record of getting a CDBG about every 4 to 5 years and nothing else. This all changed with Mr. Hart. He encourages going for a CDBG each and every 2 year as the qualifications call for. The new Community Home Investment Programs have been well received overall in the City. The Employment Incentive Program grant was most beneficial in the project to provide service to the new Willows facility. By bringing in Carol Southard on his team here, massive amounts of funds have come our way. Almost 30 families have had direct impact from these programs. Mr. Hart worked proficiently to close out the CDBG 98 housing programs and showed his estimating skills to be most beneficial in that program in take-offs for LCRDC. With another member of Mr. Hart's team, the City has received even more funding with Felicia Butler. Grants from the Governor's Office of Highway Safety. Funding for a GCIC computer upgrade

Don I. Hart Evaluation Page Three

was completed. Relentless efforts for LLEBG and COPS grants continue. Mr. Hart has represented the City extremely well with DCA Administrators. Other efforts now in the works are recreational funding for the Day Park. None of these programs would have occurred if Mr. Hart had not been City Manager.

Special Projects

Some of the achievements have been finding and hiring Lifeguards when all hope seemed lost, utilizing HDPE storm drainage instead of RCP which was less expensive, but not a breach of ASTM standards for this type of work. Completion of the Fletcher Henderson Amphitheatre without a lawsuit came perilously close; but Mr. Hart worked diligently with the Contractor so to avoid such an outcome. Purchasing pipe at a "low price" season in the PVC market was another way to save money that Mr. Hart has done. With the GMA's Local Government Risk Management inspector, Mr. Hart coordinated with staff to see to a completion of the issues raised. Many Cities as slow to do this; but this City did which helps greatly in the extremely critical risk management arena. Mr. Hart worked closely with risk managers to make sure that insurance coverage could continue to be obtained as the few carriers still doing this are looking to cull out risks. Mr. Hart observed close by Cities such as Shellman and Dawson loose their insurability status and were forced to join the GMA's pool association. Other special projects have been that Mr. Hart designed a World Wide Website format for consideration. A Pay and Classification Plan was also prepared along with a Job Description for review. The City Manager even presented the City Council a Disable Employee Policy to check out. Mr. Hart has worked for the sake of the City with DOAA closely in several critical times with the annual audits being tardy. The dog kennel was brought up to standards and thus, the City avoided citations and fines in this area of work. Again, Mr. Hart worked closely with those involved with an attitude of good faith for such works required.

Building and Electrical Code Compliances

As the City has had building code enforcement changes and as the electrical inspector has been unavailable with illness, Mr. Hart has filled in as he is most qualified for these types of functions here in the City as needed.

Summation

Consideration of the aforementioned and more (as every micro detail cannot be described); we, the undersigned Elected Officials are well pleased with the work, attributes and abilities of Don I. Hart in his capacity as City Manager of the City of Cuthbert, Georgia.

Betty Jones
Norman [unclear]
Phillip J. [unclear]
Lincoln [unclear]



CITY OF CUTHBERT

P. O. Box 100

Cuthbert, GA 39840 USA

OFFICE OF THE CITY MANAGER

28 January 2003

Data for the City of Cuthbert Personnel Committee
from City Manager Don I. Hart

D.I. Hart
Personnel Losses for the year 2001 were:

Eddie J. Coleman
Justin Moore
Jack Mauldin
Burdley Stokes
Eddie Bryant
Tony Daniels
Bobby Wiggins
Sam Starling
Sheila Fairbanks
Johnny Ron Starling
Willie Jackson
Anthony Martin
Dan Kuykendoll
Edward Lynch
Willie Bell Barbary
Gerald Chip Daniels*
Donald Slaughter*
Bruce Knighton*

Personnel Losses for the year 2002 were:

Tyrone Smith
Raymond Deil
James Davis
Blake Buchan
Darrell Gilbert
James Mock
Horace Murphy
Eric Conner
Donald Slaughter

*Individuals who returned to work for the City of Cuthbert later.

Also, this exculdes the temp. Life Guards at the pool.
Of a 43 poeple count for both years, we have had major numbers
in Personnel exits from the City of Cuthbert.

SANFORD D. BISHOP, JR.

SECOND DISTRICT, GEORGIA

DEMOCRATIC WHIP AT-LARGE

COMMITTEE ON AGRICULTURE

SUBCOMMITTEE:
SPECIALTY CROPS AND FOREIGN
AGRICULTURE PROGRAMS

GENERAL FARM COMMODITIES AND
RISK MANAGEMENT

**PERMANENT SELECT COMMITTEE
ON INTELLIGENCE**

SUBCOMMITTEE:
TECHNICAL AND TACTICAL INTELLIGENCE,
RANKING MEMBER

INTELLIGENCE POLICY AND NATIONAL SECURITY

COMMITTEE ON VETERANS' AFFAIRS*



**Congress of the United States
House of Representatives
Washington, DC 20515-1002**

August 6, 2002

WASHINGTON OFFICE
2429 RAYBURN HOUSE OFFICE BUILDING
WASHINGTON, DC 20515-1002
PHONE: (202) 225-3631
FAX: (202) 225-2203

DISTRICT OFFICES
235 ROOSEVELT AVENUE
ALBANY TOWERS, SUITE 210
ALBANY, GA 31701
PHONE: (229) 433-8067
FAX: (229) 436-2093

CITY HALL
DAWSON, GA 31701
PHONE: (229) 895-3991
FAX: (229) 995-4894

FEDERAL BUILDING, ROOM 255
401 NORTH PATTERSON STREET
VALDOSTA, GA 31601
PHONE: (229) 247-8705
FAX: (229) 241-1035

Mr. Don I. Hart
City Manager
City Of Cuthbert
P. O. Box 100
Cuthbert, Georgia 31740

Dear Mr. Hart:

I would like to take this opportunity to express to you my gratitude for the commitment to excellence that you have in your capacity as City Manager of Cuthbert.

It is my pleasure to work with you on numerous projects, such as the Small Business workshops. I appreciate your explaining my work on the Peanut Program to your friends in the Northeast, Midwest, and Pacific Coast. Sometimes our fellow Americans in different parts of the United States might not have a good understanding of such an important topic. I have observed your commitment to the success of the Fletcher-Henderson Jazz Festival, a tremendously uplifting and delightful occasion for our region. Your engineering skills, as well as your capacity to pull people together are most beneficial to City of Cuthbert.

With warmest personal regards, I remain

Sincerely yours,

Sanford D. Bishop, Jr.
Member of Congress

SDB:vj



House of Representatives

GERALD GREENE
REPRESENTATIVE, DISTRICT 158
ROUTE 3, BOX 316
CUTHBERT, GEORGIA 39840
(229) 732-2101 (O)
(229) 732-2750 (FH)
(404) 657-0499 (FAX)
E-MAIL: GGreene@legis.state.ga.us

STATE CAPITOL, ROOM 401
ATLANTA, GEORGIA 30334
(404) 656-7856

STANDING COMMITTEES

INTERSTATE COOPERATION, CHAIRMAN
AGRICULTURE & CONSUMER AFFAIRS
APPROPRIATIONS, VICE-CHAIRMAN
WAYS & MEANS, EX-OFFICIO

August 6, 2002

Don I. Hart, City Manager
City of Cuthbert
209 Randolph Street
P. O. Box 100
Cuthbert, GA 39840

Dear Don:

I would like to tender this assessment of your services in your profession as City Manager of Cuthbert.

I have enjoyed working with you on numerous topics. Your "value engineering" and "partnering" concepts that you brought over from the corporate world to the municipal spectrum have been well received. I appreciate your efforts in completing several difficult projects and making them cost effective. I would also like to thank you for working so well in joint ventures with the Randolph County Board of Commissioners, the Quitman County Water and Sewer Authority, West GA Housing Consortium, and the Pataula Drug Task Force, as well as other cities in our district. I also take great pleasure in knowing that you, as a family man, have enjoyed with your children many of our natural resources and marvels, such as Lake George fishing and Providence Canyon.

I appreciate everything you do for the City of Cuthbert. I encourage you to keep up the good work for our district.

Sincerely,

Gerald Greene

Gerald Greene
State Representative
District 158

GG:dr

MICHAEL S. MEYER VON BREMEN
District 12
314 B Legislative Office Building
Atlanta, Georgia 30334
(404) 658-0037
Fax: (404) 657-9887

P O. Box 72065
Albany, Georgia 31708-2065
(229) 435-1470
(229) 439-7504
E-Mail: mmeyer@legis.state.ga.us
www.mvbsenate.org



COMMITTEES:
Appropriations
Ethics, Chairman
Judiciary
Natural Resources
Public Safety
Reapportionment

The State Senate
Atlanta, Georgia 30334

August 15, 2002

Don I. Hart, City Manager
City of Cuthbert
113 Court Street
Cuthbert, GA 39840

Dear Don:

Please allow me this opportunity to pass on to you my sincerest appreciation of your "best practices" style of City Management for the City of Cuthbert.

I would also like to express my gratitude to you for your successful efforts of bringing cooperation between people on numerous tasks for the City of Cuthbert.

Specifically, I have made note of the fact that you worked hard for grant funds for the City in the past year's time span. Your work has made a difference for the Community.

I understand that you and your son, Harrison, have enjoyed hunting so much in our region and appreciate that family values are so important to you.

Again, thank you for your professionalism and inspiring work. Keep it up!

Sincerely,

Michael S. Meyer von Bremen

MSMvB/thd

{F:\Clients\THD\4423-0001\Senat\Don Hart.wpd}

Donald E. Holmes, Esquire

RESUME

Personal:

Donald Edward Holmes

Place of birth – Greenville, Mississippi

Current Resident address – 115 Buffalo Bluff Road, Palatka, Florida 32177 (since 1989).

Continuous resident of Putnam County since 1976.

(386) 328-1111 (work); (386) 937-4070 (cell)

Education:

Marianna High School, Marianna, Florida – Diploma

Chipola Jr. College, Marianna, Florida – Associate of Arts

Florida State University, Tallahassee, Florida – Bachelor of Science (Double-Major: Finance and Pre-Law)

Florida State University College of Law – Juris Doctor (With Honors)

Family:

Marital status – divorced

Children – Edward Ashley Holmes (attended St Johns River Community College/graduated - University of Florida; employment – Seminole Electric Co-Op, Palatka, Florida)

Julianne Nicole Young (attended St. Johns River Community College/graduated Stetson University; employment – St. Johns River State College, Palatka, Florida)

Business/Professional:

2012 – present

Holmes & Young, P.A., 222 North 3rd Street, Palatka, Florida, 32177

2004 – 2007

Co-owner/operator of Palatka Motor Sports, 2120 Reid Street, Palatka, Fl., 32177 *1

2002 – 2012

Donald E. Holmes, P.A., 222 North 3rd Street, Palatka, Florida 32177

1992 – 2002

Holmes and Pickens, P.A., 222 North 3rd Street, Palatka, Florida 32177

1987 – 1992

Donald E. Holmes, P.A., 607 St. Johns Avenue, Palatka, Florida 32177

1983 – 1987

Walton, Townsend, and Holmes, 613 St. Johns Avenue, Palatka, Florida 32177

1978 – 1983

Assistant State Attorney, Seventh Judicial Circuit, Palatka, Florida 32177

1977 – 1978

Clark and Mussoline, 501 St. Johns Avenue, Palatka, Florida

1976 – 1977

Assistant State Attorney, Seventh Judicial Circuit, Palatka, Florida 32177

*1 operated simultaneously with law practice

Professional Standing/Accomplishments:

*Rated "AV" by Martindale-Hubbell, regarded as the preeminent lawyer rating service.. The "AV" designation is the highest possible rating assigned by Martindale-Hubbell "in both Legal Ability and Ethical Standards" and is held by a relatively few attorneys. Ratings from Martindale-Hubbell are generally considered the most reliable in describing an attorney because they are based upon confidential "peer review", produced through questionnaires directed to attorneys and judges in the geographical area in which the attorney practices, and, the questionnaire responses are confidential.

*During the last approximately four years employment with the office of the State Attorney, held position of Chief Assistant State Attorney for Putnam County, a position which required supervision of the day-to-day operation of the Putnam County office, including review of and/or initially making decisions regarding filing of all criminal charges.

*Lead counsel or sole counsel in more than 200 jury trials.

*Former President Putnam County Bar Association;

*Former Chairman of Florida Bar Grievance Committee for Seventh Judicial Circuit (Committee of The Florida Bar which considers ethical complaints against lawyers)

Representative Clients (Represented on retainer/continuing basis):

*City of Palatka (2000 to present)

* Palatka Housing Authority (former counsel)

* Palatka Gas Authority (from approximately 1993 to present)

* Putnam County Building and Zoning Department (from approximately 1987 to 1994)

* Town of Interlachen (from 1983 to present)

* Beck Auto Dealerships (Ford, Chevrolet, Nissan, Chrysler) (from approximately 2002 to present)

* Caldwell Banker – Ben Bates, Inc. (from approximately 1994 to present)

* Rodeheaver's Boy's Ranch (pro-bono)

Community Involvement

- Along with others, formed, and then served as the first President of the Putnam County Humane Society
- 30 + year member of the Palatka Rotary Club; Past-President; Past Secretary; and Multi-Year Member of Board of Directors
- Multi-Year member of Board of Directors of Rodeheaver's Boy's Ranch and Past Vice-President of Rodeheaver's Boy's Ranch, Inc.
- President of Rodeheaver's Boy's Ranch, Inc. (current)
- Former Volunteer coach (multiple years) Youth Flag Football, Girl's Softball, , Palatka

PATRICK J. KENNEDY, JD, ICMA-CM
124 Central Avenue • Crescent City, Florida 32112 • (386) 244-4910

PROFESSIONAL EXPERIENCE

EMPLOYER: City Commission for the City of Crescent City Crescent City, Florida

POSITION, RESPONSIBILITIES AND ACCOMPLISHMENTS:

CITY MANAGER December 2008 – Present

Manage and develop the budget for a full service municipal government that includes city-owned water, sewer and natural gas utilities, as well as manage and budget for the City's Community Redevelopment Agency. In addition to leadership role for all departments and employees at all levels, I serve as the city's CRA Director and the Planning and Zoning Director.

Accomplishments to highlight include:

- Building the general fund reserve from less than 1% of the General Fund budget in FY2008 to more than 45% of the General Fund budget by the end of FY2014.
- Increased total cash reserves in all funds (general, utilities and special funds) from \$813,000 in FY2008 to more than \$2,200,000 in FY2014, without raising taxes or utility rates.
- Reorganize the city-owned natural gas utility and manage the daily operations in order to bring it from a deficit to a positive net asset position, while doubling the gas utility's contribution to the city's general fund.
- Acquired grant funding for and managed millions of dollars in capital improvements, including:
 - \$1.4 Million to the city's water treatment plant and distribution system;
 - \$695,000 to develop a new waterfront park with boat ramp and parking facilities;
 - \$650,000 for the rehabilitation of 12 low income residences, including the complete rebuild of 3 homes;
 - \$850,000 in storm water infrastructure improvements;
 - \$400,000 in general park improvements
- Negotiated the acquisition and cleanup of a high profile blighted property for the CRA, and draft a detailed RFP for its redevelopment.
- Create a façade grant program to help property owners in CRA improve their buildings.
- Start a monthly newsletter promoting city hall activity and community events.
- Brought in a high speed internet option to Crescent City, which was previously limited to one dsl option that remains spotty and underperforming.
- Develop a visitor/tourism based website to promote the city and the surrounding community.

ASSISTANT CITY MANAGER December 2006 – December 2008

Assisted with and performed the daily management of all aspects of City's operations for the City Manager when he was not present (City Manager worked part-time 2-3 days a week), with an emphasis on human resources, gas utility operations, and utility billing process and procedures for water, sewer and gas utilities.

- Selection and implementation of new accounting and utility billing software, including a complete data conversion to the new system.
- Drafted and negotiated various contracts on behalf of the City, including franchise agreements, solid waste collection services, audit services, continuing engineering services, and numerous special project contracts.

PATRICK J. KENNEDY, JD, ICMA-CM
124 Central Avenue • Crescent City, Florida 32112 • (386) 244-4910

EMPLOYER: Putnam County Board of County Commissioners Palatka, Florida

POSITION, RESPONSIBILITIES AND ACCOMPLISHMENTS:

DIRECTOR OF PLANNING & DEVELOPMENT SERVICES 2003 – 2006

Lead the County's Planning, Zoning, Building Permit and Code Enforcement agencies, with 3 division managers and a staff of 25 full time employees. In addition to daily interaction with managers and customers to address land use, permitting and code enforcement concerns, I was directly responsible for larger planning and development concerns and interagency coordination of development review. Some accomplishments of note include:

- Draft and defend department budget to the County Administrator and Board of County Commissioners, which included personnel and capital equipment needs to perform the necessary department functions.
- Directly handle complex planning and development review, including coordination of multiagency and multi-jurisdictional review of a 1 Million sq ft distribution center and a 2,000 acre multiuse development proposal that included single-family, multi-family, commercial and industrial uses.
- Manage complete evaluation and appraisal of Putnam County's Comprehensive Plan.
- Conduct visioning workshops and public meetings to develop a Special Area Plan for 33,000 acres in northeast Putnam County.
- Draft and present staff reports with recommendations to the Putnam County Board of County Commissioners, the Planning & Zoning Commission and the Zoning Board of Adjustment.

SENIOR PLANNER 2001 – 2003

- Drafted and brought an entirely new Land Development Code through adoption with detailed analysis and explanation of proposed code provisions at multiple public meetings before the Planning and Zoning Commission and the Board of County Commissioners. This effort mandated consideration and incorporation of public input during these meetings that included diverse groups like the Putnam County Environmental Council and the Chamber of Commerce.
- Conduct day-to-day land use planning and zoning functions, including development review, code interpretation and staff management

EMPLOYER: Moye, O'Brien, O'Rourke, Pickert & Dillon Maitland, Florida

POSITION AND RESPONSIBILITIES:

ASSOCIATE ATTORNEY 1993 – 1998

Practiced law in the field of commercial litigation and employment law representing multi-national and national heavy civil construction firms and engineering firms. Cases include complex contract disputes and multi-million dollar claims with government agencies like FDOT; as well as the defense of corporate clients in employment disputes before the EEOC and the Florida Commission on Human Relations (FCHR).

PATRICK J. KENNEDY, JD, ICMA-CM
124 Central Avenue • Crescent City, Florida 32112 • (386) 244-4910

EDUCATION

DEGREES EARNED:

JURIS DOCTOR

Pace University School of Law White Plains, New York 1992

BACHELOR OF ARTS DEGREE – Major: Marine Science Minor: Business
University of Miami Coral Gables, Florida 1989

ADDITIONAL EDUCATION:

URBAN AND REGIONAL PLANNING MASTERS PROGRAM

Florida State University Tallahassee, Florida 1999-2000

PROFESSIONAL CREDENTIALS

ICMA Credentialed Manager and full member of the ICMA

Florida Bar Association - Active member of the Florida Bar in good standing since 1992 and Member of the *City, County and Local Government Section* of the Florida Bar

CIVIC AND PROFESSIONAL AFFILIATIONS

Putnam County Chamber of Commerce – Board Member since 2008

Putnam County Habitat for Humanity – Board Member since 2012, Treasurer for FY2014 and FY2015

North Florida Broadband Authority – Board Member since 2012

Florida Gas Utility – Board Member since 2009, Executive Committee Member since 2012

Rotary Club of Crescent City – currently serving as assistant district governor for District 6970; also served as President and Foundation Chair for the club

April 21, 2015

Allen R. Bush
Interim City Manager
City of Palatka
201 N. Second Street
Palatka, FL 32177

Dear Mr. Bush:

I would like to request your consideration of my qualifications for the position of City Manager. The published job announcement described a specific set of skills and abilities the City Commission would like for the incoming manger to possess, and I believe I possess those preferred skills. I hold Master's Degree in Public Administration and a Certified Public Manager designation from Florida State University. My public service career spans more than 18 years.

I am a highly energetic manager who works well with a variety of groups including elected officials, civic leaders, the business community and citizens. My personal approach to management is "Management by Walking Around," a style where I get to interact with frontline employees, solicit ideas on improvement opportunities, and work with staff to resolve identified concerns resulting in better performance. I believe in offering education and training for staff and empowering them to perform. While available to monitor and provide guidance, I respect them as professionals and therefore do not micromanage. This style of management combined with open and honest dialogue has proven successful for me.

I have a comprehensive working knowledge in all areas of municipal operations and have a clear understanding of the City Manager role in relationship to the governing body. I believe in sharing all information with the Mayor and Commission to maximize effectiveness and to better assist staff in the implementation of adopted policies.

I recognize the significance of community involvement, and am currently involved with Rotary International, Kiwanis, Salvation Army and several local outreach organizations, as well as serving on committees of professional organizations such as Florida City/County Management Association and Florida Association of Code Enforcement. I enjoy being out in the community observing staff, solving problems and working with citizens.

My fiscal experience includes creating, implementing and administering municipal budgets and enterprise funds utilizing various software programs, development and oversight of capital improvement projects and roadway infrastructure. I have worked for local governments with budgets ranging from \$3 million to \$100 million. I have executed an infrastructure improvement plan that will save my current city an estimated \$11 million over the next 20 years. I have secured nearly \$700,000 in grants for my community and the Keystone Municipal Airpark has been awarded multiple grants for renovations and infrastructure upgrades.

I have over 10 years' experience in human resource management from selection and hiring of new staff, to coaching and mentoring, evaluating, union negotiations and goal setting. I have authored policies related to personnel and contract management.

In my role as Community Redevelopment Administrator I have updated the City's CRA Plan, prioritized projects and events, developed regional partnerships and timelines, and projected costs. I manage the tax increment funding revenue, oversee the recruitment of new business, and amend zoning and land development regulations to promote sensible and sustainable growth within the City's CRA District.

In closing, this position offers the opportunity of making a meaningful contribution to a community known for its diversity, values and character. I am an excellent communicator, self-motivated, and a team player. I will bring passion tempered with wisdom, commitment to community and my record of fiscal constraint and accountability to the position.

My desired salary is negotiable and would be within the advertised range. My current salary is \$65,000. I welcome the opportunity to meet with the Mayor and Commission to discuss the position and my ability to meet their needs.

In public service,

A handwritten signature in black ink, appearing to read "Terry K. Suggs". The signature is fluid and cursive, with a large initial "T" and "S".

Terry K. Suggs, MPA, CPM, FCCMA, ICMA

TERRY K. SUGGS

3312 Virginia Lane, Green Cove Springs, Florida 32043
Phone: 352-283-4605 Email: teke00@msn.com

Professional with broad array talent and municipal management experience seeking a challenging position in a well reputed organization with an opportunity to utilize financial, economic development, planning and problem solving skills for the benefit of the community and organization.

Areas of Expertise

Financial Management
Long Term Planning
Roadway Infrastructure

Community Redevelopment Agency
Staff Performance
Cemetery

Growth Management
Municipal Airport
Enterprise Funds

Work History

City Manager
City of Keystone Heights, FL

September 2011 - Present

Preparation of all annual budgets to ensure compliance with City Councils vision and long-term planning.

Produce and analyze monthly revenue and expenditure reports to identify current and future trends affecting financial condition.

Responsible for all aspects of human resources management including recruitment, wage and salary administration, benefits, payroll, classifications, program development and establish performance objectives and performance measures.

Director Community Redevelopment District and Growth Management.

Conduct annual city council elections, serve as a chair of the canvassing board, and maintain statistics on election results, voting history and voter registration.

City Council liaison on the Keystone Municipal Airpark Authority Board.

Maintain official records and oversee maintenance and programs of City owned cemetery.

Successes:

Crafted City's first formal comprehensive long term strategic plan unanimously approved by Council.

Secured \$683,000 in Housing Rehab and Recreation Grants

Municipal Airpark received \$900,000 for Airport FBO.

Implemented street preservation plan to extend the life of roadway network by an additional 20 years and save an estimated \$11 million.

Received the Small Cities Comprehensive Plan Update Award.

Negotiated cost sharing agreements with Board of County Commissioners and County School Board on mutually beneficial capital projects.

Concluded fiscal years 2012, 2013, and 2014 financial audits with no management comments.

Education

Master of Public Administration, Barry University: 2013
Certified Public Manager, Florida State University: 2010

Professional Organizations

Florida City/County Management Association – Education Committee 2015 Conference
Florida Association of Code Enforcement – President 2009/10
International City/County Management Association

Community Organizations

Keystone Heights Kiwanis Club
Keystone Heights Rotary Club – President 2014/15
Salvation Army Kettle Program
University of Florida Non-Profit Scholarship Endowment Organization – President 2012

References

Rob Bradley
Florida Senator
Legislator
904-994-4847

Donnie Bowles
Michael Baker Corporation
Engineer
904-380-2508

Frances Childers
Non-Profit Board
Treasurer
352-475-5129

Susan Fraser
SLF Consulting
Planner
904-591-8942

Robert Hamilton, J.D.
Florida Association of Code Enforcement
Board Attorney
407-857-7067

Rich Komando
Kopelousos, Bradley & Garrison
City of Keystone Heights Attorney
904-269-1111

Shawn O'Rourke, CEP
City of Oviedo
Code Compliance Manager
407-971-5786

Richard Wolf
Alachua County
Asst. Director Growth Management
352-374-5247

William R. Whitson, ICMA-CM
529 Northshore Circle
Lynn Haven, Fl. 32444
E-Mail: wwwhitson@aol.com

Cell Phone: 386-846-0687

CAREER HIGHLIGHTS SUMMARY

Recruitment of three multi-million dollar economic development projects for the City of Port Orange - Environics, Palmer Chiropractic University and PYA Monarch; creating over 350 new jobs and over \$30 million dollars in new tax base. Led efforts to complete a new \$13 million food distribution facility at new industrial park in Cairo, Georgia in a one year time frame with over 80 jobs.

Worked with Council Members to lower ad valorem property tax rate in Cairo, Georgia from 7.90 mills to 7.52 mills. Worked to Reduce tax rate in East Ridge by 1.2 cents per hundred.

Coordinated the launch of the new City Marina redevelopment project for Downtown Panama City in 2012/13. Worked to develop innovative grant incentive programs that have attracted hundreds and thousands of dollars in new investment (\$500K +) and supported expansion of various redevelopment activities in the City.

Led efforts to successfully work between FOOT, City officials and citizens to beautify and re-design S.R. 5/Nova Road in Port Orange. Also, coordinated \$1.2 M effort to redesign Jenks Ave. as a professional corridor in Panama City, Fl.

Coordinated the development of the Riverwalk Memorandum of Understanding (MOU) outlining a major downtown waterfront redevelopment effort valued at \$350+ Million dollars in Port Orange, Fl.

Led efforts to develop the Florida Coalition EMAC response to Hurricane Katrina in south Mississippi delivering nearly \$1 million dollars of local recovery aide in 16+ missions.

Appointed by ICMA in 2007 to serve on the National Emergency Management Network Board of Directors (NEMN). NEMN pioneered new emergency management software development for State/Local government use.

Significant emergency management experience - Incident Command staff in Hurricanes Erin, Opal, Charley, Frances & Jean. Also served in Incident command leadership for East Ridge, Tn. Flood-2009/2010

Provided Significant leadership in planning and constructing a new 15,000 sq. ft. multi-purpose City Hall building in Milton, Florida hardened for emergencies with State/FEMA grant and also helped secure award of \$2.2M in BP funding for various marina improvements in Panama City.

Created a new prison inmate work program to address significant City Street & drainage maintenance backlogs in Milton Florida and East Ridge, TN. Efforts saved thousands in public resources and improved drainage in the community.

Negotiated contracts in Milton, Fl. to obtain new City customers in excess of \$3.1 million dollars in local utility accounts.

Planned and organized the establishment of a new field office for the U.S. Environmental Protection Agency (EPA) to protect the environmental quality of the Gulf of Mexico.

PROFESSIONAL EXPERIENCE

Director, Panama City, Florida (pop 38,000)

2011-2014

Served as Director of the Panama City Community Redevelopment Agency (CRA) with four separate CRA Districts established under FS Ch 163. Total budget of approx. \$4 Million and seven full-time staff. In addition, CRA is responsible to contract and manage expanded community Policing Services (6 FT Police Officers) as well as maintenance of various CRA properties and assets. Successfully negotiated contract service agreements; developed marketing and long-range planning efforts, organized community input for design and creation of new public spaces including streets, parks, downtown marina/streetscape and various urban development projects. Awarded and administered local redevelopment grant dollars. Grant program served as a tool to attract numerous jobs and hundreds of thousands of dollars in new investment and supported historic preservation. Led design development efforts for the Downtown Marina Project valued at over \$13 Million in City investment. Responsible for planning and administration of various grant and construction projects such as the MLK Blvd. beautification and the Jenks Ave improvement valued at over \$1.2 Million. Implemented aggressive new efforts to increase and automate Code Enforcement targeted at properties that lowered property values. Worked as a key part of the City team to successfully secure the expansion of iSirona/Nant Health in Panama City a medical software company with over 400+ jobs. Negotiated agreements to leverage over \$18 Million in new parking improvements at Bay Medical Center. Work to establish plans for African American Cultural Heritage District. Pioneered and coordinated implementation of flexible streets program for Downtown.

City Manager, City of East Ridge, Tennessee (pop 20,000)

2009-2010

Served as City Manager for full service City with approx. 140 employees. Budget of \$14 Million. Services include police, fire, solid waste, streets, parks, library, building and code enforcement, traffic control, animal control and municipal court. Worked to secure \$2 Million in new federal grant funding during employment. Responded to reduce tax burden, re-organized the City staff saving significant resources and improving service delivery. Secured significant savings in employee health care costs. Successfully lead efforts to respond to major flood events in September, 2010. Worked closely with developers and elected officials to lay economic development foundation and plans that helped secure a future 85,000 sq. ft. Bass Pro- shop site selection for the City. Initiated efforts in support of green energy and other sustainability goals.

Budget Director/Special Assistant, City of Panama City, Florida (Pop 38,000) 2008-2009

Served as Director of Budget working directly for the City Manager. Budget of approx. \$60 Million and 550 employees. Services included police, fire, solid waste, water & sewer, marina, streets, parks, building and code enforcement. Successfully oversaw budget process including first year of the State TRIM Act. Coordinated special projects for the City Manager to include bio-diesel initiative, and various issues associated with organizational efficiency and community redevelopment.

City Manager, City of Cairo, Georgia (pop. 9,500)

2006-2008

Served as City Manager under newly revised Council/Manager form charter; a full service City with approx.170 employees and a budget of \$34.3 Million. Services included electric, cable TV/internet, water, sewer, gas, landfill, garbage collection, roads/streets, parks, municipal court, small municipal airport, cemeteries, joint development industrial park, police, fire and building dept./code enforcement.

Responsible for daily management of all Depts. and operations including NIMS training and preparation for City staff. Worked closely with the South Georgia Governmental Services Authority (SGGSA) to improve and expand cable services, Municipal Electric Association of Georgia (MEAG) and the Georgia Municipal Association (GMA) on various projects, intergovernmental issues and legislative matters to include long-range planning for consortium purchase of Nuclear power plant capacity.

Assistant City Manager, City of Port Orange, Fl. (pop. 55,000)

1998- 2006

Served as the Assistant City Manager providing major leadership and policy input to support the operation and management of the City of Port Orange. The City is a full service City with over 450 employees and a budget of over \$85 Million and a solid reputation for creativity, innovation and leadership in the local government community throughout Florida. Major responsibilities included management of the technology department, economic development programs, inter-governmental relations on a wide variety of topics, emergency management, grant programs including COBG & SHIP entitlement funding as well as a Neighborhood Investment (NIP) Grant Program. Also responsible for franchise agreements, citizen service delivery and citizens complaint tracking system and a wide variety of additional special duties, programs and projects. Established innovative outreach programs such as team development of the City of Port Orange web site, a 3CMA SAVY Award winner- 2003. Served as part of (NIMS) Incident Command structure for several natural disasters including wildfires of 1998, Hurricanes Charley, Francis and Jean. Responsible for organizing and leading a coalition of Florida local governments responding to long-term recovery efforts in south Mississippi after Hurricane Katrina. Responsible for all City's Legislative Programs. Served as the lead staff for City CRA's, environmental issues & programs. Served as Property Manager & Project Officer for well over \$10 million dollars in capital improvement projects and other special initiatives. Led efforts to create POG-TV, the first local government channel in Volusia County. Served as acting City Manager in absence of the City Manager when designated.

Management Assistant, Office of the City Manager, City of Pensacola FL (pop. 60,000) 1997

Served as a member of City Manager's senior staff. Worked on a variety of complex policy issues including development of special assessment districts, Local option sales tax, City facility lease agreements, downtown re-development RFP's, various technology issues and cell tower siting policies.

City Manager, City of Milton, Fl. (pop. 8,500)

1993-1997

Served as City Manager for full service City including police, fire, water services for approx. 15,000 customers, operation of an award winning 2.5 million gallon wastewater treatment plant, natural gas franchise serving over 10-15,000 customers, solid waste collection, public works operations and a downtown re-development advisory board.

Exercised management oversight for a budget of approx. \$10 Million including supervision of 110 employees. During my tenure, the City successfully completed over \$4 million dollars in capital improvements. Provided management direction for \$1.8 million in grants/aide awarded to the City including new Natural Gas fill station.

Developed several new funding mechanisms for including sewer impact fees. Improved technology systems as well as customer service levels. Successfully worked with City Council to increase budget revenue growth by 35% with no increase in property taxes. Successfully implemented efforts to plan and initiate construction of a new 15,000 sq. ft. City Hall. Developed new utility service systems for various customers. Organized staff to effectively respond to Tropical Storm Alberto, and Hurricanes Erin & Opal in 1995.

United States Environmental Protection Agency

1983 -1993

Assistant Director for Operations, Gulf of Mexico Program, Stennis Space Center, Mississippi (five years)

Communication Strategist, U.S. EPA -Washington, D.C. (Three years)

Presidential Management Intern, U.S. Dept of the Army & U.S. EPA HQ's (two years)

Assistant to the Director of Community & Economic Development, City of Milton, Florida 1982-83

EDUCATION & SPECIAL TRAINING

Masters Degree, Public Administration (MPA), University of West Florida
Bachelor of Arts, Political Science (BA); University of West Florida

ICMA Credentialed Manager 2002- present. Recognized for excellence in the credentialing process by ICMA Credentialing Board in 2013. Top 1% of all management reports submitted in the U.S.

FEMA ISO courses completed 100, 200, 300,400, 700 & 800

Twenty (20) years' experience in local government management and administration. Thirty (30) years of combined professional management and administration at both the local and federal government levels with extensive experience in economic development, planning, utility management, emergency management, program development, project management, budget & finance, human resources, union negotiations, risk management, management and administration, purchasing, public relations, grants, environmental protection and intergovernmental relations.

COMMUNITY INVOLVEMENT, AWARDS & PROFESSIONAL ASSOCIATIONS

Member, International City/County Management Association (ICMA), Georgia City/County Manager's Association, Florida City/County Management Association (FCCMA) & Tennessee Manager's Association 1993 - present

Awarded Florida League of Cities- State of Florida Municipal Employee of the Year Award in 2006

President, Florida City/County Management Association (FCCMA) in 2005-2006. During Presidency initiated efforts to create a new Center of Excellence in Florida Local Government at Florida State University and conducted Tour De Florida bicycle charity ride across the State of Florida and establishment of Standing long-Term Disaster Recovery Strike Teams

FCCMA Board of Directors, 2001 - 2006 (Past President of FCCMA)

Member of Various Florida league of Cities Policy Committees 1995 - 2006. Selected by the Georgia Municipal Association (GMA) to serve on the City Manager's Advisory Committee 2007-08.

Member, Port Orange Rotary 1999 - 2002.

Member Cairo, Georgia Rotary- 2008

Officer & President of Operation Cinderella- Panama City Garden Club 2012-2014

Florida Governor's Task Force on Water Supply & Funding 1996 -1997

President & Member, Milton Kiwanis 1996 -1997; East Ridge, Tn. Kiwanis Member 2009- 2010

Awarded U.S. EPA Bronze medal for commendable service-1988



CITY COMMISSION AGENDA ITEM

SUBJECT:
SELECTION OF FINALISTS for City Commission Interview - City Manager Search Committee

SUMMARY:
Following completion of all interviews, the City Manager Selection Committee will choose at least three and no more than five finalist candidates for interviews before the City Commission.

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Ballot Sheet - Semifinalist Interviews	Attachment

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	5/13/2015 - 12:25 PM

Agenda Item

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SEMI-FINALIST INTERVIEWS

May 18, 2015

City Commission Interview Committee:

Place a check mark beside the candidate's name indicating your choice of candidate for a finalist interview before the Commission.

Please choose a minimum of three but not more than five candidates.

Lyndon L. Bonner _____

James Drumm _____

Don Hart _____

Donald E. Holmes _____

Patrick J. Kennedy _____

Terry Suggs _____

William R. Whitson _____

All ballots will be totaled and the results read aloud. Candidates with the highest number of check marks will be scheduled for finalist interviews before the City Commission.