



Islamorada, Village of Islands **VILLAGE COUNCIL WORKSHOP**

November 14, 2023 - 5:30 PM
Founders Park Community Center
87000 Overseas Highway
Islamorada, FL 33036

The Village Council has resumed the in-person regular meeting format. Virtual participation is still available to the public. Please see the last page of the agenda for participation details

AGENDA

- I. CALL TO ORDER / ROLL CALL**
- II. PLEDGE OF ALLEGIANCE**
- III. AGENDA**
 - A.** Candidates Being Interviewed and Candidate Resumes
 - B.** Interview Questions
- IV. ADJOURNMENT**

Options for Viewing the Village Council Meeting:

The public is encouraged to watch the meeting on Monroe County's MCTV Comcast Channel 77. Alternatively, the public may view the meeting streamed live on the Village website from their personal computer, tablet or phone via the following link:

https://www.islamorada.fl.us/departments/communications/live_village_broadcast_meeting.php

Option 1: Email your comments.

- 1. Public comment should be submitted via email to: public.comment@islamorada.fl.us
- 2. The email should contain "Public Comment" in the subject line.
- 3. The name and address of the submitter shall be included in the email.
- 4. Public comment should be submitted by 9 a.m. the day before the meeting. Public comment will be sent to the Village Councilmembers for consideration prior to the meeting. Public comments will not be read during the meeting.

Option 2: Call in During the Meeting.

1. If phoning in, dial 305-224-1968 and enter the webinar **ID: 911 0656 4166** followed by #. When the Mayor opens public comment pertaining to the agenda item you are interested in dial *9 to be recognized by the Zoom meeting monitor. The Monitor will call you by the last four digits of your phone number. **Please be sure to unmute your phone when you are called upon.**

2. If watching online via Zoom: Open the Zoom webinar link <https://zoom.us/j/91106564166> and follow the prompts to join the webinar. When the Mayor opens public comment use the “raise your hand” feature to be recognized by the meeting monitor. Public comments will be heard in the order in which they are received.

ADA Assistance:

These meetings are open to the public. In accordance with the Americans with Disabilities Act of 1990, all persons who are disabled and who need special accommodations to participate in this meeting because of that disability should contact the ADA Coordinator at (305) 664-6448 or by email at ADA@islamorada.fl.us at least 48 hours before the scheduled meeting

Candidates Being Interviewed

1. Douglas Maxeiner
2. Angelo Dipierro
3. Patrick Marsh
4. Daniel Finz
5. Christopher Russo
6. David Couch
7. Robert Cole
8. Michael Brillhart
9. Fred Ventresco

September 12, 2023

Mayor Joseph Pinder III
Village of Islamorada
86800 Overseas Hwy
Islamorada, FL 33036

Re: Village Manager – Islamorada

Mayor Pinder:

Please consider this letter my application for Village Manager for Islamorada. I recently retired in good standing after serving over 30 years in leadership positions in municipal government in Illinois including the past 21 years as City or Village Administrator and am looking for new challenges.

From the limited position announcement, it appears that the village is looking for an exceptionally well-rounded local government professional experienced in all aspects of local government management. I believe my diverse background in public finance, project management and organizational development along with a track record of building successful relationships with employee groups, elected officials and the public will serve me well in this position.

My management style is highly collaborative and team oriented to tap into the strengths of the organization which I think will mesh well with the Islamorada management team. In addition to this team-oriented philosophy, I try to utilize humor and humility to facilitate effective communication. My co-workers and constituents typically find me authentic and approachable when discussing concerns or issues. The Village Council and community will appreciate my ability to assess problems quickly and effectively while explaining complex issues succinctly and clearly.

I am at the stage in my career where I am looking for new challenges and feel Islamorada could be an excellent fit for my skills and abilities. Please don't hesitate to contact me if you need additional information or if I can be of assistance in any way. I look forward to hearing from you.

Sincerely,

Douglas K. Maxeiner

Douglas K. Maxeiner

Mobile (224) 240-8187

4014 River Drive, Moline, IL 61265

email: dkmaxeiner@comcast.net

SUMMARY

Experienced local government professional with documented success in communities ranging in size from 6,000 to 160,000 population and expertise in:

- Financial Operations and Budgeting
- Labor Relations
- Organizational Development
- Strategic Planning
- Downtown Redevelopment
- Human Resources
- Risk Management
- Intergovernmental Relations

RELEVANT PROFESSIONAL EXPERIENCE

East Moline, Illinois – City Administrator

2019 – 2023

Chief Administrative Officer of an historic community of 21,374 (2020 Census) operating under the Mayor-Aldermanic form of government with a total budget of \$46.1 million in FY 2023 and 170 FTEs. The City of East Moline is a full-service city including library, parks and recreation, police, fire, public works, and sanitary, water, and storm water utilities.

Major Accomplishments:

- Implementation of Priority Based Budgeting system (an ICMA Best Practice) to ensure resources are aligned with City Council priorities and assist in bringing fiscal sustainability to the organization.
- Facilitated the redevelopment of the 132-acre former Case-IH plant into a mixed-use development including hotels, restaurants, residential, office, retail and entertainment uses. The redevelopment has resulted in approximately \$53 million in private investment with another \$10 million planned in 2023.
- Through collective bargaining with Police, Fire and AFSCME, eliminated employer paid retiree health insurance for future employees to reduce OPEB (Other Post Employment Benefit) liabilities.
- Led the City Council through a \$41 million Pension Obligation Bond issuance to stabilize pension cost growth for unfunded pension liabilities.
- Initiated and negotiated an agreement for the sale of 200,000 gallons of water per day as the primary source of water for neighboring communities.

Moline, Illinois – City Administrator

2017 – 2019

Chief Administrative Officer of a community of 43,977 (2010 Census) operating under a hybrid form of government (a mix of Mayor-Aldermanic and Council-Manager forms) with a total budget of \$135 million in FY 2018 and 419 FTEs. Moline is the international headquarters of Deere & Company, the United States headquarters of Kone Corporation, the home of the Quad Cities Campus of Western Illinois University and Black Hawk College. Moline is also the location of the Vibrant Arena at the Mark, a 12,000-seat civic center arena, and the Quad Cities

International Airport. The City of Moline is a full-service city including library, parks and recreation, police, fire, EMS, and sanitary, water, and storm water utilities.

Major Accomplishments:

- Organizational restructuring of Public Safety Departments leading to the appointment of two new Chiefs and a change in recruitment strategies leading to an increase of over 700% in fire candidate testing resulting in the department being fully staffed for the first time in 10 years along with increased diversity.
- In conjunction with Economic Development staff, facilitated \$63 million in private investment in Moline in 2017-18.
- Identified grants and implemented funding strategies for body worn cameras for the Police Department implemented in 2018.
- Chairman of the Board of Directors implementing a consolidated public safety emergency dispatch centers (QComm911) that began operations in January 2019.
- Changed the personnel policies and procedures for the City's non-contract employees making new hires "At-Will" employees and moving from a flat anniversary increase to a performance-based compensation system.

Wauconda, Illinois – Village Administrator

2013-2017

Chief Administrative Officer and Finance Director for Wauconda, IL which serves as a year-round recreation destination in the Chicago metro area. Position is responsible for all administrative aspects of service delivery including financial planning and reporting, human resources, risk management, labor relations, economic development, and media/public relations for a local government with approximately 60 employees and a total budget of \$23.6 million including \$9.3 in the General Fund and \$5.5 million in capital projects (FY 16/17).

Major Accomplishments:

- Successfully led organizational efforts to approve a multi-jurisdiction, \$47 million capital project to bring Lake Michigan water to the community through a cost sharing agreement with neighboring entities.
- Implemented a "Pay-As-You-Go" capital equipment funding plan virtually eliminating debt for equipment/vehicles (\$1.5 million reduction (96%) in three years). Through restructuring and refinancing, reduced long term debt obligations of the Village by nearly 26% (\$6.5 million) in preparation for the Lake Michigan Water capital project.
- Prepared and presented an operational and financial analysis showing savings of approximately \$400,000 annually through consolidated emergency dispatch services with no reduction of services to the community. Spearheaded the public information campaign and led the Village Board through deliberations with consistent, patient leadership resulting in approval and transition to consolidated dispatch in May of 2016. Consolidation saved approximately \$485,000 in FY 2018.
- Facilitated a strategic planning process with numerous stakeholder groups and the Village Board to develop unanimous consensus on strategic goals for the Village.
- Led the Village Board through team building and governance effectiveness sessions to increase trust, overcome differences and establish mutual expectations.

Hampshire, Illinois - Village Administrator

2011-2013

Chief Administrative Officer for a small municipal government serving a rapidly growing community in the Chicago metro area. Position was responsible for hands-on service delivery in land planning and zoning, organizational development, financial planning and reporting, human resources, and risk management for a local government with 21 full time employees and a total budget of \$10 million for all funds (FY 13/14).

Major Accomplishment:

- Salvaged two defunct residential developments through negotiated settlements with insurance companies, banks, SSA bondholders, county government, and developers to complete unfinished public improvements, eliminate over two million dollars in delinquent taxes, and facilitate the sale of vacant lots. In 2013, over 70 building permits were issued in these developments resulting in the addition of an estimated \$19 million in construction value.

City of McHenry, Illinois - City Administrator

2002–2010

Chief Administrative Officer for a rapidly growing, home rule community of 27,500 which serves as a shopping, employment and recreation destination for the region. Provided leadership and management for a staff of 150+ employees with a budget of \$34.4 million (all funds in 2010) with primary responsibilities in organizational and employee development, risk management, labor relations, economic development, downtown redevelopment, and intergovernmental relations.

Major Accomplishments:

- Developed the strategy and financing plan for the McHenry Riverwalk and oversaw the design and construction of the first phase of the project, a cornerstone of the downtown redevelopment strategy. The Riverwalk and redevelopment plan encouraged over \$24 million in private investment in the downtown area in the first four years following creation of the TIF District.
- Proposed, executed and managed the \$4.5 million purchase and renovation of a 110,000 square foot vacant warehouse for use as a Public Works Garage saving an estimated \$10 to \$13 million compared to new construction.
- Reduced personnel by 21 positions from 2006 to 2010 saving over \$1.5 million in annual payroll at the height of the Great Recession using organizational restructuring, elimination of vacant positions, early retirement incentives, and reductions in force with minimal impact on services to the public.
- Negotiated a 20-year economic incentive agreement with one of the city's largest sales tax producers keeping the auto dealer in McHenry, protecting \$500,000 in annual sales taxes and encouraging the expansion of the dealership creating jobs and additional property tax revenue.

Assistant City Administrator (McHenry, IL)

1999–2002

Assistant Chief Administrative Officer with primary responsibility for developing and implementing financial management, human resource, collective bargaining and risk management policies and procedures.

Major Accomplishments:

- Project leader on the successful establishment of City's first TIF District for downtown redevelopment.
- Designed and implemented a compensation plan that formally created pay grades and classifications for non-contract employees and established parameters for movement within grades.

City of Rockford, Illinois - Central Services Manager

1996–1999

Division Manager in Finance Department providing support services in areas of budget development and implementation (\$150 million budget), capital project financing, centralized purchasing, risk management, collective bargaining, and information technology services.

Sr. Budget/Risk Analyst (City of Rockford)

1993–1996

Marzullo Fellow – State of Illinois

1989–1990

EDUCATION**MA - Public Administration**

Northern Illinois University

MA Political Science

Eastern Illinois University

BA Political Science

Eastern Illinois University

PROFESSIONAL AFFILIATIONS

- International City Management Association (ICMA)
- Illinois City/County Management Association (ILCMA)

COMMUNITY SERVICE AND ORGANIZATIONS

- Board of Directors and Executive Board – Q2030
- Board of Directors – Quad Cities Chamber of Commerce
- Multistate P-25 Public Safety Radio Project Steering Committee
- Quad Cities First – Board of Directors/Treasurer 2017-19
- Board of Directors – Quad Cities Civic Center Authority 2017-19
- Board of Directors – Qcomm911 2017-2023 (Chair 2017-2019)
- Advisory Board – Two Rivers YMCA
- Representative – Chicago 2016 Olympic Planning Committee - Metropolitan Mayor's Caucus 2007-09
- Strategic Planning Task Force – Elementary School District #15 2009
- East Moline Rotary 2021-2023

EMPLOYMENT APPLICATION



ISLAMORADA, VILLAGE OF ISLANDS
86800 Overseas Highway
Islamorada, Florida 33036
305-664-6448
<http://www.islamorada.fl.us>

Maxeiner, Douglas K
2021-00075 VILLAGE MANAGER

Received: 9/12/23 12:29 PM
For Official Use Only:
QUAL: _____
DNQ: _____
☐ Experience
☐ Training
☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: VILLAGE MANAGER		EXAM ID#: 2021-00075
NAME: (Last, First, Middle) Maxeiner, Douglas K		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 4014 River Drive, Moline, Illinois 61265		EMAIL ADDRESS: dkmaxeiner@comcast.net
HOME PHONE: (224) 240-8187		NOTIFICATION PREFERENCE: Email
DRIVER'S LICENSE: ☒ Yes ☐ No	DRIVER'S LICENSE: State: IL	LEGAL RIGHT TO WORK IN THE UNITED STATES? ☒ Yes ☐ No
What is your highest level of education? Master's Degree		

PREFERENCES

MINIMUM COMPENSATION: \$72.12 per hour; \$150,000.00 per year	ARE YOU WILLING TO RELOCATE? ☒ Yes ☐ No ☐ Maybe
OBJECTIVE: To serve as the Chief Administrative Officer partnering with the elected board to perform meaningful, interesting work for a small to medium sized community serving a diverse, dynamic population.	

EDUCATION

DATES: From:	SCHOOL NAME: Eastern Illinois University	
LOCATION: (City, State / Province) Charleston , Illinois	DID YOU GRADUATE? ☒ Yes ☐ No	DEGREE RECEIVED: Other
MAJOR: Master of Arts Political Science	UNITS COMPLETED: 45 - Semester	
DATES: From:	SCHOOL NAME: Northern Illinois University	
LOCATION: (City, State / Province) DeKalb , Illinois	DID YOU GRADUATE? ☒ Yes ☐ No	DEGREE RECEIVED: Master's
MAJOR: Public Administration - Concentration in Local Government Management	UNITS COMPLETED: 45 - Semester	
DATES: From:	SCHOOL NAME: Eastern Illinois University	
LOCATION: (City, State / Province) Charleston , Illinois	DID YOU GRADUATE? ☒ Yes ☐ No	DEGREE RECEIVED: Bachelor's
MAJOR: Political Science/Economics	UNITS COMPLETED: 120 - Semester	

WORK EXPERIENCE

DATES: From: 2/2019 To: 9/2023	EMPLOYER: City of East Moline	POSITION TITLE: City Administrator
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 912 Sixteenth Avenue, East Moline, Illinois, 61244		COMPANY URL: www.eastmoline.com
PHONE NUMBER: 3097521513	SUPERVISOR: Reggie Freeman - Mayor	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$13,658.74/month	# OF EMPLOYEES SUPERVISED: 14
DUTIES: Chief Administrative Officer of a community with a population of 21,374 (2020) operating under the Mayor-Aldermanic form of government with a total budget of \$46.1 million in FY 2023 and 170 FTEs. The City is a full service municipality providing library, parks and recreation, police, fire, public works, and sanitary sewer, water and storm water utilities.		
REASON FOR LEAVING: Leaving on good terms with employer. Based on retirement plan in Illinois, this was an opportune time to retire. Looking for new challenges and to continue my career in local government management.		

DATES: From: 6/2017 To: 1/2019		EMPLOYER: City of Moline	POSITION TITLE: City Administrator
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 619 16th Street, Moline, Illinois, 61265		COMPANY URL: www.moline.il.us	
PHONE NUMBER: 3095242004	SUPERVISOR: Stephanie Acri - Mayor		MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$13,505.00/month		# OF EMPLOYEES SUPERVISED: 10
DUTIES: Chief Administrative Officer of an historic community of 43,977 (2010 Census) operating under a hybrid form of government (a cross between the Mayor-Aldermanic and Council-Manager forms) with a total budget of \$135 million in FY 2018 and 419 FTEs. Moline is the international headquarters of Deere & Company, the United States headquarters of Kone Corporation, the home of the Quad Cities Campus of Western Illinois University and Black Hawk College. Moline is also the location of the TaxSlayer Center, a 12,000-seat civic center arena, and the Quad Cities International Airport. The City of Moline is a full-service city including library, parks and recreation, police, fire, EMS, and sanitary, water, and storm water utilities.			
REASON FOR LEAVING: Mutual agreement; philosophical differences			
DATES: From: 11/2013 To: 6/2017		EMPLOYER: Village of Wauconda, IL	POSITION TITLE: Village Administrator
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 101 N. Main Street, Wauconda, Illinois, 60084		COMPANY URL: www.wauconda-il.gov	
PHONE NUMBER: (847) 526-9600	SUPERVISOR: Frank Bart - Mayor		MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$11,875.00/month		# OF EMPLOYEES SUPERVISED: 8
DUTIES: Chief Administrative Officer and Finance Director for a community of 14,000 in the Chicago metro area which serves as a year-round recreation destination. Position is responsible for all administrative aspects of service delivery, financial planning and reporting, human resources, risk management, labor relations, economic development, media/public relations, and capital improvement planning for a local government with 60 full-time employees and a total budget of \$21.8 million including \$9.3 million in the General Fund and \$5.5 million in capital projects (FY 16/17).			
REASON FOR LEAVING: Looking for additional challenges and responsibilities in a larger organization			
DATES: From: 1/2011 To: 11/2013		EMPLOYER: Village of Hampshire, IL	POSITION TITLE: Village Administrator
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 234 S. State Street, P.O. Box 457, Hampshire, Illinois, 60140		COMPANY URL: www.hampshireil.org	
PHONE NUMBER: (847) 683-2181	SUPERVISOR: Jeff Magnussen - Mayor		MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$8,170.00/month		# OF EMPLOYEES SUPERVISED: 21
DUTIES: Chief Administrative Officer for a municipal government serving a rapidly growing community of 7,000 in the Chicago metro area. Position was responsible for hands-on service delivery in land planning and zoning, organizational development, financial planning and reporting, human resources, risk management, and infrastructure expansion and replacement for a local government with 21 full-time employees and a total budget of \$10 million for all funds (FY 13/14)			
REASON FOR LEAVING: Looking for additional responsibilities, challenges and compensation.			
DATES: From: 11/2002 To: 7/2010		EMPLOYER: City of McHenry, Illinois	POSITION TITLE: City Administrator
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 333 S. Green St, McHenry, Illinois, 60050		COMPANY URL: www.ci.mchenry.il.us	
PHONE NUMBER: (815) 363-2108	SUPERVISOR: Susan E. Low - Mayor		MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 50	SALARY: \$10,500.00/month		# OF EMPLOYEES SUPERVISED: 10
DUTIES: CAO for an historic but rapidly growing community of 27,000 in the Chicago metro area which serves as the shopping, employment, and recreation destination in McHenry County. Position provides leadership to the staff of 150 employees and oversight of the budget (\$34.4 million all funds) but also for organizational and employee development, human resources, risk management, media and public relations, labor relations and collective bargaining, and intergovernmental relations for the full service municipal organization.			
REASON FOR LEAVING: Philosophical differences on how to address budget shortfalls due to the Great Recession of 2008 and development activity in the downtown redevelopment area.			
DATES: From: 1/2002 To: 11/2002		EMPLOYER: City of Marengo, Illinois	POSITION TITLE: City Administrator
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 132 E. Prairie Street, Marengo, Illinois, 60152		COMPANY URL: www.cityofmarengo.com	
PHONE NUMBER: (815) 568-7112	SUPERVISOR: Dennis Hammortree - Mayor		MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 50	SALARY: \$5,400.00/month		# OF EMPLOYEES SUPERVISED: 35

DUTIES: First professionally trained CAO for a rapidly growing, full service municipality of 6,500 in the Chicago metro area.		
REASON FOR LEAVING: Advancement		
DATES: From: 4/1999 To: 1/2002	EMPLOYER: City of McHenry	POSITION TITLE: Assistant City Administrator
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 333 S. Green Street, McHenry, Illinois, 60050		COMPANY URL: www.ci.mchenry.il.us
PHONE NUMBER: (815) 363-2108	SUPERVISOR: John Lobaito - City Administrator	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 50	SALARY: \$4,600.00/month	# OF EMPLOYEES SUPERVISED: 5
DUTIES: Assistant CAO for a municipality serving 21,000 residents with a General Fund budget of \$10.5 million (FY '03). With McHenry growing rapidly, the primary responsibility of the position was to professionalize the management of human resources, finance and risk management functions and to put policies and procedures in place to accomplish these tasks.		
REASON FOR LEAVING: Advancement		
DATES: From: 7/1996 To: 4/1999	EMPLOYER: City of Rockford, Illinois	POSITION TITLE: Central Services Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 425 East State Street, Rockford, Illinois, 61104		COMPANY URL: www.ci.rockford.il.us
PHONE NUMBER: (815) 987-5580	SUPERVISOR: Andres Sammul - Finance Director	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 50	SALARY: \$4,000.00/month	# OF EMPLOYEES SUPERVISED: 6
DUTIES: One of five Division Managers within the Finance Department for a municipality serving a diverse, industrial community of 150,000 residents. The position provided internal services to the organization such as purchasing agent, budgeting, and risk management.		
REASON FOR LEAVING: Advancement		
DATES: From: 2/1993 To: 7/1996	EMPLOYER: City of Rockford, Illinois	POSITION TITLE: Sr. Budget/Risk Analyst
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 425 E. State Street, Rockford, Illinois, 61104		COMPANY URL: www.ci.rockford.il.us
PHONE NUMBER: (815) 987-5580	SUPERVISOR: Andres Sammul - Assistant Finance Director	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$3,600.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: Responsible for preparation of the Operating Budget and Risk Management functions.		
REASON FOR LEAVING: Promotion		

CERTIFICATES AND LICENSES
Nothing Entered For This Section

Skills
Nothing Entered For This Section

ADDITIONAL INFORMATION
Professional Associations International City/County Management Association Illinois City/County Management Association Honors & Awards ICMA Credentialed Manager 2006-10, 2016-2019

REFERENCES		
REFERENCE TYPE: Professional	NAME: J D Schulte	POSITION: Director of Public Works - Moline, IL (Retired)
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 1518 5th Avenue, Suite 302, Moline, Illinois 61265		
EMAIL ADDRESS: jschulte@hutchinsoneng.com		PHONE NUMBER: (563) 650-7452
REFERENCE TYPE: Professional	NAME: Jeff Snyder	POSITION: Fire Chief Moline, IL (Retired)
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 13026 Indian Trail Road, Geneseo, Illinois 61254		
EMAIL ADDRESS: snyder6267@gmail.com		PHONE NUMBER: (309) 781-9291

REFERENCE TYPE: Professional	NAME: David Wermes	POSITION: Chief of Police - Wauconda, IL
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 311 S. Main Street, Wauconda, Illinois 60084		
EMAIL ADDRESS: dwermes@waucondapolice.com		PHONE NUMBER: (847) 774-3253
REFERENCE TYPE: Professional	NAME: Reggie Freeman	POSITION: Mayor - City of East Moline
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 915 16th Avenue, East Moline, Illinois 61244		
EMAIL ADDRESS: rfreeman@eastmoline.com		PHONE NUMBER: (309) 752-1599
REFERENCE TYPE: Professional	NAME: Tim Kammler	POSITION: City Engineer, City of East Moline
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 1200 13th Avenue, East Moline, Illinois 61244		
EMAIL ADDRESS: tkammler@eastmoline.com		PHONE NUMBER: (309) 752-1595

Agency-Wide Questions

1. What is your minimum compensation required?
\$150, 000 to \$175, 000
 2. What type of position are you looking for?
Full Time
-

The following terms were accepted by the applicant upon submitting the online application:

I certify that answers given herein are true and complete to the best of my knowledge. I understand, also, that I am required to abide by all rules and regulations of Islamorada, Village of Islands.

This application for employment and/or committee(s) shall be considered active for a period of time not to exceed one year. Any applicant wishing to be considered for employment and/or committee(s) beyond this time period should inquire as to whether or not applications are being accepted at that time.

The applicant understands that neither this document nor any offer of employment and/or committee(s) from the Village constitutes an employment and/or committee(s) contract unless a specific document to that effect is executed by the employer and employee in writing. In consideration for my employment and/or committee(s) I agree to conform to the rules and regulations of the Village, acknowledge that rules may be changed, withdrawn, added or interpreted at any time, at the Village's sole option and without prior notice to me.

I have made an application for employment and/or committee(s) with Islamorada, Village of Islands. I hereby give my consent to release pertinent information about my qualifications and fitness for the position I have applied for including employment, financial, education, personal, or other matters as may be requested by Islamorada, Village of Islands to arrive at an employment decision. I release you from all claims and liabilities of any nature arising from damages for any information given.

FOR EMPLOYMENT ONLY (not for Islamorada Committee Members) The Village will obtain a "consumer report" about you from a consumer reporting agency for employment purposes. A "consumer" report is a background screening report that may contain information regarding your criminal history, driving history, and other information about you. It may bear upon your character, general reputation, personal characteristics, and/or mode of living. I hereby authorize you to investigate the accuracy of the information contained in this application for employment, my resume, or any other information I provide. I further authorize you to make such investigations and inquiries of my employment, education, financial, personal, and other related matters as may be necessary in arriving at an employment decision. I release Islamorada, Village of Islands and all employees, schools, organizations, or persons from all claims and liabilities of any nature arising from such investigations or information given. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

This application was submitted by Douglas K Maxeiner on 9/12/23 12:29 PM

Signature_____

Date_____

Angelo F. DiPierro
18365 S.E. Birdie Lane
Tequesta, FL 33469
bella24@bellsouth.net
(561) 747-0050 home
(561) 312-5371 mobile

August 28, 2023

Islamorada Village of Islands
86800 Oversees Highway
Islamorada, FL 33036-3162

Re: Village Manager

Preface: In my opinion, public service is the noblest of professions when it is done well and devoid of cynicism. Seizing opportunities to implement differentiating, transformative solutions by applying objective and insightful perspectives can lead to the identification of common themes among what appear to be competing challenges. Past experiences demonstrate proven successes by taking entrepreneurial, holistic approaches manifesting into efficacious outcomes – that is, mutually beneficial, collaborative partnerships; smart growth, revitalization, and economic development; enterprise resource planning; maximizing resource utilization and optimizing performance (e.g., NYPD's chain-of-command/span-of-control, specialized units and programs); and providing mentorship while practicing egalitarianism and transparency.

Dear Colleagues:

Submitted for your consideration are my credentials which describe a value-driven and results-oriented professional defined by an uncommon blend of experiences, a strong record of operational and programmatic accomplishments, and a progressive yet prudent manager who practices sound and reasonable financial principles. As a published scholar with a Master of Business Administration degree in Corporate Economic Planning, I have [earned a Professional Educator's Certificate conferred by the State of Florida in social science](#). For the most part, my teaching experience has been at the rank of Adjunct Professor spanning many years while working concurrently in full-time positions the lion's share of which have been in public service.

With successful experiences in public, private, non-profit, and academic settings, I offer a considerable depth and breadth of skills, adaptability, decision making, and unique entrepreneurial talents. I have devised well researched, data-driven strategic plans designed to maximize resource utilization and optimize performance leading teams to produce exceptional results -- that is, profitability, revenue generation, cost control, and budget replenishment. Having been requested by Palm Beach County Government's executive management to take over a troubled office, I crafted a long-range *Business Plan* incorporating business metrics and key performance indicators to build and lead a successful operation chartered with a broad and diverse portfolio, including an enterprise

venture, which has generated well over \$75 million in sales and reassignment value for the County and its Partner Agencies. In two previously held positions, I was assigned the responsibility to (a) spearhead post-disaster recovery efforts by documenting claims in order to obtain Federal (FEMA), State (DCA), and commercial insurance reimbursement and (b) perform cash management functions. Pertaining to Hurricanes Floyd and Irene, sixty-five projects were processed resulting in \$5 million in reimbursement while the implementation of progressive cash management and banking practices resulted in a level of interest earnings greater than my office's annual operating budget.

Given the increasingly shrinking, interdependent world in which we live, my instructional method centers on providing an integrated, multi-disciplinary approach wherein theory meets practice. Similarly, my managerial approach harnesses operational performance by integrating the organization's mission, goals and objectives, policies, processes, and resources. Establishing a sound protocol with rigorous yet realistic expectations within this framework results in the emergence of a constructive work environment. An environment which serves to drive the team's success while ensuring the work group remains focused on a long-term efficient, effective and productive course with the lowest organizational opportunity cost.

Indeed, these experiences* have confirmed my understanding of the purpose associated with lifelong learning, the importance of organizational improvement and development, and the need for values, ethics, and morality in our lives and the work place.

Thank you for your consideration.

Cordially,

Angelo F. DiPierro

Enclosures.

*Here are just a few of the many highlights from my career followed by additional information presented as a cover letter supplement:

received the Palm Beach County Administrator's "Golden Palm" Award four (4) times for distinguished public service;

served on the New York City Office of Management & Budget's Administration of Justice Task Force with stewardship of a multi-billion dollar annual operating and capital budget, the City of Greenacres' Audit & Finance Committee of a Risk Management Consortium involving oversight of \$7 million in insurance coverage for the Seven Member Municipal Governments, Palm Beach County's Audit Planning & Review Committee and Emergency Management Disaster Planning & Logistics Branch, and reconciling expenditures and accounting for capital and non-capital assets acquired and placed in service for the construction work-in-progress element of projects funded in the multi-billion dollar Capital Improvement Program;

invited to deliver Power Point Presentations for the 2022 Florida Government Finance Officer's Association (FGFOA) Webinar Series, "Capital Asset Investment & Recovery Operations" and the 2015 Annual Conference for the School of Government titled, "Maximizing Your Investment Recovery Strategy," which were well received;

extensive experience with enterprise resource planning and entrepreneurship is clearly evident in the preparation and implementation of a prescient long-range *Business Plan* for the Palm Beach County Fixed Assets Management Office (its core operational mission being capital asset investment and recovery), the conversion of the County's computerized financial management system while integrating and enhancing separate software applications, i.e., the proprietary Fixed Assets Bidding System (FABS) and Radio Frequency Identification (RFID) Technology, and automating the work flow processing for the Facilities and Planning, Zoning & Building Departments;

for the City of West Palm Beach, my report titled, "Present Issues: Future Vision," was published which mapped the City's economic development (revitalization of the downtown area and central business district); and

establishing a Foundation and Scholarship Fund to honor my High School Principal for his eightieth birthday, funding the Plantation Fraternal Order of Police for officers injured in the line of duty, serving as a volunteer Board of Director with a non-profit animal rescue organization, publishing many management studies (three of particular note are the *Environmentally Sensitive Lands Program*, *Code Enforcement Cost Recovery*, and *Land Development Collection Methods & Process/Staffing*), administering/facilitating the Potable Water Project Bond Issue for the historic center of Greenacres City, and the City of New York's Police Cadet Corps Initiative, School Program to Educate and Control Drug Abuse, and the Playground for All Children.

Cover Letter Supplement (how does my extensive public sector and other experiences relate to the Islamorada Village of Islands organization?)

My significant, extensive experience and knowledge of local government operations have been gained while working in mega-sized, large, medium-sized, and relatively small public sector organizations from direct, indirect, consultative, and instructional perspectives.

For example, the published report titled ***“Present Issues: Future Vision”*** completely transformed and revitalized the entire downtown area of the *City of West Palm Beach* while at the same time making it aesthetically pleasing. Meetings with internal/external staff including local, regional, and state officials as well as bankers, developers, business representatives, and other stakeholders along with an intensive amount of research resulted in a **viable program** that not only **mapped the City’s future** but also **brought forth today’s reality**. ***Hundreds of millions of dollars of investment in residential, commercial, light industrial, hotels, convention and performing arts centers, parking garages, stores, and restaurants bringing life to a once bleak landscape.***

Additional examples include the following:

while serving with the *City of New York*, I worked in the Expenditure & Personnel Monitoring Unit and on the Administration of Justice and Parks, Recreation & Landmarks Preservation Task Forces to provide new and/or enhanced services for the purpose of **renewing or revitalizing communities**. Among the initiatives were the City’s Buy-Out of several thousand federally funded employees hired per the Comprehensive Employment Training Act, then subsequently replaced by the Joint Training Partnership Act. Coordination with local Community Boards (the real grassroots level of government), Borough Presidents, City Council Offices and Committees, and other stakeholders paved the way for the **City’s rebirth from the trough of its fiscal crisis**.

while serving with the *City of Greenacres*, the **Potable Water Bond Funded Project** for the **historic center facilitated residential and commercial development**.

while serving with the *Palm Beach County Government*, I have a broad and diverse portfolio which involves being responsible for the **construction work-in-progress element of capital projects funded in the multi-billion dollar capital improvement program**. Accordingly, transactions for land, right-of-ways, easements, buildings, improvements other than buildings, infrastructure and other tangible capital asset investments flow through my office such as the attraction of the Scripps Research Institute and professional baseball spring training/minor league stadiums. Additionally, by tapping into the Senior Community Service Employment Program and establishing Student Intern & Technician positions employment opportunities have been provided in the community.

Of course, these dealings encompass working with numerous project managers and operational staff, e.g., baseball team personnel and their management firms, as well as federal, state, external, and internal auditors on a regular basis.

My **management style** is highlighted by **open, bi-directional communication and dialogue, transparency, adherence to laws, regulations, codes, policy and procedures, ethics, and personal integrity**. Of course, laws and other forms of guidance should be periodically reviewed and modified, as necessary, when they are found to be obsolete, unjust, or unreasonable. For example, my work with the **code enforcement process for Palm Beach County** resulted in **amendments to facilitate and encourage compliance yet provide for liens and collection efforts even on homesteaded properties**, which were previously exempt.

Internal information flow and work products should not only occur within departments but also across the organization yet, ultimately, the **chain-of-organizational-command** should prevail so decision making is **qualitatively and quantitatively vetted** thereby ensuring issues receive timely and proper attention as well as due consideration.

Speaking as a Professor of Economics, Finance and other subject areas, scarcity vis-a-vis unlimited wants/needs is the fundamental economic/financial problem faced by society. Service levels, deliverables, culture, standard of living and quality of life experiences, as well as affordability are always front and center framing the discussion on budgeting both in the short- and long-run.

Therefore, initially I **focus on the mechanics of the budget development process** (expense, revenue, and capital components) then how the **procurement, accounting practices, and capital asset recordings are performed**. As a consultant, I found that this **flow of activity revealed the inherent strengths and weaknesses of the organization** clearly demonstrating the **capital to labor ratio and the relationship to productive, effective, and efficient operations**. Thus, a prescient, business model can be constructed with key business analytics/performance indicators to document how the mission-focused and human-centered organization performs its community service.

Consequently, personnel from my assigned areas of responsibility are expected to present **Briefing Papers** explaining their **current and future mission, goals and objectives** (SMART initiatives, i.e., Dashboarding operational and financial information, Radio Frequency Identification Tagging for capital assets and stock inventory, etc.); business metrics (**performance measures/key workload indicators**); organizational and flow charts of major activities (Succession Planning for Retirements/Other Attrition); administrative policies & procedures and their authority; opportunities to streamline and automate manual processes; current assignments; approaching and annually recurring deadlines; and, most importantly, controllable versus uncontrollable costs citing any unfunded mandates along with an explanation of one time or recurring functions with a budgetary impact.

Accordingly, the aim of this evaluation is to (a) produce a comprehensive assessment then (b) perform a qualitative examination followed by a cost-benefit quantitative analysis to determine the operational/financial/economic impact. *By organizing an operational charrette (collaborative joint ownership exercise) making use of the staff's talents with input from the Leadership Team, officials, partners, and stakeholders, a comprehensive yet sensible consensus about prioritization may emerge upon which detailed near, mid, and long-range planning and implementation scheduling can be duly advanced.*

One of the many initiatives which I would like to put forth on behalf of the organization is to establish the Islamorada Village of Islands Present Issues & Future Planning Training Institute whereby Islamorada can become a hub for the transfer and sharing of ideas not only internally but also with the community's stakeholders, the larger business and governmental entities, non-profit organizations, and educational sector in order to study trends in public sector management and operations and assess the strengths, weaknesses, opportunities, and threats while providing the means for succession planning.

Examples of the interactive sessions:

- **strategically commence with the value of effective communication, provide speed reading instruction for the staff and clientele, move forward to implement Radio Frequency Identification Technology for inventory management and control, consider the implications of Artificial Intelligence, and commence an Electrification Program for vehicles/equipment and other purposes throughout the organization;**
- **conduct a presentation comparing and contrasting the various Schools of Economic Thought such as the Monetarists (a focus on the Federal Reserve (FED)) vis-à-vis Fiscal Policy (Keynesians) would provide relevant and timely insights about GDP, interest rates, yield and inverted yield curves, inflation and cost of living adjustments, earnings recession, the bond and equity markets including sovereign debt/ceiling/financing, and the impact of supply chain disruptions;**
- **define and explain the organization's corporate culture and how it relates to its competitors and environment stressing the importance of qualified corporate governance and compliance with Statutes, Rules & Regulations, and Policies & Procedures, etc., which are necessary conditions for long-term, successful sustainability; and**
- **for in the final analysis, the purpose is to work proactively toward preventing problems from occurring or, when they do arise, to creatively and swiftly implement appropriate solutions.**

In closing, let me offer that I look forward to working on behalf of the Islamorada Village of Islands in order to optimize its best interests into the future. How can I further differentiate myself from other worthy candidates? My experiences include successfully assisting with positioning New York City to emerge from its fiscal crisis by taking proactive measures to address short-term concerns while working on long-range solutions. Likewise, at this time in the Village's history, research and investigative efforts are called for in order to develop novel approaches and differentiating strategies involving data-driven analyses and evaluations to produce prescient results while simultaneously advancing the organization's commitment to inclusive excellence. I am confident that the portfolio of responsibilities under my administration can meet or exceed such challenges achieving positive outcomes that will resonate accordingly.

Executive Summary:

- *Professional corporate economic planner with a strategic entrepreneurial spirit (an “Achiever” and “Doer”);*
- *Proven problem solver having a unique blend of experiences in public, academia, for-profit, and non-profit settings;*
- *Record of innovative success enhancing profitability, revenue generation, cost control, and budget replenishment; and*
- *Published scholar and public servant equally at ease writing communication instruments from white papers to full-length consultant studies.*

PROFESSIONAL EXPERIENCE

Public Sector

PALM BEACH COUNTY, FL - Office of Financial Management & Budget February 1995 - Present
Manager, Financial Management Division
Senior Management & Operations Consultant, Management Section,
also serving as Interim Manager, Fixed Assets Management Office (effective December 2000)
Senior Management Analyst, Management Section
Management Analyst, Management Section
(Promotions: while serving in the Management Section plus a position reclassification then onto Manager in the Financial Management Division.)

Lead, direct, administer, manage, organize, and control the broad and diverse portfolio for the County government's capital asset investment and recovery operations: reconcile and capitalize the construction work-in-progress element of capital projects funded in the multi-billion dollar Capital Improvement Program; implement Governmental Accounting Standards Board's pronouncements, e.g., infrastructure amounting to a book value over \$1.5 billion; maintain and update centralized inventory control over 60,000 capital assets with a book value of \$6 billion; manage the surplus disposal program generating sales receipts and reassignment value, or cost avoidance, in excess of \$75 million since inception (these proceeds directly replenish the budgets of the Board of County Commissioners' departments/agencies including the Palm Beach International Airport, Sheriff's Office, Fire-Rescue, and Solid Waste Authority as well as the budgets of the municipal and special taxing district partners); conceived, researched, crafted, published, and implemented a long-range *Business Plan* with core metrics and key performance indicators, policies and processes, training manuals, interlocal agreements, and desk procedures while launching a successful multi-media marketing campaign; negotiate multiple contracts including communications equipment, records management and retention, asset appraisal services, and recycling; comply with bond/grant covenants (i.e., land/construction/infrastructure and the Senior Community Service Employment Program), statutes, ordinances, and administrative or legal agreements; published FAMO's first annual financial and performance measurement report continuing with monthly, quarterly, and annual updates; developed scope of work and business requirement specifications (enterprise resource planning) for the conversion of the County's computerized financial management system while integrating and enhancing separate software applications, i.e., the proprietary Fixed Assets Bidding System (FABS) and Radio Frequency Identification (RFID) Technology; manage the hurricane shelter at Independence Middle School and post-disaster crisis center; served on the County's Audit Planning & Review Committee and Emergency Management Disaster Planning & Logistics Branch coordinating staging areas, supply and distribution sites, and mutual aid efforts; and re-engineered the operations and physical environment of the central office and surplus disposal operations while codifying their redesign into allocated space for the relocation to a new facility in April 2010.

Evaluated operations under the control of the Board of County Commissioners in order to design methods, procedures, improvements to financial and management information systems, and controls necessary to enhance performance by streamlining processes: conducted management studies; operational, financial, programmatic, and compliance audits; generated revenues; and recommended cost control and recovery measures. Translated conceptual ideas into feasible, concrete recommendations for efficient, effective, productive service delivery with the lowest organizational opportunity cost: *Code Enforcement Cost Recovery*; *Vehicle Replacement Policy*; *Capital Projects Management* (established the procedures used in FAMO's project manager training sessions); *FEMA and Commercial Insurance Reimbursement* (established the framework for the successful processing of 65 projects amounting to \$5 million in claims reimbursement for losses attributable to Hurricanes Floyd and Irene); *Land Development Collection Methods & Process/Staffing*; *Environmentally Sensitive Lands Program*; *Parks & Recreation - Revenue Collection & Projections*; *Community Services and Library System Organizational Studies*; and, *Indirect Cost Allocation Plan* resulting in a \$14 million net reimbursement to the General Fund. Initiated new areas for examination by synthesizing real operational and financial concerns requiring attention -- e.g., *County Property Insurance Coverage*. Interpreted Federal, State and County laws and regulations proposing amendments as necessary, e.g., facilitating code compliance initiatives while balancing the rights of property owners with the need for effective code enforcement and collection efforts. Recommended and coordinated programs to assimilate employees, supervisors, and managers in the techniques of work improvement and simplification.

CITY OF GREENACRES, FL - Administrative Services Department
Financial Operations Supervisor

November 1988 - August 1990

Supervised financial, budgetary, data processing, procurement, and administrative processes in a progressive manner (developed and established the protocol for investment/cash management strategies which resulted in unprecedented interest earnings). Commenced and successfully completed a \$1.5 million Potable Water Project Bond Issue. Served on the Audit & Finance Committee of the risk management consortium involving oversight of \$7 million in insurance coverage for the seven member municipal governments. Published data processing training and reference manual for citywide applications. Presided over the installation and modification of equipment/programs to protect and/or improve the computer system -- UPS, GIS, surge and fire suppression, ACCs, LCCs, and contiguous memory storage for enhanced speed and capability. Accepted a one-year contract with Cardinal Newman High School in order to earn the State of Florida Professional Educator Teaching Credential.

CITY OF WEST PALM BEACH, FL - Finance Department
Research & Budget Analyst

September 1987 - August 1988

Prepared the annual capital and operating budget including multi-year financial forecasts for the City's enterprise and internal service funds. Performed operational and organizational studies to measure efficiency and take corrective action; reviewed sources of revenue generation; reconciled the City's Community Development Block Grant funding, expenditures, and cash position from inception-to-date; compiled the Statistical Section of the Comprehensive Annual Financial Report (CAFR); and formulated long-range capital improvement planning in the amount of \$446.5 million to chart the City's future economic development and revitalization efforts (publishing "*Present Issues: Future Vision*") followed by a focused study on the central business district which manifested into City Place and Clematis-By-Night. Prepared resource utilization assessments, developed and monitored citywide goals and objectives, and conducted workshops and delivered presentations. Accepted the position with the City Manager's assurance that the position would be upgraded to Research & Budget Director; unfortunately, the City Manager's contract was abruptly terminated during the fiscal year by the Board of City Commissioners ending his plans to create a Research & Budget Office. Upon successful completion of the entire portfolio of research and budget assignments, accepted a confidential consulting engagement with the General Manager of a local Auto Mall Dealership.

CITY OF NEW YORK, N.Y. - Office of Management & Budget
 Senior Budget Analyst, Administration of Justice Task Force
 Budget Analyst, Parks, Recreation & Landmarks Preservation Task Force
 Assistant Budget Analyst, Expenditure & Personnel Monitoring Unit
 (Promoted twice from Assistant Budget Analyst to Budget Analyst then to Senior Budget Analyst.)

May 1981 - September 1987

Developed one-year, four-year and ten-year financial plans in billions of dollars for a full service entity. Served on the Administration of Justice Task Force presiding over an annual operating and capital budget in excess of \$1.5 billion; the Parks, Recreation & Landmarks Preservation Task Force with a combined budget of \$350 million; and, the Expenditure & Personnel Monitoring Unit accounting for the City's 240,000 employees and related resources with an annual operating budget of \$21.5 billion. Produced service delivery programs such as the School Program to Educate and Control Drug Abuse (SPECDA), Community Patrol Officer Program (CPOP), and the Police Cadet Corps as well as construction (Playground for All Children), reconstruction (Zoo and Wildlife Exhibits), and system improvements (E-911) funded with city and non-city sources -- i.e., CD, JTPA, UPARR, and Environmental Quality Bond Act (EQBA). Implemented policies, revised existing operations to better serve the public, and measurably solved problems. Composed the *F.A.C.T. Book*, *City Council Briefing Papers*, and the *Mayor's Budget Message and Management Report* (connecting budgets to programmatic initiatives and service delivery by providing detailed explanations along with comparative performance measurements). Prepared cash flow data used to define short-term borrowing needs. Created, updated, and maintained the Citywide Quarterly Allocation (QAS) and Integrated Financial Management Systems (IFMS). Accepted a position with the City of West Palm Beach near the area where my family was planning to relocate (Town of Jupiter/Village of Tequesta in northern Palm Beach County).

Academia

CARDINAL NEWMAN HIGH SCHOOL, West Palm Beach, FL
 Teacher/Coach

August 1990 - June 1991

Economics (Advanced Placement Credit - sponsored by Barry University, and three Junior Achievement classes), U.S. History and Government. Broadcasted commercials produced, directed, filmed, and written by the student companies in order to market their products. Each company posted profitable results from the sale of its merchandise. Coached freshmen and varsity football and varsity soccer. Successfully completed and fulfilled obligations/requirements under the one-year contract with the School, the Alternate Teacher Preparation 12-Credit Program administered by Florida Atlantic University, and earned the State of Florida's Professional Educator's Certification. Accepted the challenge offered by a business opportunity with A & S Services, Inc.

PALM BEACH STATE COLLEGE, Lake Worth, FL
 SOUTH UNIVERSITY, West Palm Beach, FL
 NEW HORIZON ACADEMY, Boca Raton, FL
 WASHINGTON COUNTY SCHOOL PROGRAM AT ECKERD, Okeechobee, FL
 BARUCH COLLEGE (City University of New York), N.Y.C., N.Y.
 PEARL RIVER SCHOOL DISTRICT, Pearl River, N.Y.
 Adjunct Professor

Macro- and Microeconomics (PBSC's Weekend Business Institute and Honor's Program); Decision Sciences; Statistics; Financial, Managerial, and Cost Accounting; Operations Management; Finance; Business Law and Taxation; Conventional and Speed Reading; World History; Mathematics; Communications; Personal Awareness; Fine Arts; and, Yearbook. Develop and implement curricula. Advise and select textbooks. For the most part, my teaching experience has been at the rank of Adjunct Professor spanning many years while working concurrently in F/T positions the lion's share of which have been in public service.

For Profit/Private Sector

A & S SERVICES, INC., Ft. Lauderdale, FL
President (Equity Ownership)

June 1991 - February 1995

Directed the daily operations, financial management, and inventory management and control of the S-corporation. Organized and managed an automotive repair and vehicular rental business commencing with site and facility acquisition; procuring capital equipment, supplies, materials, and contractual services; hiring and developing staff; and controlling the supply chain and inventory. Designed a marketing program which resulted in sales growth at an increasing rate to achieve a profitable position. Revenues increased by a cumulative growth rate in excess of 80% on \$400k in total sales. Prepared and implemented orientation and in-service training programs covering corporate policies and procedures, product differentiation, technical competency, productivity, efficiency, vendor qualification, procurement methodology, and customer relations. In 1995, sold business as a going concern to accept a position with the Palm Beach County Government.

PRIVATE ENGAGEMENT, Jupiter, FL
Independent & Confidential Consultant

August 1988 - November 1988

Commenced and completed an engagement commissioned by the General Manager of the North Palm Beach Auto Mall: Chrysler/Plymouth Dealership's Service & Parts Departments. Uncovered opportunities for automation and modernization, operational improvement, organizational effectiveness, procedural efficiency, and productivity which were implemented resulting in a profitable turnaround. Accepted a position with the City of Greenacres – Administrative Services Department. Though I enjoyed consulting and was planning to simultaneously undergo the requirements to become a Certified Professional Educator, the senior executives offered me the opportunity to modernize the financial and technical business operations. Consequently, I postponed undertaking the Certification process until successfully accomplishing the effort. [Note: In early 1995, performed consulting services for International Profit Associates headquartered in Buffalo Grove, Illinois. Engagements focused on essential business fundamentals: strategic pricing; budgeting to make a profit; cash management; and inventory management, control, and turnover.]

Non-Profit Sector

CENTER for the STUDY of the PRESIDENCY, N.Y.C., N.Y.
Assistant Business Manager (P/T position during senior year in college)

Processed accounting functions, created marketing programs to sell published materials, conducted membership drives, organized conferences/symposia, and provided member services including research on U.S. Presidents, the Presidency, and the Executive Branch of Government. Accepted a F/T position with the City of New York.

EDUCATION

Master of Business Administration, Corporate Economic Planning,	Pace University, New York, New York
Bachelor of Arts, Economics and Political Science (double major),	Fordham University, Bronx, New York
Alternate Teacher Preparation Program,	, Florida Atlantic University, Boca Raton, Florida

CERTIFICATIONS and HONORS & AWARDS

N.Y.C. Mayor's Graduate Scholar
Fortune Pope Foundation Scholarship
National Economic, Political Science, and Foreign Language Honor Societies
GFOA Award for Distinguished Budget Presentation and Certificate of Achievement for Excellence in Financial Reporting
Popularly elected to serve on the Executive Committee of the OMB Benevolent Association
OFMB Incentive Fund Committee (Chairman) and Countywide Recognition Program Member
OFMB Departmental Employee Recognition Program and Countywide Kudos Awardee
Palm Beach County Administrator's Golden Palm Awardee (4 times)
Florida Professional Teaching Certification in Social Sciences (including Economics)
Crisis Prevention/Intervention Certification
South University - Professor of the Year
Florida Notary Public
Participant in public safety preparation for the 1986 Statute of Liberty Celebration and civil defense training of a French national via the United Nations
Customer Relations Recognition
Certificates - CPR, Red Cross, Commitment to Safety, Say No Drugs, Forklift Operation, Providing Employment Opportunities

PUBLICATIONS & JOURNALISM

Author/Reporter

JUPITER COURIER, WEEKDAY, NEWS/ADVERTISER, OMB NEWSLETTER, THE RAVEN, THE EXCHANGE, POINT MAGAZINE. Articles include: *Economy, Elections Have Much in Common; Solution to a Global Problem?; ROI on the MBA; Public Policy: Who's & Why's*; fundraising and scholarships; and many on local government and events/issues in northern Palm Beach County, Florida.

ACTIVITIES & INTERESTS

Fordham Alumni Student Team recruiter and volunteerism - Lighthouse Habitat for Humanity and Gulfstream Goodwill Industries, Inc.
Serving as a Volunteer on the Board of Directors for a non-profit 501(c)(3) Animal Rescue Organization, F.I.N.O. Rescue, Inc.
ICMA, GFOA, FGFOA (presentations titled, "Capital Investment & Recovery Operations," and "Maximizing Your Investment Recovery Strategy," delivered for the 2022 Webinar Series and School of Government Finance @ the 2015 Annual Conference, respectively), IIA, Professional Educator's Network, Citizens for a Sound Economy, and James Madison Institute
Mock Jury Trials on behalf of the Palm Beach County Court System
Landscaping & Home Improvements/ Sporting Clays/ Saxophone/ Real Estate & Financial Markets

References
for
Angelo F. DiPierro

- 1.) Donald Carter
Senior Manager (retired)
Palm Beach County Government
mobile (561) 627-2418
home dcart56@bellsouth.net
- 2.) David Rafaidus
Senior Planner (retired)
Palm Beach County Government
mobile (561) 801-3249 / home (561) 776-0449
home rafaidus@yahoo.com
- 3.) Lorene Cosentino
Records Manager (retired)
Palm Beach County Government
2841 NW 91st Avenue, Apt. 102
Coral Springs, FL 33065
home (754) 229-8367
home cosentinocora551@gmail.com
- 4.) Irwin Jacobowitz
Director, Contract Development & Control
Palm Beach County Governmental Center
Office of Financial Management & Budget
301 North Olive Avenue, 7th Floor
West Palm Beach, FL 33401
office (561) 355-4151
office IJacobow@pbcgov.org
- 5.) Victoria Mack
Dir., Career Services (retired)
South University
4277 Hickory Drive
Palm Beach Gardens, FL 33418
mobile (561) 762-7404 / home (561) 626-7133
home ysmack@bellsouth.net
- 6.) Glenn Pate
Associate Professor – Accounting
Department Chair – Business
Cluster Chair – Accounting
Palm Beach State College
Lewis Center, LC211
3160 PGA Blvd.
Palm Beach Gardens, FL 33410
office (561) 207-5018
office pateg@palmbeachstate.edu

Don Carter was my supervisor for five years while we served in the Office of Financial Management & Budget. David Rafaidus is a colleague who volunteers his salesmanship services when we hold surplus auction sales. Lorene Cosentino remains a colleague who shared office space with me for ten years. Irwin Jacobowitz is a colleague; we continue to serve in the Office of Financial Management & Budget. Victoria Mack remains a colleague; we served together when I taught for South University. Glenn Pate was my supervisor for several semesters while I was teaching for Palm Beach State College.

EMPLOYMENT APPLICATION



ISLAMORADA, VILLAGE OF ISLANDS
86800 Overseas Highway
Islamorada, Florida 33036
305-664-6448
<http://www.islamorada.fl.us>

DIPIERRO, ANGELO F.
2021-00075 VILLAGE MANAGER

Received: 8/27/23 10:46 AM
For Official Use Only:
QUAL: _____
DNQ: _____
☐ Experience
☐ Training
☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: VILLAGE MANAGER		EXAM ID#: 2021-00075
NAME: (Last, First, Middle) DIPIERRO, ANGELO F.		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 18365 S.E. Birdie Lane, Tequesta, Florida 33469		EMAIL ADDRESS: bella24@bellsouth.net
HOME PHONE: (561) 747-0050	ALTERNATE PHONE: (561) 312-5371	NOTIFICATION PREFERENCE: Email
DRIVER'S LICENSE: ☒ Yes ☐ No	DRIVER'S LICENSE: State: FL	LEGAL RIGHT TO WORK IN THE UNITED STATES? ☒ Yes ☐ No
What is your highest level of education? Master's Degree		

PREFERENCES

MINIMUM COMPENSATION: \$85.00 per hour; \$175,000.00 per year	ARE YOU WILLING TO RELOCATE? ☒ Yes ☐ No ☐ Maybe
OBJECTIVE: Seeking a high level position of responsibility in the public sector offering new personal and professional challenges. To lead essential operations that play a meaningful and significant role as part of the organization's performance to provide efficient, effective, and productive service delivery with the lowest organizational opportunity cost. Given my experiences, I know that I can make positive contributions with important outcomes immediately. Cordially, Angelo	

EDUCATION

DATES: From:	SCHOOL NAME: Florida Atlantic University	
LOCATION: (City, State / Province) Boca Raton , Florida	DID YOU GRADUATE? ☒ Yes ☐ No	DEGREE RECEIVED: Professional
MAJOR: ATP	UNITS COMPLETED: 12 - Semester	
DATES: From:	SCHOOL NAME: Pace University	
LOCATION: (City, State / Province) New York , New York	DID YOU GRADUATE? ☒ Yes ☐ No	DEGREE RECEIVED: Master's
MAJOR: Corporate Economic Planning	UNITS COMPLETED: 61 - Quarter	
DATES:	SCHOOL NAME: Fordham University	
LOCATION: (City, State / Province) Bronx , New York	DID YOU GRADUATE? ☒ Yes ☐ No	DEGREE RECEIVED: Bachelor's
MAJOR: Economics and Political Science	UNITS COMPLETED: 144 - Semester	

WORK EXPERIENCE

DATES: From: 2/1995 To: 8/2023	EMPLOYER: Palm Beach County -- OFMB	POSITION TITLE: Manager, Fin. Mgmt. (Capital Asset Investment & Recovery Operations)
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 2455 Vista Parkway, West Palm Beach, Florida, 33411		
PHONE NUMBER: (561) 233-2031	SUPERVISOR: D. Carter/W. Munchheimer/R. Iavarone/R. Lawrence - Mgr., Mgmt. Section / Drs., Fin. Mgmt. Division	MAY WE CONTACT THIS EMPLOYER? ☐ Yes ☒ No
HOURS PER WEEK: 65	SALARY: \$10,835.00/month	# OF EMPLOYEES SUPERVISED: 32

DUTIES:

Financial Management Division -- Fixed Assets Management Office (FAMO)

Lead, direct, administer, manage, organize, and control the County Government's Capital Asset Investment Operations and Municipal Recovery Cooperative: monitor the construction work-in-progress element of capital projects funded in the \$2 billion Capital Improvement Program. Implement Governmental Accounting Standards Board's pronouncements, e.g., infrastructure amounting to a book value over \$1 billion. Maintain and update centralized inventory control over 60,000 capital assets with a book value of \$6 billion. Manage the surplus disposal program generating sales receipts and reassignment value, or cost avoidance, in excess of \$75 million since inception. (These proceeds directly replenish the budgets of the Board of County Commissioners' departments/agencies including the Palm Beach International Airport, Sheriff's Office, Fire-Rescue, and Solid Waste Authority as well as the budgets of the municipal and special taxing district partners.) Conceived, prepared and implemented a long-term business plan, policies and processes, training manuals, interlocal agreements, and desk procedures while launching a successful multi-media marketing campaign. Negotiated multiple contracts including communications equipment, records management and retention, asset appraisal services, and recycling. Published FAMO's first annual financial and performance measurement report continuing with monthly, quarterly, and annual updates. Developed scope of work and business requirement specifications for the conversion of the County's computerized financial management system while integrating and enhancing separate software applications. Served on the County's Audit Planning & Review Committee and Emergency Management Disaster Planning & Logistics Branch coordinating staging areas, supply and distribution sites, and mutual aid efforts. Re-engineered the operations and physical environment of the central office and surplus operations while codifying their redesign into allocated space for the relocation to a new facility in April 2010.

Senior Management & Operations Consultant (promoted twice)

Financial Management Division -- Management Section

Evaluated operations under the control of the Board of County Commissioners in order to design methods, procedures, improvements to financial and management information systems, and controls necessary to enhance performance by streamlining processes: conducted management studies; operational, financial, performance, programmatic, and compliance audits; generated revenues; and recommended cost control and recovery measures. Translated conceptual ideas into feasible, concrete recommendations in a diverse number of responsibility centers and proprietary funds: Code Enforcement Cost Recovery; Vehicle Replacement Policy; Capital Projects Management (established the procedures used in FAMO's project manager training sessions); FEMA and Commercial Insurance Reimbursement (established the framework for the successful processing of 65 projects amounting to \$5 million in claims reimbursement for losses attributable to Hurricanes Floyd and Irene);

Land Development Collection Methods & Process/Staffing; Environmentally Sensitive Lands Program; Parks & Recreation - Revenue Collection & Projections; Community Services and Library System Organizational Studies; and, Indirect Cost Allocation Plan resulting in a \$14 million net reimbursement to the General Fund. Initiated new areas for examination by synthesizing real operational and financial concerns requiring attention -- e.g., County Property Insurance Coverage. Interpreted Federal, State and County laws and regulations proposing amendments as necessary, e.g., facilitating code compliance initiatives while balancing the rights of property owners with the need for effective code enforcement and collection efforts. Recommended and coordinated programs to assimilate employees, supervisors, and managers in the techniques of work improvement and simplification.

REASON FOR LEAVING:

On-going employment; however, am seeking a higher level position in the public sector with opportunities for professional challenges.

DATES: From: 6/1991 To: 2/1995	EMPLOYER: A & S SERVICES, INC	POSITION TITLE: President (Equity Ownership)
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Home -- Jupiter, FL, Ft. Lauderdale, Florida, 33458		
PHONE NUMBER: 5617470050	SUPERVISOR: N/A - N/A	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 80	SALARY: \$3,000.00/month	# OF EMPLOYEES SUPERVISED: 12

DUTIES:

Directed the daily operations, financial management, and inventory management and control of the S- corporation. Organized and managed an automotive repair and vehicular rental business commencing with site and facility acquisition; procuring capital equipment, supplies, materials, and contractual services; hiring and developing staff; and controlling the supply chain and inventory. Designed a marketing program which resulted in sales growth at an increasing rate to achieve a profitable position. Revenues increased by a cumulative growth rate in excess of 80% on \$400k in total sales. Developed and implemented orientation and in-service training programs covering corporate policies and procedures, product differentiation, technical competency, productivity, efficiency, vendor qualification, procurement methodology, and customer relations. In 1995, sold business as a going concern.

REASON FOR LEAVING:

Sold business as a going concern. Accepted position w/Palm Beach County's Office of Financial Management & Budget.

DATES: From: 8/1990 To: 6/1991	EMPLOYER: CARDINAL NEWMAN HIGH SCHOOL	POSITION TITLE: Teacher/Coach
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 512 Spenser Drive, West Palm Beach, Florida, 33409		
PHONE NUMBER: (561) 683-6266	SUPERVISOR: Pat O'Hare - Department Chair	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$2,000.00/month	# OF EMPLOYEES SUPERVISED: 42

DUTIES:

Economics (Advanced Placement Credit - sponsored by Barry University, and three Junior Achievement classes), U.S. History and Government. Broadcasted commercials produced, directed, filmed, and written by the student companies in order to market their products. Each company posted profitable results from the sale of its merchandise. Coached freshmen and varsity football and varsity soccer. One-year contract during which time the State of Florida Professional Educator's Certificate was earned through a program administered by Florida Atlantic University.

REASON FOR LEAVING:

Completed one-year contract/program to earn the Florida Professional Educator Certification.

DATES: From: 11/1988 To: 8/1990	EMPLOYER: CITY OF GREENACRES	POSITION TITLE: Administrative Services Department
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ADDRESS: (Street, City, State/Province, Zip/Postal Code) 5985 10th Avenue North, GREENACRES, Florida, 33463		
PHONE NUMBER: (561) 642-3258	SUPERVISOR: M. Dan, D. Miles, D. Farber - (Dir., Dir., City Manager)	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 60	SALARY: \$3,000.00/month	# OF EMPLOYEES SUPERVISED: 10
DUTIES: Financial Operations Supervisor Supervised financial, budgetary, data processing, procurement, and administrative processes in a progressive manner. Coordinated cash management activities which resulted in unprecedented interest earnings. Commenced and successfully completed a \$1.5 million Water Project Bond Issue. Served on the Audit & Finance Committee of a risk management consortium involving oversight of \$7 million in insurance coverage for the seven member municipal governments. Published data processing training and reference manual for citywide applications. Presided over the installation and modification of equipment/programs to protect and/or improve the computer system -- UPS, GIS, surge and fire suppression, ACCs, LCCs, and contiguous memory storage for enhanced speed and capability.		
REASON FOR LEAVING: Accepted into the Alternate Teacher Preparation Program @ Florida Atlantic University.		
DATES: From: 8/1988 To: 11/1988	EMPLOYER: PRIVATE (Confidential Consulting) ENGAGEMENT	POSITION TITLE: Consultant
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Home, Jupiter, Florida, 33458		
PHONE NUMBER: (561) 747-0050	SUPERVISOR: N/A - N/A	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$2,000.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: Engagement focused on business fundamentals; strategic pricing; budgeting to make a profit; cash management; and inventory management, control, and turnover.		
REASON FOR LEAVING: Completed engagement -- was considering pursuing the Florida Professional Educator Certification while consulting; however, offered a F/T position with Greenacres City. Consequently, postponed the Certification process until the modernization efforts for the City were completed and fully implemented.		
DATES: From: 9/1987 To: 8/1988	EMPLOYER: CITY OF WEST PALM BEACH, FL - Finance Department	POSITION TITLE: Research & Budget Analyst
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 200-2nd Street, WEST PALM BEACH, Florida, 33402		
PHONE NUMBER: (561) 659-8028	SUPERVISOR: P. Steinbrenner/K. Hankins - City Mgr./Finance Director	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 55	SALARY: \$2,750.00/month	# OF EMPLOYEES SUPERVISED: 5
DUTIES: Coordinated the preparation of the annual capital and operating budget including multi-year financial forecasts for the City's enterprise and internal service funds. Performed operational and organizational studies to measure efficiency and take corrective action; reviewed sources of revenue generation; reconciled the City's Community Development Block Grant funding, expenditures, and cash position from inception-to-date; compiled the Statistical Section of the Comprehensive Annual Financial Report (CAFR); and formulated long- range capital improvement plans amounting to \$446.5 million charting the City's future. Prepared resource utilization assessments, developed and monitored citywide goals and objectives, and conducted workshops and presentations. Served on an internally staffed committee dealing with the issue of economic development including recommendations for the revitalization of the downtown area and central business district which have evolved into City Place and Clematis-By-Night.		
REASON FOR LEAVING: Completed the responsibilities and duties (please see Resume for more details). Accepted a confidential consulting contract.		
DATES: From: 5/1981 To: 9/1987	EMPLOYER: CITY OF NEW YORK	POSITION TITLE: Senior Budget Analyst, Administration of Justice Task Force (Promoted Twice)
ADDRESS: (Street, City, State/Province, Zip/Postal Code) One Centre Street, NEW YORK, New York, 10007		
PHONE NUMBER: (212) 374-6670	SUPERVISOR: C. Brady, J. Wuensch, etc. - Assoc. Dir, etc.	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 55	SALARY: \$3,500.00/month	# OF EMPLOYEES SUPERVISED: 3
DUTIES: N.Y. - Office of Management & Budget May 1981 - September 1987 Senior Budget Analyst, Administration of Justice Task Force Budget Analyst, Parks, Recreation & Landmarks Preservation Task Force Assistant Budget Analyst, Expenditure & Personnel Monitoring Unit Developed one-year, four-year and ten-year financial plans in billions of dollars for a full service entity. Served on the Administration of Justice Task Force presiding over an annual operating and capital budget in excess of \$1.5 billion; the Parks, Recreation & Landmarks Preservation Task Force with a combined budget of \$350 million; and, the Expenditure & Personnel Monitoring Unit accounting for the City's 240,000 employees and related resources with an annual operating budget of \$21.5 billion. Produced service delivery programs such as the School Program to Educate and Control Drug Abuse (SPECDA), Community Patrol Officer Program (CPOP), and the Police Cadet Corps as well as construction (Playground for All Children), reconstruction (Zoo and Wildlife Exhibits), and system improvements (E-911) funded with city and non-city sources -- i.e., CD, JTPA, UPARR, and Environmental Quality Bond Act (EQBA). Implemented policies, revised existing		

operations to better serve the public, and measurably solved problems. Composed the F.A.C.T. Book, City Council Briefing Papers, and the Mayor's Budget Message and Management Report. Prepared cash flow data used to define short-term borrowing needs. Created, updated, and maintained the Citywide Quarterly Allocation (QAS) and Integrated Financial Management Systems (IFMS).

REASON FOR LEAVING:

Relocated to Florida to accept a position with the City of West Palm Beach near the area where my family was planning to relocate.

DATES: From: 8/1980 To: 5/1981	EMPLOYER: CENTER for the STUDY of the PRESIDENCY	POSITION TITLE: Assistant Business Manager (P/T during senior year in college)
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 926 5th Avenue, N.Y.C., New York, 10021		
PHONE NUMBER: (212) 249-1200	SUPERVISOR: Dr. Hoxie - President & CEO	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 30	SALARY: \$320.00/month	# OF EMPLOYEES SUPERVISED: 5
DUTIES: N.Y.C., N.Y. August 1980 - May 1981 Assistant Business Manager (P/T during senior year in college) Processed accounting functions, developed marketing programs to sell published materials, conducted membership drives, organized conferences/symposia, and provided member services including research on U.S. Presidents, the Presidency, and the Executive Branch of Government.		

REASON FOR LEAVING:

Hired F/T by the Office of Management & Budget in New York City.

CERTIFICATES AND LICENSES

TYPE: Florida Professional Educator	
LICENSE NUMBER: 688802	ISSUING AGENCY: Florida DOE

Skills

OFFICE SKILLS: Typing: Data Entry:
OTHER SKILLS:
LANGUAGE(S): English - ☒ Speak ☒ Read ☒ Write

ADDITIONAL INFORMATION

Publications
"Present Issues: Future Vision" -- a published report that transformed and revitalized the entire downtown area for the City of West Palm Beach.
Presentations delivered for the Florida Government Finance Officer's Association (FGFOA) include "Capital Asset Investment & Recovery Operations" and "Maximizing Your Investment Recovery Strategy" which were well attended and received.
Published the "Business Plan" and scores of Countywide and Internal Policies & Procedures, Desk Procedures, Training Manuals, Financials, White Papers & Management Studies, and delivered numerous and various presentations for Palm Beach County Government's Fixed Assets Management Office concerning capital asset investment & recovery operations.

REFERENCES

REFERENCE TYPE: Professional	NAME: Don Carter	POSITION: Sr. Mgr. (retired), P.B. Co. Gov't -- My Supervisor for 5 years
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS: dcart56@bellsouth.net		PHONE NUMBER: (561) 627-2418
REFERENCE TYPE: Professional	NAME: Lorene Cosentino	POSITION: formerly, Records Mgr., PB Co Gov't (retired)
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 2841 NW 91st Avenue, Apt. 102, Coral Springs, Florida 33065		
EMAIL ADDRESS: cosentinocora551@gmail.com		PHONE NUMBER: (754) 229-8367
REFERENCE TYPE: Professional	NAME: David Rafaidus	POSITION: Sr. Planner, Community Svcs., PB Co. Gov't (retired)
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS: rafaidus@yahoo.com		PHONE NUMBER: (561) 801-3249
REFERENCE TYPE: Professional	NAME: Irwin Jacobowitz	POSITION: Dir., Contract Development & Control, P.B. Co. Gov't
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS: IJacobow@pbcgov.org		PHONE NUMBER: (561) 355-4151

REFERENCE TYPE: Professional	NAME: Victoria Mack	POSITION: formerly, Dir., Career Services, South University (retired)
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS: vsmack@bellsouth.net		PHONE NUMBER: (561) 762-7404

Agency-Wide Questions

1. What is your minimum compensation required?
175000 (in addition to an appropriate compensation package)
 2. What type of position are you looking for?
Full Time
-

The following terms were accepted by the applicant upon submitting the online application:

I certify that answers given herein are true and complete to the best of my knowledge. I understand, also, that I am required to abide by all rules and regulations of Islamorada, Village of Islands.

This application for employment and/or committee(s) shall be considered active for a period of time not to exceed one year. Any applicant wishing to be considered for employment and/or committee(s) beyond this time period should inquire as to whether or not applications are being accepted at that time.

The applicant understands that neither this document nor any offer of employment and/or committee(s) from the Village constitutes an employment and/or committee(s) contract unless a specific document to that effect is executed by the employer and employee in writing. In consideration for my employment and/or committee(s) I agree to conform to the rules and regulations of the Village, acknowledge that rules may be changed, withdrawn, added or interpreted at any time, at the Village's sole option and without prior notice to me.

I have made an application for employment and/or committee(s) with Islamorada, Village of Islands. I hereby give my consent to release pertinent information about my qualifications and fitness for the position I have applied for including employment, financial, education, personal, or other matters as may be requested by Islamorada, Village of Islands to arrive at an employment decision. I release you from all claims and liabilities of any nature arising from damages for any information given.

FOR EMPLOYMENT ONLY (not for Islamorada Committee Members) The Village will obtain a "consumer report" about you from a consumer reporting agency for employment purposes. A "consumer" report is a background screening report that may contain information regarding your criminal history, driving history, and other information about you. It may bear upon your character, general reputation, personal characteristics, and/or mode of living. I hereby authorize you to investigate the accuracy of the information contained in this application for employment, my resume, or any other information I provide. I further authorize you to make such investigations and inquiries of my employment, education, financial, personal, and other related matters as may be necessary in arriving at an employment decision. I release Islamorada, Village of Islands and all employees, schools, organizations, or persons from all claims and liabilities of any nature arising from such investigations or information given. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

This application was submitted by ANGELO F. DIPIERRO on 8/27/23 10:46 AM

Signature_____

Date_____

Patrick Marsh

ICMA- Credentialed Manager

 patmar0620@gmail.com  (608) 212-2707  1050 Kensington Street, Port Charlotte, FL. 33952

August 6, 2023

Village of Islamorada
Human Resources Department
86800 Overseas Highway
Islamorada, FL 33036

To whom it may concern,

I am responding with enthusiasm to Islamorada Village of Islands job posting for a Village Manager on the ICMA website. As a dynamic city manager/administrator with over twenty-five years of professional experience in the public sector, including nineteen in local government management, I am thoroughly qualified to lead the village move into the future.

I am an experienced, visionary leader with strong leadership and management skills. I believe in being proactive and creative in achieving solutions to all local government issues through strong communication skills in working with elected and non-elected officials and members of the community. I most recently served as city manager in Fernley, Nevada. Fernley is the fastest growing city in the state, with the population expected to double by 2030 (from 23,500 to 40,000). My prior management position was with the City of Fitchburg, Wisconsin, where I honed my skills in local government management. While employed there, I successfully achieved and maintained a balanced budget while playing an active role in growing the equalized value of the community through various economic development initiatives. The City of Fitchburg is one of the fastest growing communities in Wisconsin and also the most diverse.

I am confident that my proven history, work ethic, proven unparalleled attention to detail, and knack for team building will allow me to contribute to the team's success in the Islamorada Village of Islands.

I look forward to discussing the Village Manager position and my qualifications with you in more detail. I am available to talk at your convenience. I look forward to hearing back from you to discuss how I could be an asset to the Islamorada Village of Islands.

Thank you for your time and consideration.

Sincerely,

Patrick S. Marsh

ICMA-Credentialed Manager

Patrick Marsh, ICMA – CM

1050 Kensington Street, Port Charlotte, Florida 33952

(608) 212-2707 patmar0620@gmail.com

PROFESSIONAL OBJECTIVE

To utilize my public sector and local government experience, including local government management and economic development expertise, to provide exceptional community leadership, in an effort to make each community a better place to live, work, and play

SIGNIFICANT ACCOMPLISHMENTS

- Successfully managed a budget surplus in each of my nineteen years as a local government manager
- Negotiated over twenty collective bargaining agreements with police, fire, public works and other public sector bargaining units
- Wrote over fifty grant applications and was successful with grant awards nearly seventy-five percent of the time. Largest successful grant to date was a \$25 million grant from the U.S. Department of Transportation for a \$54 million road and bridge project in Fernley, Nevada (2022)
- Recruited and hired over twenty department heads and other key staff members
- Negotiated eighteen development agreements between the private sector and local government, including a \$300 million office/lab building in Fitchburg, Wisconsin
- Coordinated the formation of sixteen tax-increment districts
- Served in the role of lead economic development director for over fifteen years

EDUCATION

Northern Illinois University - DeKalb, IL | Master's Degree

Public Administration

Augustana College - Rock Island, IL | Bachelor of Arts

Business/Public Administration & Political Science

WORK HISTORY

CITY MANAGER | 01/2022 to 01/2023

City of Fernley, NV – Fernley, NV (23,600 population with a \$49 million operating budget)

- Managed the day-to-day operations of the city
- Responsible for leading annual budget preparation and implementation
- Directly responsible for all operations in the Planning/Zoning, Engineering, Public Works, and Building Operations departments of the city. Managed over 70 employees, including 8 department heads

- Successfully oversaw all economic development initiatives for one of the fastest growing communities in the State of Nevada
- Coordinated a “Development Team” consisting of five department heads and their staff
- updated the emergency management plan and served in the role of emergency management coordinator
- Liaised with existing local businesses, promoted Fernley to prospective businesses
- Worked with regional economic development authorities, and state-wide development leaders

CONSULTANT | 01/2021 to 01/2022

CWIowa, LLC - Rock Island, IL

- Spearheaded due diligence and coordination of Local, regional, state, federal government due diligence and coordination
- Facilitated property acquisition for all company expansion initiatives
- Implemented long-term growth initiatives by developing sustainable and profitable strategies
- Responsible for all grant writing and grant administration
- Coordinated development efforts with CEO

CITY ADMINISTRATOR | 09/2015 to 01/2021

City Of Fitchburg - Fitchburg, WI (33,000 population with a \$46 million operating budget)

- Chief appointed official for the City of Fitchburg
- Utilized expertise mentoring, managing and developing 275 employees, including 18 department heads
- Primary contact for business recruiting, retention, expansion, and development
- Responsible for leading the annual budget preparation and implementation
- Coordinated relationships between local organizations and the city
- Responsible for the implementation of policy initiatives of the common council

CITY ADMINISTRATOR AND ECONOMIC DEVELOPMENT DIRECTOR | 11/2007 to 09/2015

City Of Monona – Monona, WI (8,300 Population with a \$13 million operating budget)

- Chief Appointed Official for the City of Monona
- Managed 98 employees, including 12 department heads
- Primary contact for elected officials (Mayor and six Common Council members).
- Primary contact for business recruiting, retention, expansion, and development
- Facilitated all strategic planning initiatives
- Served in the role of Human Resources Director
- Responsible for leading the annual budget preparation and implementation
- Served in the role of Deputy Clerk to assist with local elections along with other statutory responsibilities

VILLAGE ADMINISTRATOR & ECONOMIC DEVELOPMENT DIRECTOR | 06/2003 to 11/2007

Village of Coal Valley - Coal Valley, Illinois (5,500 population with a \$4.6 million operating budget)

- Chief appointed official for the Village
- Served in the role of finance director, human resources director, planning/zoning director, and economic development director
- Managed 25 employees, including 4 department heads
- Primary contact for elected officials (Village President and six Trustees)
- Primary contact for all planning and economic development activities

- Responsible for leading the annual budget and implementation

ASSISTANT CITY MANAGER | 11/2003 to 06/2004

City of Eldridge - Eldridge, Iowa (5,800 population with a \$6.2 million operating budget)

- Assisted the city manager with day-to-day operation of the city
- Assisted the city manager with budget preparation and implementation
- Responsible for all economic development, planning and zoning initiatives
- Primary point of contact for all nuisances and property maintenance complaints
- Liaison between elected officials and city staff

DIRECTOR OF OPERATIONS | 09/2000 to 11/2003

iPower Distribution Group - Rock Island, IL

- Manager of a multi-disciplinary, twelve-member business conglomeration focused on providing one stop opportunities for industrial maintenance, repair and operations (MRO)
- Oversight of day-to-day production activities in accordance with business objectives.
- Staff liaison between members companies and industrial clients (Case IH, John Deere, and Honeywell)
- Reported to a twelve-member Board of Directors
- Managed twenty employees

SENIOR PLANNER | 02/1989 to 07/2000

State Regional Commission - Rock Island, Illinois

- Primary contact for all transit and park/recreational initiatives in a two-state, five-county, and forty-four local governments in western Illinois and eastern Iowa
- Assisted local governments with grant writing and grant administration
- Principal planner for land and right-of-way acquisition for regional trails and park developments
- Coordinated comprehensive regional planning and developed park and recreation master plan initiatives in coordination with local governments
- Primary contact for the coordination of multi-use trail development with state-wide network of regional trail systems in northern Illinois
- Assisted local governments with affordable housing and community development block grants (CBDG's)

VOLUNTEER & SERVICE ACTIVITIES

- Board of Directors - Illinois City/County Managers Association (ILCMA) 2005 - 2007
- Board of Directors - Wisconsin City/County Manager Association (WCMA) 2008 - 2012
- Board of Directors - Cities and Villages Mutual Insurance Company (CVMIC) 2014 - 2015
- Volunteer Youth Coach - City of Monona Parks and Recreation (Baseball, Wrestling, Flag Football, & Soccer)
- Active Church Member
- Active in Social Organizations (Rotary, Optimist Club, Kiwanis, Moose)
- Member of the Fernley, Nevada & Monona and Fitchburg, Wisconsin Chambers of Commerce

EMPLOYMENT APPLICATION



ISLAMORADA, VILLAGE OF ISLANDS
 86800 Overseas Highway
 Islamorada, Florida 33036
 305-664-6448
<http://www.islamorada.fl.us>

Marsh, Patrick Shaun
 2021-00075 VILLAGE MANAGER

Received: 8/6/23 8:38 PM
 For Official Use Only:
 QUAL: _____
 DNQ: _____
☐ Experience
☐ Training
☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: VILLAGE MANAGER		EXAM ID#: 2021-00075
NAME: (Last, First, Middle) Marsh, Patrick Shaun		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 1050 Kensington Street, n/a, Port Charlotte, FL, Florida 33952		EMAIL ADDRESS: patmar0620@gmail.com
HOME PHONE: 6082122707	ALTERNATE PHONE: 6082122707	NOTIFICATION PREFERENCE: Email
DRIVER'S LICENSE: ☒ Yes ☐ No	DRIVER'S LICENSE: State: WI	LEGAL RIGHT TO WORK IN THE UNITED STATES? ☒ Yes ☐ No
What is your highest level of education? Master's Degree		

PREFERENCES

MINIMUM COMPENSATION: \$72.12 per hour; \$150,000.00 per year	ARE YOU WILLING TO RELOCATE? ☒ Yes ☐ No ☐ Maybe
OBJECTIVE: To assist in leading the community in which I am employed to be a great place to live, work, and play.	

EDUCATION

DATES: From:	SCHOOL NAME: Northern Illinois University	
LOCATION: (City, State/Province) DeKalb, Illinois	DID YOU GRADUATE? ☒ Yes ☐ No	DEGREE RECEIVED: Master's
MAJOR: Public Administration	UNITS COMPLETED: 80 - Semester	
DATES: From:	SCHOOL NAME: Augustana College	
LOCATION: (City, State/Province) Rock Island, Illinois	DID YOU GRADUATE? ☒ Yes ☐ No	DEGREE RECEIVED: Bachelor's
MAJOR: Business/Public Administration	UNITS COMPLETED: 160 - Quarter	

WORK EXPERIENCE

DATES: From: 1/2022 To: 1/2023	EMPLOYER: City of Fernley	POSITION TITLE: City Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 595 Silver Lace Blvd, Fernley, Nevada, 89408		COMPANY URL: www.cityoffernley.org
PHONE NUMBER: 7757849800	SUPERVISOR: Roy Edgington - Mayor	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 50	SALARY: \$10,062.00/month	# OF EMPLOYEES SUPERVISED: 75
DUTIES: Manage the day-to-day operations of the city, including the direct supervision of five department heads. Also responsible for all economic development, planning, engineering, and public works initiatives.		
REASON FOR LEAVING: New mayor was elected in November and decided that he wanted to hire his own city manager. I resigned in January of this year.		
DATES: From: 1/2021 To: 1/2022	EMPLOYER: CWIowa, LLC	POSITION TITLE: Consultant
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 2929 5th Avenue, Rock Island, Illinois, 61201		
PHONE NUMBER: 13093144620	SUPERVISOR: Craig Wagner - CEO/Owner	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 20	SALARY: \$1,500.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: Responsible for all property acquisition, grant writing, and grant administration.		

REASON FOR LEAVING: New position in local government		
DATES: From: 9/2015 To: 1/2021	EMPLOYER: City of Fitchburg	POSITION TITLE: City Administrator
ADDRESS: (Street, City, State/Province, Zip/Postal Code) City of Fitchburg, 5520 Lacy Road, Fitchburg, WI 53711, Fitchburg, WI, Wisconsin, 53711		COMPANY URL: www.fitchburgwi.gov
PHONE NUMBER: 16082704200	SUPERVISOR: Jason Gonzalez - Mayor	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 50	SALARY: \$12,950.00/month	# OF EMPLOYEES SUPERVISED: 275
DUTIES: Managed the day-to-day operation of the city, including the direct supervision of 18 department heads.		
REASON FOR LEAVING: Voluntary Resignation		
DATES: From: 11/2007 To: 9/2015	EMPLOYER: City of Monona	POSITION TITLE: City Administrator and Eco. Dev. Dir.
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 5500 Schluter Road, Monona, Wi. 53716, Monona, WI 53716, Wisconsin, 53716		COMPANY URL: www.mymonona.com
PHONE NUMBER: 16082222525	SUPERVISOR: Robb Kahl - Mayor	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 50	SALARY: \$8,800.00/month	# OF EMPLOYEES SUPERVISED: 98
DUTIES: Managed the day-to-day operation of the city, including the direct supervision of 12 department heads. Also served in the role of economic development director, responsible for all business recruitment, development, retention, and expansion.		
REASON FOR LEAVING: Career Advancement		
DATES: From: 6/2004 To: 11/2007	EMPLOYER: Village of Coal Valley	POSITION TITLE: Village Administrator & Economic Dev. Dir
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Village of Coal Valley, Coal Valley, Illinois, 61240		COMPANY URL: www.coalvalley.il.us.gov
PHONE NUMBER: 13097812796	SUPERVISOR: Stan Engstrom - Village President	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 50	SALARY: \$5,500.00/month	# OF EMPLOYEES SUPERVISED: 15
DUTIES: Managed the daily operations of the Village, including all HR, finance, planning, and economic development initiatives. Managed 4 department heads as direct reports.		
REASON FOR LEAVING: Career Advancement		
DATES: From: 12/2002 To: 6/2003	EMPLOYER: City of Eldridge	POSITION TITLE: Assistant City Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 305 North 3rd Street, Eldridge, Iowa, 52748		
PHONE NUMBER: 5632854841	SUPERVISOR: John Dowd - City Manager	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$1,500.00/month	# OF EMPLOYEES SUPERVISED: 2
DUTIES: Assisted the City Manager with day-to-day operation of the City Assisted the City Manager with budget preparation and management Lead staff person for all economic development, planning and zoning activities Primary contact for all property maintenance complaints Primary liaison between the City Council and City staff Efficient in Microsoft software Word, Excel		
REASON FOR LEAVING: Career advancement as a Administrator		
DATES: From: 7/2000 To: 12/2002	EMPLOYER: iPower Distribution Group	POSITION TITLE: Director of Operations
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 2300 5th Ave., Rock Island, Illinois, 61201		
PHONE NUMBER: 13093144620	SUPERVISOR: Craig Wagner - Board Member	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$5,000.00/month	# OF EMPLOYEES SUPERVISED: 15
DUTIES: Lead staff member for a multi-disciplinary, twelve business conglomeration focused on providing one-stop opportunities for industrial material replacement and operation (MRO) Reported to a twelve member Board of Directors on monthly operations of company operations Lead staff liaison between member companies and industrial clients (Case IH, John Deere, and, Honeywell) Managed eight employees		

REASON FOR LEAVING: Career advancement in public sector		
DATES: From: 1/1989 To: 7/2000	EMPLOYER: Bi-State Regional Commission	POSITION TITLE: Senior Planner
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 3th Avenue, Rock Island, Illinois, 61201		
PHONE NUMBER: 3097936300	SUPERVISOR: Denise Bulat - Director of Planning	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$1,000.00/month	# OF EMPLOYEES SUPERVISED: 2
DUTIES: Assisted local governments with planning documents and asset management inventory systems Assisted business consultant with various planning and economic development projects for local governments Reviewed local government ordinances for compliance Attended city council and village board meetings to experience governing operations of local government		
REASON FOR LEAVING: Career Advancement		

CERTIFICATES AND LICENSES
Nothing Entered For This Section

Skills
OFFICE SKILLS: Typing: Data Entry:
OTHER SKILLS:
LANGUAGE(S): Swedish - ☒ Speak ☐ Read ☐ Write English - ☒ Speak ☒ Read ☒ Write

ADDITIONAL INFORMATION
Additional Information n/a

REFERENCES		
REFERENCE TYPE: Professional	NAME: William Cole	POSITION: Attorney
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 4300 Hilltop Circle, Middleton, Wi 53716, Middleton, Wisconsin 53562		
EMAIL ADDRESS: wcole@axley.com		PHONE NUMBER: 16082283995
REFERENCE TYPE: Professional	NAME: Chris Armstrong	POSITION: Developer
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 120 East Lakeside, Madison, Wi 53715, Madison, Wisconsin 53715		
EMAIL ADDRESS: chris@avanteproperties.com		PHONE NUMBER: 16084452769
REFERENCE TYPE: Professional	NAME: Roy Edgington	POSITION: Former Mayor Fernley, NV
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Fernley, NV, Fernley, Nevada 53703		
EMAIL ADDRESS: fernley2@yahoo.com		PHONE NUMBER: 7757905655
REFERENCE TYPE: Professional	NAME: Dan Bahr	POSITION: Assistant Director - Wisconsin Counties Association & Former Fitchburg Councilmember
ADDRESS: (Street, City, State/Province, Zip/Postal Code) City of Fitchburg, Wisconsin 53711		
EMAIL ADDRESS: danbahr21@gmail.com		PHONE NUMBER: 16082253020
REFERENCE TYPE: Professional	NAME: Jacki Moxley	POSITION: HR Director Fernley, NV
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Fernley, NV, City of Fernley, Nevada 89408		
EMAIL ADDRESS: jtmoxley@hotmail.com		PHONE NUMBER: 7754000026

Agency-Wide Questions

1. What is your minimum compensation required?
150000
 2. What type of position are you looking for?
Full Time
-

The following terms were accepted by the applicant upon submitting the online application:

I certify that answers given herein are true and complete to the best of my knowledge. I understand, also, that I am required to abide by all rules and regulations of Islamorada, Village of Islands.

This application for employment and/or committee(s) shall be considered active for a period of time not to exceed one year. Any applicant wishing to be considered for employment and/or committee(s) beyond this time period should inquire as to whether or not applications are being accepted at that time.

The applicant understands that neither this document nor any offer of employment and/or committee(s) from the Village constitutes an employment and/or committee(s) contract unless a specific document to that effect is executed by the employer and employee in writing. In consideration for my employment and/or committee(s) I agree to conform to the rules and regulations of the Village, acknowledge that rules may be changed, withdrawn, added or interpreted at any time, at the Village's sole option and without prior notice to me.

I have made an application for employment and/or committee(s) with Islamorada, Village of Islands. I hereby give my consent to release pertinent information about my qualifications and fitness for the position I have applied for including employment, financial, education, personal, or other matters as may be requested by Islamorada, Village of Islands to arrive at an employment decision. I release you from all claims and liabilities of any nature arising from damages for any information given.

FOR EMPLOYMENT ONLY (not for Islamorada Committee Members) The Village will obtain a "consumer report" about you from a consumer reporting agency for employment purposes. A "consumer" report is a background screening report that may contain information regarding your criminal history, driving history, and other information about you. It may bear upon your character, general reputation, personal characteristics, and/or mode of living. I hereby authorize you to investigate the accuracy of the information contained in this application for employment, my resume, or any other information I provide. I further authorize you to make such investigations and inquiries of my employment, education, financial, personal, and other related matters as may be necessary in arriving at an employment decision. I release Islamorada, Village of Islands and all employees, schools, organizations, or persons from all claims and liabilities of any nature arising from such investigations or information given. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

This application was submitted by Patrick Shaun Marsh on 8/6/23 8:38 PM

Signature_____

Date_____

Patrick Marsh – Professional Reference List 2023

<u>Name</u>	<u>Title</u>	<u>Location</u>	<u>Phone</u>	<u>email address</u>
Jacki Moxley, HR Manager, Fernley, Nv.			(775) 400-0026	jmoxley@cityoffernley.org
Roy Edgington, Former Mayor, Fernley, Nv.			(775) 790-5655	fernley2@yahoo.com
William Cole, City Attorney, Monona, Wi.,			(608) 228-3995	wcole@axley.com
Daniel Bahr, Former Alderman, Fitchburg, Wi.,			(608) 225-3020	danbahr@gmail.com
Robb Kahl, Former Mayor, Monona, Wi.,			(608) 212-1076	r.kahl@cbgwi.com
Chris Armstrong, Developer, Fitchburg, Wi.,			(608) 445-2769	chris@avanteproperties.com
Jason Gonzalez, Former Mayor, Fitchburg, Wi.			(608) 445-2069	jcgonzalez@uwalumni.com
Scott Kelly, Business Owner, Fitchburg, Wi.			(608) 576-0490	scott_kelly@AJG.com
Daniel Owen, Pastor, Fitchburg, Wi.			(717) 877-8105	dowen@blackhawkchurch.org

Daniel Finz
38021 Snickersville Tpke.
Purcellville , VA 20132

August 14, 2023

Dear Sir/Madam,

For the past few years, I have been working outside local government in the marine infrastructure, construction, and development industries. I intend to return to my former profession in local government, utilizing the skills I have acquired recently in the private sector. I believe having a background in both the private and public sectors could be beneficial to the position of Village Manager for Islamorada.

I have ten years of public and private sector management experience and a master's degree in business and public administration. I am attracted to this position because of my belief in public service, my passion for helping local governments achieve their goals, and my desire to advance my professional career in the State of Florida.

In addition to my actual local government experience, I worked as a Senior Management Consultant for a Local Government Consulting Firm which works with several jurisdictions in Virginia. The firm specializes in Interim Town and City Management, Reorganization, as well as Economic Development, Strategic Planning, Land Use, and Project Management.

I believe that I have the experience to qualify me for this position. My previous role was as Town Manager of Lawrenceville, VA. Prior to that I served as an Assistant to City Manager in Manassas Park, VA, a full service rapidly growing City of over 17,000 residents in the Washington D.C. Metro area. Prior to that time, as Assistant District Manager in Florida, administering 20 Community Development Districts (special taxing districts), as well as managing several Master Planned Communities with a total population of 15,000 residents.

I served in the US Marine Corps with an honorable discharge after four years of service to our country.

My skills include: Emergency Management Operations, Performance Management and Strategic Planning, Finance and Budgeting, Economics and Events, Public Works Operations and Management, Public and Social Safety, Economic Development and Project Management, Operations Support and Water and Wastewater Compliance.

I have served in many capacities over the past several years, mostly on a contractual basis. I am looking for a position in local government where I can plant my roots and become an integral part of a community.

I know that I will bring great energy as well as a strong work ethic to the city. I was raised in Florida and have a brother who is a Paramedic/Firefighter/Instructor for nearby Marion County. In addition, I've been in several emergency management operations (EM/EOC) roles off the Atlantic Coast and other bodies of water, as well as having knowledge of nearby lands and waters.

Thank you for the opportunity to apply for the position of Village Manager for Islamorada, Florida. I can be reached at 954-249-7364, or via email at dfinz954@gmail.com. I look forward to hearing from you soon.

Sincerely,

Daniel Finz

SUMMARY

10 years of Local Government experience, including serving as a Town Manager, Consultant to Town's, Assistant to City Manager of full-service City's. Managed and directed several Special Taxing Districts, Master Planned Communities, and Departments in the Public Sector. Worked with several elected officials on many local government related issues. My expertise lies in the following areas:

- | | |
|------------------------------------|---------------------------------|
| - Operations & Project Management | - Utilities/Facility Management |
| - Field Supervision/Emergency Ops | - Financial and Budget Analysis |
| - Code Enforcement and Compliance | - Strategic Planning |
| - Leadership & Succession Planning | - Economic Development |

EDUCATION

- **Strayer University**, Loudoun County, VA. Master's Degree, MBA/MPA, Graduated with Honors in Public Administration, GPA 3.83,
- **Auburn University**, Auburn, AL, Bachelor of Liberal Arts, Criminology,

EXPERIENCE

Town Manager/Senior Management Consultant 2019-2022 pop: 500 - 2,500

As an independent consultant to Local Government working for Finz & Associates, a consulting firm specializing in local government services, I worked with several jurisdictions in the Commonwealth of Virginia, including Loudoun County, Prince William County, Brunswick County, the Towns of Lovettsville, Hamilton, Quantico, and Lawrenceville, Virginia. With the Finz Company, I have worked on several projects in various municipalities since early 2019 and have been performing consulting services including evaluating and reorganizing operations, establishing priorities with elected officials to implement cost effective strategies.

The Town of Lawrenceville, Virginia, in early 2020, hired me as Town Manager to serve on an Interim basis to provide operational support and management to the Town including managing several departments with a total of 40 employees. My duties and accomplishments during my tenure with the Town included:

- Updated Employee Manual; developed a performance evaluation system, organizational structure and chart and proposed a restructuring of Town Administration offices, duties, and responsibilities for more efficient and cost-effective operations.
- Oversaw the positions of Town Treasurer and Town Clerk
- Identified and implemented several Grant opportunities to increase Town funding.
- Upgraded Information Technology for Town (hardware and software)
- Evaluated Water and Sewer agreements between County, the IDA, and Town of Lawrenceville and prepared recommendations as to how to proceed and consolidate agreements.
- Served as Town Liaison on Brunswick County Committee to reevaluate Water and Sewer Contracts with the IDA
- Evaluated Water and Sewer capacity in order to promote future Economic Development.
- Coordinated with Planning Commission to present alternative proposals for the Town's Streetscape Project
- Participated in the recruitment of several businesses on behalf of the Town.
- Met with existing businesses to maximize business retention at a time of economic downturn.
- Planned, prepared, and initiated the bid and construction management for capital improvements, including pedestrian walkways and Water and Wastewater infrastructure

- Facilitated discussions and coordinated economic development/Planning and Zoning efforts with Brunswick County and IDA regarding future use of the vacant HBCU parcel and commercial parcels.
- Completed an Economic Development Marketing Package including a revitalization plan, a Town branding program, and future contact list.
- Initiated a Town Branding Program for use on Vehicles, Town Signage, Apparel/Uniforms, and Letter Head
- Prepared a COVID expenditure plan and distributed COVID funds with the Town Council authorization.
- Initiated a Capital Improvement Plan, defining future projects, funding sources, and responsible parties or agencies.

Assistant to City Manager, City of Manassas Park, VA 2018 – 2019 pop:16,500

Served under the City Manager for Manassas Park, VA, a full-service municipality with a budget of over \$89M. Took the lead in strategic planning and performance management working with departments and doing outside research. Assisted the City Manager on a Downtown development project – engaging developers, managing marketing firms, and attending business meetings. Only Assistant to CM under newly developed Financial Plan to Improve Bond rating and Increase Reserves. Work Performed is as follows:

- Policy Analysis and Legislative Research
- Economic Development Analysis
- VEDP Block Grant and managing other State and Federal Monies
- Fleet analysis- conversion to consolidated lease program
- Demographic Research/Comprehensive Plan Analysis
- Social Services Facility Project Manager for Public Private Partnership
- Co-Managed the Emergency Operations Center during Hurricane Florence

Assistant District Manager, Field Services Manager, Governmental Management Services of South Florida, Public Infrastructure Management 2016 – 2018 pop: 15,000

Reported to and served at the pleasure of five-member elected Board's of Supervisors. As a member of the Management Team, I worked alongside the District Engineering Firm, the District Counsel, and Field Supervisors to manage assets, operations, and debt service for each District ranging from \$50,000 to \$15 million in assets. In addition, supervised and managed the field services for these 15 Community Development Districts (CDD) and Master Planned Communities in Miami-Dade, Broward, Palm Beach, Orange, and Osceola Counties. This included the operation and maintenance of a number of Clubhouse facilities, Public Parks, Roads, Lakes, and other parcels of land. The total population of all of these Districts was about 15,000 residents, with about 7,000 landowners of commercial, residential, and industrial properties.

- Planned, organized, and presented Capital Improvement Projects, proposed budgets to the Board, managed finances and worked with the District Engineer and District Counsel to manage development contracts
- Responsible for Field Operations including supervising team members performing operations and maintenance of Public Parks, Lakes, Roads, and Public Facilities.
- Project Coordination, Financial Analysis for Bonds.
- Implemented Capital Improvement Projects- Project Management.
- Responsible for preparing agendas/packets for monthly Board Meetings.
- Annual Hurricane Preparation.
- Maintained a safe and aesthetically pleasing community for 15,000 residents.
- Refinanced public infrastructure bonds generating savings to the community.
- Economic Development, including acquisition, financing and construction of residential and non-residential facilities
- Code Enforcement; including review, interpretation of governing documents, identifying violations, issuing citations, and pursuing enforcement

Community/Portfolio Manager, Property Management People, Inc, Frederick, MD 2015 – 2016 pop:5,000

Served as the Management of staff and contractors providing services to six communities in Northern Virginia (5K residents) including O&M, project management, emergency services, trash removal, security, etc. Prepared budgets, financial reports, management reports, contracts for approval, etc. Operations management for both public safety & for clearing snow from roads.

Site/Facilities Manager, Fimiani Development Corp, Opelika, AL (Sagauhatchee Square Plaza) 2014 – 2015

Redevelopment, Operations, and Maintenance support for a regional shopping center in East Alabama.

Independent Contractor 2010 – 2014

Worked on several projects while in the USMC Reserve, including but not limited to services in the Trades of facilities management, boat mechanics/commercial fishing, boxing and martial arts, carpentry, and private security.

Lance Corporal (LCPL), United States Marine Corp Reserves 2009 – 2013

As a Marine, I went to various schools and specialized trainings for deployments. I was a machine gunner in a squad of Marines and served as a fire team leader. Specialized in weapons, mountain warfare, and land navigation.

Owner/CEO, FBL Security, Auburn, AL 2005 – 2008

Operations, CAO, Chief Financial Officer, and New Business Development.

EMPLOYMENT APPLICATION



ISLAMORADA, VILLAGE OF ISLANDS
86800 Overseas Highway
Islamorada, Florida 33036
305-664-6448
<http://www.islamorada.fl.us>

FINZ, DANIEL
2021-00075 VILLAGE MANAGER

Received: 8/14/23 9:00 AM
For Official Use Only:
QUAL: _____
DNQ: _____
☐ Experience
☐ Training
☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: VILLAGE MANAGER		EXAM ID #: 2021-00075
NAME: (Last, First, Middle) FINZ, DANIEL		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 38021 snickersville tpke, n/a, Purcellville, Virginia 20132		EMAIL ADDRESS: dfinz954@gmail.com
HOME PHONE: (954) 249-7364	ALTERNATE PHONE: (540) 687-5059	NOTIFICATION PREFERENCE: Email
DRIVER'S LICENSE: ☒ Yes ☐ No	DRIVER'S LICENSE: State: VA	LEGAL RIGHT TO WORK IN THE UNITED STATES? ☒ Yes ☐ No
What is your highest level of education? Master's Degree		

PREFERENCES

MINIMUM COMPENSATION: \$60.00 per hour; \$100,000.00 per year	ARE YOU WILLING TO RELOCATE? ☒ Yes ☐ No ☐ Maybe
OBJECTIVE: For the last few years, I've been working outside Local Government in the marine infrastructure, construction, and development industries in Florida and Virginia. I hope to return to Local Government with the skills I have acquired, ideally with the intent of continuing my local government experience, consistent with my career goals.	

EDUCATION

DATES: From:	SCHOOL NAME: Strayer University	
LOCATION: (City, State/Province) Ashburn, Virginia	DID YOU GRADUATE? ☒ Yes ☐ No	DEGREE RECEIVED: Master's
MAJOR: Masters Public Administration, Magna Cum Laude	UNITS COMPLETED: 58.5 - Quarter	
DATES: From:	SCHOOL NAME: Auburn University	
LOCATION: (City, State/Province) Auburn, Alabama	DID YOU GRADUATE? ☒ Yes ☐ No	DEGREE RECEIVED: Bachelor's
MAJOR: Criminology	UNITS COMPLETED: 128 - Semester	

WORK EXPERIENCE

DATES: From: 4/2019 To: 7/2022	EMPLOYER: Finz & Associates /Town of Lawrenceville, Hamilton, Quantico, etc	POSITION TITLE: Town Manager/Senior Management Consultant
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 400 N Main St., Lawrenceville, Virginia, 23868		
PHONE NUMBER: 954 593-3850	SUPERVISOR: Samuel Finz - Principal Partner	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 50	SALARY: \$5,500.00/month	# OF EMPLOYEES SUPERVISED: 40
DUTIES: As an independent consultant to Local Government working for Finz & Associates, a consulting firm specializing in local government services, I worked with several jurisdictions in the Commonwealth of Virginia, including Loudoun County, Prince William County, Brunswick County, the Towns of Lovettsville, Hamilton, Quantico, and Lawrenceville, Virginia. With the Finz Company, I have worked on several projects in various municipalities since early 2019 and have been performing consulting services including evaluating and reorganizing operations, establishing priorities with elected officials to implement cost effective strategies. The Town of Lawrenceville, Virginia, in early 2020, hired me as Town Manager to serve on an Interim basis to provide operational support and management, to the Town including managing several departments with a total of 40 employees. My duties and responsibilities during my tenure with the Town included: • Updated Employee Manual developed a performance evaluation system, organization structure and chart and proposed a restructuring of Town Administration offices, duties, and responsibilities for more efficient and cost-effective operations. • Identified and implemented several Grant opportunities to increase Town funding. • Upgraded Information Technology for Town (hardware and software)		

- Evaluated Water and Sewer agreements between County, the IDA, and Town of Lawrenceville and prepared recommendations as to how to proceed and consolidate agreements.
- Served as Town Liaison on Brunswick County Committee to reevaluate Water and Sewer Contracts with the IDA
- Evaluated Water and Sewer capacity in order to promote future Economic Development.
- Coordinated with Planning Commission to present alternative proposals for the Town's Streetscape Project
- Participated in the recruitment of several businesses on behalf of the Town.
- Met with existing businesses to maximize business retention at a time of economic downturn.
- Planned, prepared, and initiated the bid and construction management for capital improvements, including pedestrian walkways and Water and Wastewater infrastructure
- Facilitated discussions and coordinated economic development/Planning and Zoning efforts with Brunswick County and IDA regarding future use of Vacant HBCU parcel and other parcels.
- Completed an Economic Development Marketing Package including a revitalization plan, a Town branding program, and future contact list.
- Initiated a Town Branding Program for use on Vehicles, Town Signage, Apparel/Uniforms, and Letter Head
- Prepared a COVID expenditure plan and distributed COVID funds with the Town Council authorization.
- Initiated a Capital Improvement Plan, defining future projects, funding sources, and responsible parties or agencies.

REASON FOR LEAVING:

I was offered an opportunity in the Private Sector for a building and development company in Loudoun County, Virginia, one of the fastest growing counties in the Country.

DATES: From: 6/2018 To: 5/2019	EMPLOYER: City of Manassas Park, Va,	POSITION TITLE: Assistant to the City Manager, Operations
ADDRESS: (Street, City, State/Province, Zip/Postal Code) One Park Center Ct., Manassas Park, Virginia, 20111		
PHONE NUMBER: 703 335 8813	SUPERVISOR: Laszlo Palko - City Manager	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 45	SALARY: \$4,000.00/month	# OF EMPLOYEES SUPERVISED: 4

DUTIES:

Served under the City Manager for Manassas Park, VA, a full service municipality with a budget of over \$89M. Took the lead in strategic planning and performance management working with departments and doing outside research. Assisted the City Manager with Downtown development – engaging developers, managing marketing firms, and attending business meetings. Performed policy analysis for the City Manager- legislative, economic analysis, tax collection analysis and more:

- VEDP block grant summary,
- Fleet analysis- conversion to consolidated lease program,
- Legislative research and mobilization for to enable coordination between elected department heads and City manager,
- Demographic research,
- Comp plan support parcel analysis,
- Social Services facility project management for public private partnership
- EOC- emergency operations command for Hurricane Florence.

REASON FOR LEAVING:

Career Advancement

DATES: From: 11/2016 To: 4/2018	EMPLOYER: Governmental Management Services/Public Infrastructure Services	POSITION TITLE: Assisant District Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 5385 N Nob Hill Rd., Sunrise , Florida, 33351		COMPANY URL: govmgtsvc.com
PHONE NUMBER: 9547218681	SUPERVISOR: Rich Hans - Partner/Senior District Manager	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 50	SALARY: \$4,500.00/month	# OF EMPLOYEES SUPERVISED: 5

DUTIES:

Reported to and served at the pleasure of a five-member elected Board of Supervisors. As a member of the Management Team, I worked alongside the District Engineering Firm, the District Counsel, and Field Supervisors to manage assets, operations, and debt service for each District ranging from \$50,000 to \$15 million in assets. In addition, supervised and managed the field services for these 15 Community Development Districts (CDD) and Master Planned Communities in Miami-Dade, Broward, Palm Beach, Orange, and Osceola Counties. This included the operation and maintenance of a number of Clubhouse facilities, Public Parks, Roads, Lakes, and other parcels of land. The total population of all of these Districts was about 15,000 residents, with about 7,000 landowners of commercial, residential, and industrial properties.

- Planned, organized, and presented Capital Improvement Projects, proposed budgets to the Board, managed finances and worked with the District Engineer and District Counsel to manage development contracts
- Responsible for Field Operations including supervising team members performing operations and maintenance of Public Parks, Lakes, Roads, and Public Facilities.
- Project Coordination, Financial Analysis for Bonds.
- Implemented Capital Improvement Projects- Project Management.
- Responsible for preparing agendas/packets for monthly Board Meetings.
- Annual Hurricane Preparation.
- Maintained a safe and aesthetically pleasing community for 15,000 residents.
- Refinanced public infrastructure bonds generating savings to the community.
- Economic Development, including acquisition, financing and construction of residential and non-residential facilities
- Code Enforcement; including review, interpretation of governing documents, identifying violations, issuing citations, and pursuing enforcement

REASON FOR LEAVING:

Career Advancement

DATES: From: 2/2015 To: 9/2016	EMPLOYER: Property Management People, Inc,	POSITION TITLE: Community/Portfolio Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 101 Blue Seal Dr. , Leesburg, Virginia, 20175		

PHONE NUMBER: 7037719355	SUPERVISOR: Patrick Vasold - Community Manager	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 60	SALARY: \$5,000.00/month	# OF EMPLOYEES SUPERVISED: 8
DUTIES: Promoted to Community Manager after 9 months with PMP, after serving as an Assistant Portfolio Manager/Compliance Officer. As Community Manager responsible for a portfolio of six individual residential communities in Northern Virginia. Duties include management of staff and contractors providing services to these six communities including operation support, maintenance, construction, emergency services, trash removal, security, etc. Responsible to the Boards of Directors of each of these communities. Prepare budgets, financial reports, management reports, contracts for approval, etc. Also provides direction and guidance supporting community's goals and objectives. Attends all Board meetings and responds to Board requests for updates and information regarding the community. In January 2016 responsible for Emergency Management during the Blizzard of 2016 providing emergency services and support to same six communities. Total population of all six communities approximates 2,000 residences with a population of 7,000 people.		
REASON FOR LEAVING: Graduated Masters Program, cum laude. I was offered a career advancement position in Local Government.		
DATES: From: 8/2014 To: 2/2015	EMPLOYER: Fimiani Development Corp	POSITION TITLE: Facilities/Site Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Sagauhatchee Square Plaza, Opelika, Alabama, 36831		
PHONE NUMBER: na	SUPERVISOR: Mike Fimiani - Partner	MAY WE CONTACT THIS EMPLOYER? ☐ Yes ☒ No
HOURS PER WEEK: 30	SALARY: \$2,500.00/month	# OF EMPLOYEES SUPERVISED: 2
DUTIES: Oversaw the maintenance and janitorial services for a major shopping Plaza in Opelika, AL. Position included on site operations and performing various maintenance and janitorial services to ensure Plaza was clean and functioning 24/7. Reported to offsite management in Boca Raton, FL.		
REASON FOR LEAVING: Career Advancement		
DATES: From: 1/2010 To: 10/2014	EMPLOYER: Independent Contractor/Tradesman	POSITION TITLE: Facilities Maintenance, Carpentry, Boat Maintenance, Martial Arts and Boxing Instructor, Private Sec
ADDRESS: (Street, City, State/Province, Zip/Postal Code) P.O. Box 238, Philomont, District of Columbia, 20301		
PHONE NUMBER: 9542497364	SUPERVISOR: Self Employed - Contractor	MAY WE CONTACT THIS EMPLOYER? ☐ Yes ☒ No
HOURS PER WEEK: 50	SALARY: \$3,000.00/month	# OF EMPLOYEES SUPERVISED: 1
DUTIES: As an Independent Contractor, I managed and operated a business teaching and training professional and amateur athletes. My certifications include rank in Muay Thai, Brazilian Jiu Jitsu. My role included operations, sales, marketing and promotions at a number of popular fitness and Martial Arts facilities in Northern Virginia, Washington, DC, and Maryland specializing in kickboxing and mixed martial arts training for its members. Competed internationally as a professional athlete in the sports of Muay Thai, Mixed Martial Arts and Grappling. To supplement my income, I performed independent contracting work in Carpentry/Facilities, Boat Mechanics, and Private Security.		
REASON FOR LEAVING: Career Advancement		
DATES: From: 12/2008 To: 11/2012	EMPLOYER: United States Marine Corps	POSITION TITLE: Lance Corporal (LCPL)
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Montgomery, Montgomery, Alabama, 36107		
PHONE NUMBER: contract expired	SUPERVISOR: SSgt. Ezzel - Platoon Sergeant	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$1,200.00/month	# OF EMPLOYEES SUPERVISED: 2
DUTIES: As a Marine, I went to various schools and specialized trainings for deployments. I was a machine gunner in a squad of Marines and served as a fire team leader. Specialized in weapons, mountain warfare, and land navigation.		
REASON FOR LEAVING: contract expired		

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

OFFICE SKILLS:

Typing:
Data Entry:

OTHER SKILLS:

Department of Transportation - Expert - 5 years and 0 months
Carpentry, Mechanics, Equipment operation, etc - Expert - 20 years and 0 months
Marine Infrastructure; Docks Piers, Seawalls - Expert - 2 years and 0 months

LANGUAGE(S):

Spanish - ☐ Speak ☒ Read ☐ Write

ADDITIONAL INFORMATION

Additional Information

Have worked with VDOT for the last 8 years on Numerous projects.

Technical

I have overseen compliance and regulatory measures for numerous WaterWorks and Wastewater Treatment plants, working with both the Department of Health and the DEQ.

Professional Associations

ICMA Member, 2016-2021.

Military Service

Honorable Discharge Marine Corps Reserve 2009-2013

REFERENCES

REFERENCE TYPE:

Professional

NAME:

Teya Whitehead

POSITION:

Councilwoman

ADDRESS: (Street, City, State/Province, Zip/Postal Code)

EMAIL ADDRESS:

Whitehead_teya@gmail.com

PHONE NUMBER:

301 -437-5411

REFERENCE TYPE:

Professional

NAME:

Rich Hans

POSITION:

Partner/Senior District Manager

ADDRESS: (Street, City, State/Province, Zip/Postal Code)

EMAIL ADDRESS:

r.hans@gms.com

PHONE NUMBER:

9547218681

REFERENCE TYPE:

Professional

NAME:

Brian John

POSITION:

Senior Systems Engineer

ADDRESS: (Street, City, State/Province, Zip/Postal Code)

Chicago, Illinois

EMAIL ADDRESS:

Brian.john@wolterskluwer.com

PHONE NUMBER:

(312) 632-9850

REFERENCE TYPE:

Personal

NAME:

Michael Bishop

POSITION:

Company Gunnery Sergeant

ADDRESS: (Street, City, State/Province, Zip/Postal Code)

Camp Lejeune, North Carolina

EMAIL ADDRESS:

mbbishop@gmail.com

PHONE NUMBER:

(334) 329-8764

REFERENCE TYPE:

Professional

NAME:

David Simpson

POSITION:

Mayor of Hamilton, Virginia

ADDRESS: (Street, City, State/Province, Zip/Postal Code)

53 E. Colonial Hwy, Hamilton, Virginia 20159

EMAIL ADDRESS:

drs755@gmail.com

PHONE NUMBER:

540-454-0568

Agency-Wide Questions

1. What is your minimum compensation required?
\$100, 000 -\$150, 000
 2. What type of position are you looking for?
Full Time
-

The following terms were accepted by the applicant upon submitting the online application:

I certify that answers given herein are true and complete to the best of my knowledge. I understand, also, that I am required to abide by all rules and regulations of Islamorada, Village of Islands.

This application for employment and/or committee(s) shall be considered active for a period of time not to exceed one year. Any applicant wishing to be considered for employment and/or committee(s) beyond this time period should inquire as to whether or not applications are being accepted at that time.

The applicant understands that neither this document nor any offer of employment and/or committee(s) from the Village constitutes an employment and/or committee(s) contract unless a specific document to that effect is executed by the employer and employee in writing.

In consideration for my employment and/or committee(s) I agree to conform to the rules and regulations of the Village, acknowledge that rules may be changed, withdrawn, added or interpreted at any time, at the Village's sole option and without prior notice to me.

I have made an application for employment and/or committee(s) with Islamorada, Village of Islands. I hereby give my consent to release pertinent information about my qualifications and fitness for the position I have applied for including employment, financial, education, personal, or other matters as may be requested by Islamorada, Village of Islands to arrive at an employment decision. I release you from all claims and liabilities of any nature arising from damages for any information given.

FOR EMPLOYMENT ONLY (not for Islamorada Committee Members) The Village will obtain a "consumer report" about you from a consumer reporting agency for employment purposes. A "consumer" report is a background screening report that may contain information regarding your criminal history, driving history, and other information about you. It may bear upon your character, general reputation, personal characteristics, and/or mode of living. I hereby authorize you to investigate the accuracy of the information contained in this application for employment, my resume, or any other information I provide. I further authorize you to make such investigations and inquiries of my employment, education, financial, personal, and other related matters as may be necessary in arriving at an employment decision. I release Islamorada, Village of Islands and all employees, schools, organizations, or persons from all claims and liabilities of any nature arising from such investigations or information given. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

This application was submitted by DANIEL FINZ on 8/14/23 9:00 AM

Signature_____

Date_____

To Whom it May Concern,

Daniel C. Finz has served as Town Manager for the past six months and his performance has been outstanding. As the Mayor of the Town of Lawrenceville I worked very closely with Daniel, and appreciate his efforts on behalf of the Town of Lawrenceville. I would recommend Daniel to serve in a position of local government as Town or City Manager. I know he will make positive contribution to any local government jurisdiction in the future.

Sincerely,



Scott E. Martin
Mayor of Lawrenceville



CITY OF MANASSAS PARK

City Hall 1455 Park Center Court Manassas Park, Virginia 20108-7404
(703) 335-8811 (Fax) (703) 335-8051
www.cityofmanassaspark.org

Thursday, February 7, 2019

RE: Recommendation of Daniel Pinz

To Whom It May Concern:

Daniel C. Pinz was employed with the City of Manassas Park in a temporary support position for nearly one year as the Assistant to the City Manager. I brought Daniel on to help me manage my workload (due to funding constraints the Deputy City Manager position was eliminated). Specifically, Daniel was supporting my efforts to develop the City's first ever comprehensive Strategic Plan. While supporting me with Strategic Planning, I also began tasking Daniel with special projects and tasks because he showed great ability and dedication that I knew he would be able to assist me with these critical projects.

In the end, Daniel helped me draft a well rounded City Strategic Plan. He researched nationwide relevant examples for us to model and he had coordinate departmental inputs for the Plan in terms of Special Projects, highlights, and goals.

- Daniel was able to take the lead as the Project Manager for moving my Social Services Department to a new Office space (RFP, budgeting, contractor and all work, and more).
- Daniel developed a policy analysis for moving the City to accept vehicle stickers to help with tax collection efforts.
- Daniel began taking the lead in managing the City Emergency Management Program (the City does not have an Emergency Management Coordinator position), coordinating meetings, activation of our EOC, disaster planning, & training for all departments.
- Daniel supported my downtown development efforts by coordinating the analysis of our marketing firm, helping to develop a public-private partnership RFP, and coordinating engagements with multiple developers and land owners.

I greatly appreciate Daniel's hard work ethic and dedication to our organization and would recommend him for a position of City/Town Manager/Administrator position. Daniel is more than ready to take on this role. Please feel free to reach out to me for any additional information you may need.

Sincerely,

Lissa Palko
City Manager
lpalko@manassasparkva.gov
(703) 335-8811 (Office #)

Summary: 30 + years of experience managing all aspects of municipal government operations. Skilled in fiscal planning and budgeting, alternate service delivery, zoning & planning procedures, collective bargaining, consensus building and leadership through adversity, turnaround and rapid growth situations. *Significant consulting experience in both the public and private sectors.* Proven capability to deliver high-quality, cost-effective services in affluent and working-class communities in suburban, urban, and waterfront locations.

City Manager, City of Sunny Isles Beach, FL

2012 to 2021

A diverse, waterfront community incorporated in 1997 with approximately 300 F/T employees, an estimated assessed value of over \$12 billion in 2021. The FY 2021-2022 Adopted Budget is 131.8M including CIP of 28.5M. Was requested by the Commission to come back to Sunny Isles Beach after the city experienced turnover of five City Managers in my absence from 2005-2012.

Major Achievements

- Oversaw \$35 million project to underground FPL and other overhead utility lines and install decorative street lighting throughout the city.
- Oversaw design and construction of two pedestrian bridges:
 - 174th Street Pedestrian Bridge built across a major canal.
 - 163rd Street Pedestrian Overpass across six lanes of a major State Road.
- Oversaw design and construction of the city's premier, five acre Gateway Park.
- Succession Planning.
- Significantly improved relations with members of the Police Union and Non-union Employees.
- Oversaw implementation of Smart City efforts including installation of free WiFi in public parks and the beach, real-time mobile application for the city's free bus service, solar charging benches in city parks and SIBAlert, a voluntary alert program that sends emergency alerts and notifications to residents.

Chris Russo & Associates (CRA), Sunny Isles Beach, FL

2005 to 2012

I took an opportunity in the private sector to establish CRA, utilizing my municipal management experience to provide municipalities in FL and NY and significant private sector property owners with specialized management services in the areas of planning, zoning, and the full-range of municipal government operations.

Village Manager, Village of Port Chester, NY 2008 to 2012

Located on Long Island Sound, the Village Port Chester (VPC) is a diverse, urban/suburban community with a large immigrant and low-income population. Key issues are taxes, cost control, housing and property maintenance. VPC was also struggling to comply with Dept. of Justice action concerning voter representation.

Major Achievements

- Restructured organization to better focus resources on high priority tasks.
- Reversed long period of inaction by setting key priorities for Board and plans for staff.

- Developed long neglected plan for Code Enforcement.
- Addressed long dormant personnel issues such as discipline and evaluation procedures.
- Initiated effort to balance large-scale redevelopment with restoration of the historic aspects of the 'Main Street' business district.

Town Administrator Southwest Ranches, FL 2007 to 2008

Incorporated in 2000, Southwest Ranches provides all municipal services via contracts with private firms and public agencies. As Town Administrator, I was responsible for restructuring and bolstering professionalism of the entire government organization and re-establishing positive working relationships with government agencies and other business entities.

Major Achievements

- Reversed several years of negative financial audits, corrected bidding procedures.
- Rebuilt financial reporting systems to conform to government accounting rules, established the first line-item budget.
- Developed specifications, negotiated contracts for all services, including sanitation, fire and police.

City Manager, City of Sunny Isles Beach, FL.

2000 to 2005

A diverse, waterfront community incorporated in 1997 with an estimated assessed value of \$6 billion in 2005. SIB experienced the fastest increase in residential property value in South Florida in 2002. Served as **Chief Administrative and Budget Officer**. Directed all operating departments and responsible for the appointment, supervision and performance of all city employees.

Major Achievements

- Planned and implemented a public/private partnership to spur development of the Government Center.
- Led the effort to work cooperatively with the FDOT to cleanup and beautify the State roads in the city. Those agreements are still in place.
- Implemented the City's first Disaster & Emergency Response Plan.
- Initiated a Master Plan for the Police Dept. and supervised its development.
- Developed the first five year Capital Improvement Plan.

Village Administrator, Village of Rye Brook, NY

1987 to 2000

An affluent community in Westchester County, NY with estimated assessed value of \$3 billion in 2000. Profiled in the New York Times (May, 1992 and March, 1994) as a progressive local government. Served as the municipality's first senior manager, supervising all government services including: budgeting, personnel, police, fire, public works, parks and recreation. Responsible for village elections and records management; acquisition of public lands; contract negotiation and dispute resolution; and planning process and economic development.

Major Achievements

- Utilized master planning techniques for Police, Fire, and Finance, resulting in a surplus despite tight economic times.
- Streamlined sanitation and recycling programs resulting in a savings of more than \$2 million while maintaining high quality services.

Christopher J. Russo
17150 N. Bay Road, Unit 2703
Sunny Isles Beach, FL. 33160
cjrsix@gmail.com
786-202-1131

- Planned and led construction of a new Village Hall/Police HQ and the first Fire Dept. and station.
- Computerized village operations and developed the first disaster emergency plan.

Assistant to the Village Manager, Village of Scarsdale, NY **1980 to 1987**

A high-profile affluent community in suburban NY. Estimated assessed value of \$7 billion. Involved in all aspects of village government including contract negotiations with six unions.

Major Achievements

- Headed lead agency program in the Building Dept. to streamline permitting process.
- Contact person for the downtown redevelopment consulting team, working with civic, citizen advisory and business groups.
- Supported the Police Dept. accreditation program by the Commission on Accreditation for Law Enforcement.

Consulting Experience **1980 to 2012**

Assisted local governments in NY, NJ and MD with: development of strategic plans; executive search for administrator/manager and dept. head positions; and labor contract negotiations and dispute resolution. Also assessed viability of consolidating local government operations in NY and NJ and served as an invited speaker at more than 30 conferences on topics such as “Innovations in Local Government,” Public/Private Partnerships,” “Economic Development Incentives,” and “Leadership in Adversity.”

Professional Organizations

- Member, Miami-Dade City/County Management Association (2000 to present)
Treasurer in 2021/2022
- Member, FL City and County Management Association (2000 to present)
- Executive Board Member, NY Conference of Mayors (1994/1995)
- Chairman, Point Source Subcommittee, L.I. Sound Task Force to eliminate nitrogen and other pollutants (1993)
- Member, International City/County Management Association (1980 to present)
- Former President, NY Municipal Management Association (1990-1991)
- Former President, A.S.P.A., Lower Hudson Valley Chapter (1985-1986)

Education

M.P.A. Degree with Distinction, Public Administration, Pace University, White Plains, NY 1984

B.A. Degree with Honors, Public Administration, Pace University, Pleasantville, NY 1980

Graduated Salesian High School, New Rochelle, NY 1976

Christopher J. Russo
17150 N. Bay Road #2703
Sunny Isles Beach, Florida 33160

September 6, 2023

VIA: WEBSITE

Re: Village Manager of Islamorada, Florida

Dear Mayor and Village Council Members:

This letter and attached resume, is in response to your recruitment for the above-referenced position. The Village Manager of Islamorada shares many of the same opportunities and challenges I have been involved with while serving as City Manager of Sunny Isles Beach, Florida (2000-2005/2012-2021), Town Administrator of Southwest Ranches, Florida (2007-2008), and Village Manager of Port Chester, New York (2008-2012). This was also true of my previous positions as the first Administrator of Rye Brook, New York (1987-2000) and Assistant to the Manager in Scarsdale, New York (1980-1986). Most of these communities share with the Village of Islamorada, an educated, aware and involved electorate, by the water.

As with other communities I served, it appears you are looking for a Village Manager who is an inclusive and process-oriented leader, one who will assure that all voices are heard in decision-making and who will execute the policies, goals and objectives of the Village Council in a timely manner.

I believe four key traits are critical to the success of the Village Manager: technical knowledge, pertinent experience, highly developed communication and listening skills, and an open-minded attitude toward problem solving. Time and again, I have found that sophisticated governing bodies and citizens require a broad and inclusive participatory process. This openness provides everyone with the opportunity to be heard. And when combined with an open-minded attitude in accepting possible alternatives, it generally results in solutions that are both focused on the need at hand and willingly embraced by the community.

My role is to help the Village Council and team to articulate, prioritize and accomplish their goals in a fiscally responsible way while at the same time creating positive and responsive interactions with sophisticated and occasionally demanding citizens. I succeed by fostering a strong work ethic among staff, by securing the best talent in the community to help unlock a municipality's unique internal resources, and by keeping the municipality first and foremost a service entity, and always managed in a totally fiscally responsible way.

I learned the fundamentals of government management while on-the-job in Scarsdale, NY, which is recognized as one of the best-managed municipalities in the nation. I took this valuable knowledge and made a significant difference during my tenure in the Village of Rye Brook. I am also extremely proud of the achievements in Sunny Isles Beach over a total of 15 years. And I look forward to the opportunity to serve such a highly regarded Village as Islamorada, as Village Manager.

I believe I possess the integrity, vision, skills, experience and attention to detail to meet the challenges and opportunities that go along with the position of Village Manager. I have a long history in public service, with an established and verifiable record of professional values and ethics. I hope I have the opportunity to serve the Village of Islamorada as the next Village Manager.

Very truly yours,

Christopher J. Russo

EMPLOYMENT APPLICATION



ISLAMORADA, VILLAGE OF ISLANDS
86800 Overseas Highway
Islamorada, Florida 33036
305-664-6448
<http://www.islamorada.fl.us>

Russo, Christopher J
2021-00075 VILLAGE MANAGER

Received: 9/6/23 12:07 PM
For Official Use Only:
QUAL: _____
DNQ: _____
☐ Experience
☐ Training
☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: VILLAGE MANAGER		EXAM ID#: 2021-00075
NAME: (Last, First, Middle) Russo, Christopher J		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 17150 N Bay Rd, 2703, Sunny isles Beach, Florida 33160		EMAIL ADDRESS: cjrsex@gmail.com
HOME PHONE: 7862021131		NOTIFICATION PREFERENCE: Email
DRIVER'S LICENSE: ☒ Yes ☐ No	DRIVER'S LICENSE: State: FL	LEGAL RIGHT TO WORK IN THE UNITED STATES? ☒ Yes ☐ No
What is your highest level of education? Master's Degree		

PREFERENCES

MINIMUM COMPENSATION: \$95.00 per hour; \$180,000.00 per year	ARE YOU WILLING TO RELOCATE? ☒ Yes ☐ No ☐ Maybe
OBJECTIVE: My objective is to continue my profession in a lovely Village atmosphere by the water, in southern Florida.	

EDUCATION

DATES:	SCHOOL NAME: Pace University	
LOCATION: (City, State / Province) White Plains , New York	DID YOU GRADUATE? ☒ Yes ☐ No	DEGREE RECEIVED: Master's
MAJOR: M.P.A.		
DATES:	SCHOOL NAME: Pace University	
LOCATION: (City, State / Province) Pleasantville , New York	DID YOU GRADUATE? ☒ Yes ☐ No	DEGREE RECEIVED: Bachelor's
MAJOR: Bachelor of Arts		

WORK EXPERIENCE

DATES: From: 7/2012 To: 12/2021	EMPLOYER: City of Sunny Isles Beach	POSITION TITLE: City Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 18070 Collins Avenue, Sunny Isles Beach , Florida, 33160		COMPANY URL: https://www.sibfl.net/
PHONE NUMBER: 305-947-0606	SUPERVISOR: 5 members of City Commission - City Commission	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$21,000.00/month	# OF EMPLOYEES SUPERVISED: 320
DUTIES: Oversaw \$35 million project to underground FPL and other overhead utility lines and install decorative street lighting throughout the city. - Oversaw design and construction of two pedestrian bridges: 174th Street Pedestrian Bridge built across a major canal. 163rd Street Pedestrian Overpass across six lanes of a major State Road. - Oversaw design and construction of the city's premier, five acre Gateway Park. - Succession Planning. - Significantly improved relations with members of the Police Union and Non-union Employees. - Oversaw implementation of Smart City efforts including installation of free WiFi in public parks and the beach, real-time mobile application for the city's free bus service, solar charging benches in city parks and SIBAlert, a voluntary alert program that sends emergency alerts and notifications to residents.		

REASON FOR LEAVING: Political changes		
DATES: From: 10/2005 To: 7/2012	EMPLOYER: Chris Russo & Associates (CRA)	POSITION TITLE: Owner
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 17150 N Bay Rd, Sunny Isles Beach, Florida, 33160		
PHONE NUMBER: 7862021131	SUPERVISOR: Christopher J Russo - Owner	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$20,000.00/month	# OF EMPLOYEES SUPERVISED: 1
DUTIES: Provided municipalities in FL and NY and significant private sector property owners with specialized management services in the areas of planning, zoning, and the full-range of municipal government operations.		
REASON FOR LEAVING: Asked to return as City Manager of City of Sunny Isles Beach		
DATES: From: 10/2008 To: 7/2012	EMPLOYER: Village of Port Chester	POSITION TITLE: Village Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 222 Grace Church St. , Port Chester, New York, 10573		COMPANY URL: https://www.portchesterny.gov/
PHONE NUMBER: (914) 939-5226	SUPERVISOR: Members of Board of Trustees - Board of Trustees	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$15,000.00/month	# OF EMPLOYEES SUPERVISED: 350
DUTIES: * Restructured organization to better focus resources on high priority tasks. * Reversed long period of inaction by setting key priorities for Board and plans for staff. * Developed long neglected plan for Code Enforcement. * Addressed long dormant personnel issues such as discipline and evaluation procedures. * Initiated effort to balance large-scale redevelopment with restoration of the historic aspects of the 'Main Street' business district.		
REASON FOR LEAVING: Asked to return as City Manager for City of Sunny Isles Beach		
DATES: From: 8/2000 To: 10/2005	EMPLOYER: City of Sunny Isles Beach	POSITION TITLE: City Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 18070 Collins Ave., Sunny Isles Beach, Florida, 33160		COMPANY URL: https://www.sibfl.net/
PHONE NUMBER: 305.947.0606	SUPERVISOR: Members of City Commission - City Commission	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$15,000.00/month	# OF EMPLOYEES SUPERVISED: 250
DUTIES: Planned and implemented a public/private partnership to spur development of the Government Center. • Led the effort to work cooperatively with the FDOT to cleanup and beautify the State roads in the city. Those agreements are still in place. • Implemented the City's first Disaster & Emergency Response Plan. • Initiated a Master Plan for the Police Dept. and supervised its development. • Developed the first five year Capital Improvement Plan		
REASON FOR LEAVING: Opportunity in private sector		
DATES: From: 1/1987 To: 6/2000	EMPLOYER: Village of Rye Brook	POSITION TITLE: Village Administrator
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 938 King Street, Village of Rye Brook , New York, 10573		COMPANY URL: https://ryebrook.org/
PHONE NUMBER: (914) 939-0111	SUPERVISOR: Members of Board of Trustees - Board of Trustees	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$6,000.00/month	# OF EMPLOYEES SUPERVISED: 100
DUTIES: Utilized master planning techniques for Police, Fire, and Finance, resulting in a surplus despite tight economic times. • Streamlined sanitation and recycling programs resulting in a savings of more than \$2 million while maintaining high quality services. Planned and led construction of a new Village Hall/Police HQ and the first Fire Dept. and station. • Computerized village operations and developed the first disaster emergency plan.		
REASON FOR LEAVING: New opportunity with City of Sunny Isles Beach		
DATES: From: 9/1980 To: 12/1986	EMPLOYER: Village of Scarsdale	POSITION TITLE: Assistant to the Village Manager

ADDRESS: (Street, City, State/Province, Zip/Postal Code) 1001 Post Road, Village of Scarsdale , New York, 10583		COMPANY URL: https://www.scarsdale.com/
PHONE NUMBER: 914-722-1100	SUPERVISOR: Lowell J Tooley - Village of Scarsdale	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$2,000.00/month	# OF EMPLOYEES SUPERVISED: 250
DUTIES: • Headed lead agency program in the Building Dept. to streamline permitting process. • Contact person for the downtown redevelopment consulting team, working with civic, citizen advisory and business groups. • Supported the Police Dept. accreditation program by the Commission on Accreditation for Law Enforcement		
REASON FOR LEAVING: Promotion opportunity		

CERTIFICATES AND LICENSES
Nothing Entered For This Section

Skills
Nothing Entered For This Section

ADDITIONAL INFORMATION
Nothing Entered For This Section

REFERENCES		
REFERENCE TYPE: Professional	NAME: Steadman Stahl	POSITION: South Florida PBA President
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS: steadman@sflpba.org		PHONE NUMBER: 305-593-0044
REFERENCE TYPE: Professional	NAME: George "Bud" Scholl	POSITION: Former Mayor of City of Sunny Isles Beach
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS: bud100@aol.com		PHONE NUMBER: 954-557-4325
REFERENCE TYPE: Professional	NAME: Larisa Svechin	POSITION: Mayor of Sunny Isles Beach
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS: larisasvechin@gmail.com		PHONE NUMBER: 917-751-1565
REFERENCE TYPE: Professional	NAME: Claudia Hasbun	POSITION: Planning & Zoning Director
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS: cibielahasbun@hotmail.com		PHONE NUMBER: 7863900951
REFERENCE TYPE: Professional	NAME: Bob Welsh	POSITION: Civic Leader of the City
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS: sbwelsh@the-beach.net		PHONE NUMBER: 3056075706

Agency-Wide Questions

1. What is your minimum compensation required?
Happy to discuss with you all aspects of compensation.
 2. What type of position are you looking for?
Full Time
-

The following terms were accepted by the applicant upon submitting the online application:

I certify that answers given herein are true and complete to the best of my knowledge. I understand, also, that I am required to abide by all rules and regulations of Islamorada, Village of Islands.

This application for employment and/or committee(s) shall be considered active for a period of time not to exceed one year. Any applicant wishing to be considered for employment and/or committee(s) beyond this time period should inquire as to whether or not applications are being accepted at that time.

The applicant understands that neither this document nor any offer of employment and/or committee(s) from the Village constitutes an employment and/or committee(s) contract unless a specific document to that effect is executed by the employer and employee in writing.

In consideration for my employment and/or committee(s) I agree to conform to the rules and regulations of the Village, acknowledge that rules may be changed, withdrawn, added or interpreted at any time, at the Village's sole option and without prior notice to me.

I have made an application for employment and/or committee(s) with Islamorada, Village of Islands. I hereby give my consent to release pertinent information about my qualifications and fitness for the position I have applied for including employment, financial, education, personal, or other matters as may be requested by Islamorada, Village of Islands to arrive at an employment decision. I release you from all claims and liabilities of any nature arising from damages for any information given.

FOR EMPLOYMENT ONLY (not for Islamorada Committee Members) The Village will obtain a "consumer report" about you from a consumer reporting agency for employment purposes. A "consumer" report is a background screening report that may contain information regarding your criminal history, driving history, and other information about you. It may bear upon your character, general reputation, personal characteristics, and/or mode of living. I hereby authorize you to investigate the accuracy of the information contained in this application for employment, my resume, or any other information I provide. I further authorize you to make such investigations and inquiries of my employment, education, financial, personal, and other related matters as may be necessary in arriving at an employment decision. I release Islamorada, Village of Islands and all employees, schools, organizations, or persons from all claims and liabilities of any nature arising from such investigations or information given. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

This application was submitted by Christopher J Russo on 9/6/23 12:07 PM

Signature_____

Date_____

Human Resources Director, Islamorada, Village of Islands, Florida

Dear Mr. Human Resources Director,

Please accept my application for the **Islamorada Village Manager** position. My education and professional experience exceed the qualifications posted in the job announcement. I hold both a B.S. with a concentration in Finance and an M.B.A. with a concentration in Public Administration and have over 30 years of senior management experience in local government.

Currently, I hold the senior position of Business Administrator for the City of Virginia Beach Planning & Community Development department where I was asked by the City Managers office to assist this department, which was in management transition. I oversee all business operations for a department with has 143 FTE's and an annual operating budget in excess of \$75 million and CIP budget in excess of \$350 million. Immediately prior to that I held the senior position of Business Development Administrator for Virginia Beach Economic Development, which was the second highest position within the department. My responsibilities include strategy development and implementation along with traditional business attraction, retention, and expansion. I have worked with and located projects in every industry sector and continue to maintain relationships with those company leaders. Because I have worked in both Virginia Beach and Chesapeake, I am very familiar a variety of issues that face local communities and how they are addressed through their leadership. I am now the city's lead on the Bio Industry sector growth initiative, among many other things, which is one of City Council's top priorities and a product of the Mayor's Bio Medical Taskforce, for which we have already had a variety of significant successes. As Senior Business Development Administrator my duties include the function of overall department program management, staff supervision, public relations, marketing, business attraction and retention both domestically and internationally. I have been on a variety of internal city teams and taskforces and have had the opportunity to work closely with our Project Managers, Planners, City Attorney's, City School's officials, and Public Safety officials. I also have worked closely with the Virginia Port Authority, Virginia Economic Development Partnership, the Hampton Roads Alliance, and Reinvent Hampton Roads on a variety of initiatives. I have decades of work experience and a high-level of proficiency in accounting, finance, and budgeting, and continue to perform those duties at a supervisory level for the department on a routine basis. I oversee economic development strategy development and performance in addition to the operating and capital budget preparation, oversight, and analysis. Our various budgets are well in excess of \$20 million. I have also held a progressively challenging economic development position within our city for over (22) twenty two years and have over (30+) thirty years of varied governmental experience. My positions, and my many years of service within Virginia Beach government has given me the unique opportunity to work closely with most City departments and City leadership on a variety of projects. I have also worked closely with several Virginia communities leadership both at the state and local level.

In 2005, I was awarded the Certified Economic Developer designation from the International Economic Development Council (IEDC) and have kept that certification active. I also serve on an IEDC Award Selection subcommittee, Virginia Economic Developers Association

Communications subcommittee, and Virginia Bio Board of Directors. My advanced education and work experience have afforded me the opportunity to successfully supervise a diverse professional staff in a fast paced environment allowing me to be the effective manager I am today. In addition to supervising staff I have also mentored and trained a variety of staff members and interns through out my years in local government.

I am highly skilled at branding and marketing to domestic and international corporations at tradeshow, marketing missions, and local functions. I have had great success at business retention, expansion, and attraction. I have been recognized for being the lead representative on some of the largest economic development projects in the history of the Hampton Roads region. My contributions have assisted in our department being recognized as one of the top 10 Economic Development organizations in the country by the International Economic Development Council. I would like to also mention that I also have a close working relationship with our Convention and Tourism department and have worked with them on several initiatives.

I have effectively built and managed a diverse network of contacts and allies to broaden my reach into the many types of businesses in the Hampton Roads area. This coupled with the contacts that I also have at the state, national, and international levels would make me very effective in this position. It should be noted that I have traveled extensively both domestically and internationally over my many years in Economic Development. Also, because of the cross function nature of my position I have direct input to upper City level City Management and work with the City Manager often. I also have direct access to City Council, Planning Commission, Virginia Beach Development Authority, Oceana Land Use Committee, and the Military Economic Development Advisory Committee and present information and discuss matters with them often both formally and informally.

Lastly, I must mention that I have grown up and have lived in Virginia Beach, which is also a coastal community, my entire life. I completely enjoy the coastal lifestyle of swimming, boating, fishing, scuba diving, surfing, camping, visiting the beaches, and frequenting the associated businesses. I also have several friends and family members who live in Florida in close proximity to Islamorada. When I was younger I was an Oceanfront Lifeguard for 5 years and held the position of Lieutenant when I left and worked closely with other public safety officials when I was there. I mention this because I feel it is important for you to know that I am acutely familiar with the unique issues of a oceanfront community both for the year round residents and the visitors. To add to my unique background I must mention that I also worked at and started a local Marina as a Manager and I was also a Commercial Fisherman for several years. All said, I feel certain that I am an ideal candidate to be Islamorada's next Village Manager and that I would make a positive contribution to your community. I would greatly appreciate the opportunity to discuss this position with you in person and also provide any additional information that you may need. Thank you in advance for your consideration.

Sincerely,

David Couch

David Couch, CECd

757-620-2440 (cell)

DAVID W. COUCH

3144 Sand Pine Rd. Virginia Beach, VA / 757-620-2440/ dcouchvb@gmail.com

PROFILE

PUBLIC ADMINISTRATION | ECONOMIC DEVELOPMENT | MANAGEMENT EXECUTIVE

Results oriented professional with over twenty years progressively responsible experience in public administration managing responsibilities in local and state government. Demonstrated proficiency in coordinating programs and interfacing with professionals of all levels; coupled with strong ability to assess services, support, and marketing. Profound knowledge of government policies pertaining to budgeting and accounting coupled with outstanding knowledge of municipal laws and procedures. Highly skilled in economic development, planning, and personnel management as well as strong concepts of all State and Federal laws and regulations.

Professional Knowledge and Experience

Economic Development

- Extensive knowledge in strategic and practical Economic Development at the Federal/State/Local government levels to include a proven track record of working with various sized businesses within a variety of industry sectors and various government officials and stakeholders to effect change.
- Successful track record includes working with existing companies on retention and expansion efforts along with working with both domestic and international relocations; working closely with government officials on various initiatives.
- Briefing and presenting to both elected officials and senior management on site selection, sales/lease of commercial real estate, workforce availability and education, capital expenditures, access to capital, incentive programs, strategy development, and policies issues and initiatives.

Planning

- Department finance functions including city compliance controls, vendor contracts, accounts payable, payroll and federal/state grants. This oversight requires knowledge of each division including planning administration, development services, permits/inspections, zone administration and comprehensive planning.
- Budget preparation for operating and multi-year fund budgets.
- Present financial data and performance measures (via VBStat process) to city leadership and prepare reports for city council.

Marketing/Sales

- Skilled in strategy development and effectiveness measurement, generating leads, developing new accounts and servicing existing accounts; strong closer.
- Direct experience in business development in the areas of retention and expansion through relationship marketing.

Management/Administration

- Excellent organizational, problem-solving and leadership abilities, proven strength in project management.
- Strong background in pinpointing organizational objectives, projecting needs, setting goals, and establishing priorities.
- Proficient in budget administration preparation and review.
- Extensive computer experience and troubleshooting ability, including the City of Virginia Beach's InSite accounting system, GovMax budgeting system, and One Vision project tracking system. Working

knowledge of records management including the record retention requirements and associated State reporting.

- Proven ability to manage multiple and diverse responsibilities simultaneously and effectively at a very high level.
- Worked with the City of Virginia Beach's lobbyist, and other key stakeholders on various City initiatives specifically around Economic Development. Maintained these working relationships year-round.
- Extensive knowledge in Request for Proposal/Qualifications (RFP/RFQ) development, evaluation, and administration along with contract administration for engineering services, marketing/advertising services, and consulting services.
- An aggressive, persuasive leader able to communicate ideas and recommendations to improve organization effectiveness; able to anticipate, research and resolve potential difficulties. Maintains effective professional relationships with all levels of stakeholders, internal and external.
- Extensive experience in personnel management including training, motivating, supervising, and scheduling employees to produce first class results.
- Demonstrated ability to screen, hire, evaluate and lead employees. Excellent verbal and written communication skills.

Career History

- **Planning and Community Development Department Business Administrator**, City of Virginia Beach- Planning Department, April 2021 - present

Provides human resources, financial, technical, development liaison support and executive level leadership for the Planning Department. Directs department finance functions including city compliance controls, vendor contracts, accounts payable, payroll and federal/state grants within five divisions of the department. This oversight requires knowledge of each division including planning administration, development services, permits/inspections, zone administration and comprehensive planning. Responsible for budget preparation for operating and multi-year fund budgets. Presents operating and analytical financial data and performance measures (via VBStat process) to city leadership, city council and various commissions and boards.

- **Economic Development Department Business Development Administrator**, City of Virginia Beach- Economic Development Department, May 2019-April 2021

Assisted the Director of Economic Development in the overall management and supervision of the public relations, marketing, finance, project development, administration, business attraction and retention programs and the staff responsible for these functions in order to grow the City of Virginia Beach's economy. Plan, direct and supervise the execution of the economic development business attraction and retention programs including the marketing and communications strategies that accomplishes the City Council goals of growing city economy through business expansions, capital investment and job creation. The result of these activities produced an expansion of the city's tax base and employment opportunities for its residents. Supervise staff; develop, monitor and evaluate staff performance. Directly responsible for the coordination and administration of developing the department marketing programs and budgets for both domestic and international business prospects that align with target industry sectors identified for enhancing the local economy. Effectiveness was evaluated through established performance indicators and metrics that measure economic impact. Direct the participation, representation and advocacy for the City of Virginia Beach at meetings, conferences and through face-to-face negotiations for domestic and international companies to consider the city for investment that will serve as a means to grow the economy. Directly responsible for the negotiations with prospects

considering the city and preparing, when necessary, recommendations for an EDIP grant and presentation to the Virginia Beach Development Authority and at time City Council. Oversee the operations of the international offices and staff through personal contacts and reporting. Worked directly with the Department Director, department staff, real estate professionals, City officials, City Council and site location consultants to identify and effectively communicate and respond to the driving forces in the industry. Develop, direct and oversee prospect visits and RFP submittals for prospect inquiries. Effectively worked with the Virginia Economic Development Partnership and the Hampton Roads Economic Development Alliance with regard to prospects visits and requirements for information for competitive analysis purposes. Oversaw the departmental operating and capital budgets and accounting functions and supervised the associated support staff along with working closely with the VBDA accountant on associated activities. Created and managed the annual marketing travel calendar that outlined strategic initiatives for recruiting targeted industry sectors that met goals to grow the economy. Directed advertising and marketing plan with PR/ Ad agency that framed the city communication strategy to various constituents. Performed special projects assigned by department director. Performed other duties requiring skills, knowledge and physical requirements as demanded by those duties described or less.

- **Business Development Strategy Coordinator**, City of Virginia Beach - Economic Development Department, Virginia Beach, VA, April 2012-May 2019

Directed, coordinated, and managed identified target industries for business attraction and retention activities and represented the director/department in various venues; was the City's lead on the Mayor's Bio Medical industry initiative and worked closely with City's Bio Task Force. Assisted the director in short and long range strategic planning, goals and objectives; handled complex funding issues with multiple funding sources (Federal, State, Local) typically involving fund matching requirements for the department, and requiring development of funding reports outside the agency. Worked with constantly changing intergovernmental mandates. Coordinated the department's budget/finance, personnel, and administrative function. Worked with City Council, the Virginia Beach Development Authority, MEDAC, OLUCC, and other City Boards and Commissions to achieve the city's desired outcomes. Assists in the development and implementation of the department's comprehensive marketing program. Participated in the development and administration of the department's venture capital program. Coordinated the Legislative Agenda process for the Department of Economic Development and responses to legislative items. Managed the department's comprehensive EEOP plan and staffed the departmental section for the Diversity Symposium. Coordinated all the Freedom of Information requests. Ensured all procurement in the department followed the city's Minority Business Development goals.

- **Senior Business Development Representative II**, City of Virginia Beach - Economic Development Department, August 2001-April 2012,

Assisted prospective businesses in locating to the City of Virginia Beach by utilizing skills of salesmanship, marketing, collaboration building and persuasion. Worked with existing businesses to accommodate growth and expansion and retention. Managed projects on behalf of the Virginia Beach Development Authority. Represented the department in discussions and presentations with the City Council, Virginia Beach Development Authority, Planning Commission, Military Economic Development Advisory Committee, citizens, community and business organizations. Assists in developing departmental business strategies, marketing plans, and implementing organizational policies. Knowledge gained in related Navy easements, APZ-1, APZ-2, Clear Zone, and AICUZ related land uses, deed restrictions, and associated policies and procedures, as well as terminology and practices of the legal, real estate, engineering, architectural, and construction professions. Acted as department lead on major land use study initiatives. Able to prepare complex reports, read and interpret construction

contracts, plans and schematics, evaluate complex financial statement and source documents.

- **Business Development Representative I**, City of Chesapeake - Economic Development Department, May 2000-August 2001

Performed professional work in the City's Economic Development Department. Assigned to a geographic area of the city, which required interaction with large national and international companies. Responsible for expansion and retention of businesses within the City of Chesapeake. Targeted industries included a variety of manufacturing, technical, distribution and service-related industries to include retail. Worked closely with commercial developers, commercial brokers, commercial lenders, and people in the work force development services. This position required effective communication with business leaders, the mayor, city council, the city manager and his staff, department heads, city professional staff and all city stakeholders, as well as interaction with a variety of Economic Development agencies at both the State and Federal level. I acted as the City's Enterprise Zone Administrator, a state tax incentive program for businesses. Advised businesses at a variety of levels to secure financing through federal state and local programs along with helping them to identify private lending sources to secure capital needs. Assisted in analyzing economic trends and market conditions. Worked closely with the Airport Authority, Port Authority, and the Industrial Development Authority on a variety of issues.

- **Budget Analyst**, City of Chesapeake, December 1999-May 2000

Prepared and analyzed City's operating and capital budgets. Performed analysis of expenditures and revenues; reviewed and analyzed programs and financial requests. Made recommendations for operating and capital budgets; prepared reports and recommendations for the City Manager; performed advanced research assignments. Communicated with all levels of management throughout all city departments. Departmental budgetary analytical work included analysis of departments such as Economic Development, Public Work, Public Utilities, Parks and Recreation, and others.

- **Senior Accountant**, Virginia Beach Public Schools September 1999-December 1999

Performed professional work in the preparation and maintenance of complex financial records mainly in the area of reimbursable and perform measure reporting. Knowledge of GAAP to include, accounting laws, ordinances and regulations governing municipal financial matters. Analyzed financial information and prepared reports for state and federal agencies. Acted as School administrations grant accountant.

- **Accountant II**, City of Chesapeake - Finance Department, June 1993-September 1999

Prepared and maintained complex financial records. Knowledge of GAAP to include, accounting laws, ordinances and regulations governing municipal financial matters. Monitored reports and advised on various bonds/trusts that have been issued to cover a variety of city capital projects. Provided financial information to other departments. Supervised seven accounting clerks.

- **Manager/Accountant**, The Marina at Marina Shores, Virginia Beach, VA, Feb 1991- January 1993
- **Loan Officer**, First Jefferson Mortgage Corporation, Virginia Beach, VA, April 1990 - January 1991
- **Sales Representative**, Browning's Marine, Virginia Beach VA, January 1990-April 1990

Education and Certifications

Master of Business Administration with a concentration in Public Administration

Old Dominion University, Norfolk, VA.

Bachelor of Science in Business with a concentration in Financial Management

Old Dominion University, Norfolk, VA

Certified Economic Developer designation (CEcD)

The International Economic Development Council (IEDC); March 2005 - Present

Extracurricular Activities and Awards

Board Member/Advisory Committee, Virginia Biotechnology Association, 2016 -2021

Board Member, 757 Accelerator, 2018-2021

Member, International Economic Development Council, 2001-Present

Awards subcommittee member 2017- Present

Member, VA Bio Connect, 2019-2022

Member, Virginia Beach Bio Taskforce 2014-2020

Member, Virginia Economic Developers Association, 2000-Present

Communications subcommittee member 2018 -2020

Member, Urban Land Institute, 2014-2021

Member, Hampton Roads Association for Commercial Real Estate, 2001-Present

Member, Central Business District Association, 2001-Present

Member, Virginia Governmental Financial Officers Association, 1997-2001

Member, American Society for Public Administration, 1997-2010

President, Board of Directors, Theta Chi Alumni Association 1999/ Member at Large - Present

Member, Old Dominion University Alumni Association, 1986-Present

Volunteer, American Cancer Society, 1990-Present

Head Coach of youth sports teams including soccer, baseball, football, softball 2000 -2013

Professional and Personal References available upon request.

EMPLOYMENT APPLICATION



ISLAMORADA, VILLAGE OF ISLANDS
86800 Overseas Highway
Islamorada, Florida 33036
305-664-6448
<http://www.islamorada.fl.us>

COUCH, DAVID W.
2021-00075 VILLAGE MANAGER

Received: 8/25/23 1:04 PM
For Official Use Only:
QUAL: _____
DNQ: _____
☐ Experience
☐ Training
☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: VILLAGE MANAGER		EXAM ID#: 2021-00075
NAME: (Last, First, Middle) COUCH, DAVID W.		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 3144 SAND PINE ROAD, VIRGINIA BEACH, Virginia 23451		EMAIL ADDRESS: dcouchvb@gmail.com
HOME PHONE: (757) 620-2440	ALTERNATE PHONE: (757) 343-1188	NOTIFICATION PREFERENCE: Email
DRIVER'S LICENSE: ☒ Yes ☐ No	DRIVER'S LICENSE: State: VA	LEGAL RIGHT TO WORK IN THE UNITED STATES? ☒ Yes ☐ No
What is your highest level of education? Master's Degree		

PREFERENCES

MINIMUM COMPENSATION: \$81.97 per hour; \$170,500.00 per year	ARE YOU WILLING TO RELOCATE? ☒ Yes ☐ No ☐ Maybe
OBJECTIVE: To find a professional position within government leadership, which utilizes my knowledge, skills, abilities, and diverse experience within a growth environment. Also, where I have an opportunity to stay engaged with the business community and utilize my vast economic development and governmental accounting experience.	

EDUCATION

DATES: From:	SCHOOL NAME: Old Dominion University	
LOCATION: (City, State / Province) Norfolk , Virginia	DID YOU GRADUATE? ☒ Yes ☐ No	DEGREE RECEIVED: Master's
MAJOR: MBA (Public Administration Concentration)	UNITS COMPLETED: 60 - Semester	
DATES:	SCHOOL NAME: Old Dominion University	
LOCATION: (City, State / Province) Norfolk , Virginia	DID YOU GRADUATE? ☒ Yes ☐ No	DEGREE RECEIVED: Bachelor's
MAJOR: Financial Management	UNITS COMPLETED: 140 - Semester	

WORK EXPERIENCE

DATES: From: 6/2021 To: Present	EMPLOYER: City of Virginia Beach Planning Department	POSITION TITLE: Business Administrator
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 2875 Sabre St, Suite 500, Virginia Beach, Virginia, 23452		
PHONE NUMBER: 757 385-6468	SUPERVISOR: Robert Tajan / Kathy Warren - Planning Director	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$9,225.00/month	# OF EMPLOYEES SUPERVISED: 7
DUTIES: Provides human resources, financial, technical, development liaison support and executive level leadership for the Planning Department. Directs department finance functions including city compliance controls, vendor contracts, accounts payable, payroll and federal/state grants within five divisions of the department. This oversight requires knowledge of each division including planning administration, development services, permits/inspections, zone administration and comprehensive planning. Responsible for budget preparation for operating and multi-year fund budgets. Presents operating and analytical financial data and performance measures (via VBStat process) to city leadership, city council and various commissions and boards.		
REASON FOR LEAVING: N/A		
DATES: From: 5/2019 To: 6/2021	EMPLOYER: City of Virginia Beach Economic Development	POSITION TITLE: Business Development Administrator

ADDRESS: (Street, City, State/Province, Zip/Postal Code) 4525 Main St, Suite 700, Virginia Beach, Virginia, 23462		COMPANY URL: www.yesvirginiabeach.com
PHONE NUMBER: (757) 385-6468	SUPERVISOR: Taylor Adams - Director	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$9,000.00/month	# OF EMPLOYEES SUPERVISED: 7
DUTIES: Plan, direct and supervise the execution of the economic development business attraction and retention programs including the marketing and communications strategies that accomplishes the City Council goals of growing our economy through business expansions, capital investment and job creation. The result of these activities produces an expansion of the city's tax base and employment opportunities for its residents. Supervise staff; develop, monitor and evaluate staff performance. Directly responsible for the coordination and administration of developing the department marketing programs and budgets for both domestic and international business prospects that align with target industry sectors identified for enhancing the local economy. Effectiveness is evaluated annually through established performance indicators and metrics that measure economic impact. Direct the participation, representation and advocacy for the City of Virginia Beach (pop. 450,000) at meetings, conferences and through face to face negotiations for domestic and international companies to consider the city for investment that will serve as a means to grow the economy. Directly responsible for negotiations with prospects considering the city and preparing, when necessary, recommendations for an Economic Development Investment Program grant and presentation to the Virginia Beach Development Authority and at times City Council and Planning Commission. Oversee the operations of the international offices and staff through personal contacts and reporting. Work directly with the Department Director, department staff, real estate professionals, City officials, City Council and site location consultants to identify and effectively communicate and respond to the driving forces in the industry. Develop, direct and oversee prospect visits and RFP submittals for prospect inquiries. Work and represent the city with the Virginia Economic Development Partnership and the Hampton Roads Economic Development Alliance with regard to prospects visits and requirements for information for competitive analysis purposes. Create and manage the annual marketing travel calendar that outlines strategic initiatives for recruiting targeted industry sectors that meet goals to grow the economy. Direct advertising and marketing plan with PR/ Ad agency that frames city communication strategy to various constituents. Also over see and prepare the departments \$7.7 million Operating Budget and do substantial work within the over \$12 million Departmental CIP Budget. I also have other departmental administrative oversight duties and perform special projects assigned by Department Director.		
REASON FOR LEAVING: Transferred to assist a much larger department.		
DATES: From: 4/2012 To: 5/2019	EMPLOYER: City of Virginia Beach Economic Development	POSITION TITLE: Business Development & Strategy Coordinator
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 4525 Main St., Virginia Beach, Virginia, 23456		
PHONE NUMBER: 757 385 6468	SUPERVISOR: Warren Harris - Director	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$7,700.00/month	# OF EMPLOYEES SUPERVISED: 7
DUTIES: Directs, coordinates, and manages identified target industries for business attraction and retention activities and represents the director/department in various venues; is the City's lead on the Mayor's Bio Medical industry initiative and worked closely with City's Bio Task Force and multiple industry stake holders; assists the director in short and long range strategic planning, goals and objectives; handles complex funding issues with multiple funding sources (Federal, State, Local) typically involving fund matching requirements for the department, and requiring development of funding reports outside the agency; works with constantly changing intergovernmental mandates; does related work as required. Assists the Director with business development prospects and existing business calls. Manages target industry sectors as a part of the comprehensive business strategy. Leads the departmental efforts in accomplishing the Economic Development Strategy and objectives of Economic Development. Directs and coordinates the department's budget/finance, personnel, and administrative function. Works with City Council, the Virginia Beach Development Authority, MEDAC, OLUCC, and other City Boards and Commissions to achieve the city's desired outcomes. Assists in the development and implementation of the department's comprehensive marketing program. Participates in the development and administration of the department's venture capital program. Coordinates the Legislative Agenda process for the Department of Economic Development and coordinates response to legislative items impacting economic development. Supervises the support staff for the department and ensures proper phone and staff coverage; coordinates the administrative functions of the department such as payroll, front desk, and other administrative support. Participates in the evaluation of EDIP awards program and makes recommendations for new funding sources. Maintains records retention schedule for the department in accordance to city-wide guidelines. Manages the human resources support for the Department of Economic Development. Manages the department's comprehensive EEOP plan and staffs the departmental section for the Diversity Symposium. Coordinates all the Freedom of Information requests for the department. Ensures all procurement in the department follows the city's Minority Business Development goals. Ensures the volunteer's needs are coordinated, and reports the hours to the Volunteer office.		
REASON FOR LEAVING: NA		
DATES: From: 8/2001 To: 4/2012	EMPLOYER: City of Virginia Beach Economic Development	POSITION TITLE: Senior Business Development Representative II
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 4525 Main St, Virginia Beach, Virginia, 23456		
PHONE NUMBER: 757 385-6468	SUPERVISOR: Donald Maxwell - Director	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$6,500.00/month	# OF EMPLOYEES SUPERVISED: 2

DUTIES:

Assists prospective businesses in locating to the City of Virginia Beach by utilizing skills of salesmanship, marketing, collaboration building and persuasion. Work with existing businesses to accommodate growth and expansion and retention. Manage projects on behalf of the Virginia Beach Development Authority. Project management includes the extensive use of prospect and commercial property data bases. Represent the department in discussions and presentations with the City Council, Virginia Beach Development Authority, Planning Commission, Military Economic Development Advisory Committee, citizens, community and business organizations. Assists in developing departmental business strategies, marketing plans, and implementing organizational policies. Establish and maintain effective professional relationships and good communication with external and internal stakeholders in the City's Economic Development process. Position requires knowledge of economic development principles, practices, techniques and related theories; as well as, understanding of regional, state, and federal government agencies as they relate to economic development. This includes being well versed in related Navy easements, APZ-1, APZ-2, Clear Zone, and AICUZ related land uses, deed restrictions, and associated policies and procedures. Possess knowledge of terminology and practices of the legal, real estate, engineering, architectural, and construction professions. Act as department lead on major land use study initiatives that are adopted to the City's Comprehensive Land Use Plan and which include transit oriented development and mixed used development models as base concepts. Exhibit a high degree of professional interpersonal relationships with government officials, senior level business executives, and economic development parties. Able to prepare complex reports, read and interpret construction contracts, plans and schematics, evaluate complex financial statement and source documents. Position requires travel both domestically and internationally to visit with prospective companies and site selection consultants during marketing missions and/or trade shows. Have performed work associated with the preparation and reporting of the departmental budget.

REASON FOR LEAVING:

promotion

DATES: From: 5/2000 To: 8/2001	EMPLOYER: City of Chesapeake Economic Development	POSITION TITLE: Business Development Representative I
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Battlefield Blvd, Chesapeake, Virginia, 23322		
PHONE NUMBER: 757 111-1111	SUPERVISOR: Donald Goldberg - Director	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$5,500.00/month	# OF EMPLOYEES SUPERVISED: 0

DUTIES:

Performed professional work in the City's Economic Development Department. Assigned to a geographic area of the city, which required interaction with large national and international companies. Responsible for expansion and retention of businesses within the City of Chesapeake. Targeted industries included a variety of manufacturing, technical, distribution and service related industries to include retail. Worked closely with commercial developers, commercial brokers, commercial lenders, and people in the work force development services. This position required effective communication with business leaders, the mayor, city council, the city manager and his staff, department heads, city professional staff and all city stakeholders, as well as, interaction with a variety of Economic Development agencies at both the State and Federal level. I acted as the City's Enterprise Zone Administrator, a state tax incentive program for businesses. Advised businesses at a variety of levels to secure financing through federal state and local programs along with helping them to identify private lending sources to secure capital needs. Assist in analyzing economic trends and market conditions. Required to work with companies to navigate their projects or concerns through the City Processes and structure. Worked closely with the Airport Authority, Port Authority, and the Industrial Development Authority on a variety of issues. Prepared the department's Capital and operating budgets along with participating in the oversight of the various authorities' financial operations due to my governmental accounting background.

REASON FOR LEAVING:

Better career opportunity

DATES: From: 12/1999 To: 5/2000	EMPLOYER: City of Chesapeake Budget Dept	POSITION TITLE: Budget Analyst
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Cedar Rd, Chesapeake, Virginia, 23322		
PHONE NUMBER: 757 111-1111	SUPERVISOR: Iris Hoskie - Director	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$5,000.00/month	# OF EMPLOYEES SUPERVISED: 1

DUTIES:

Participates in the preparation and analysis of the City's operating and capital budgets. Performs analysis of expenditures and revenues; reviews and analyzes programs and financial requests for appropriateness; analyzes and makes recommendations request for operating and capital budgets; prepares reports and recommendations for the City Manager; performs general and advance research assignments; participates in the preparation of the operating and capital budgets; conducts specific research concerning budget issues. Communicates with all levels of management throughout all city departments to include the City Manager, Department heads, and Program Directors. Able to work independently and communicate effectively, both orally and in writing. Skilled in the use of spreadsheet, databases, word processing, and graphic software packages and in applying governmental accounting principles, governmental budgeting techniques, and evaluation methods. Departmental budgetary analytical work included analysis of departments such as Economic Development, Public Work, Public Utilities, Parks and Recreation, public Safety and others. Also worked on FEMA preplanning and post event reporting.

REASON FOR LEAVING:

Better Career opportunity

DATES: From: 9/1999 To: 12/1999	EMPLOYER: City of Virginia Beach Public Schools	POSITION TITLE: Senior Accountant
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Cedar Rd, Virginia Beach, Virginia, 23456		
PHONE NUMBER: 7571111111	SUPERVISOR: James White - Comptroller	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$5,000.00/month	# OF EMPLOYEES SUPERVISED: 0

DUTIES:

Performs professional work in the preparation and maintenance of complex financial records mainly in the area of reimbursable and perform measure reporting. Knowledge of GAAP to include, accounting laws, ordinances and regulations governing municipal financial matters. Analyze financial information and prepare reports for state and federal agencies. Serves as financial officer in a large department. Acted as School administrations grant accountant. Acts as lead liaison to the Purchasing Department for grant issues. Review all contracts for funding, payments and all purchase orders as they related to school grants. Review and advise many departments on budget and accounting issues as they related to grants. Loaded budget and made budget adjustment in the Schools accounting system known as VIBES which is an Oracle based system. Post to general ledger accounts, check balances, and verifies financial data. Handled a variety of payroll related issues. Provide financial information to other departments and maintain effective working relationship with city officials.

REASON FOR LEAVING:

Better career opportunity

DATES: From: 6/1993 To: 9/1999	EMPLOYER: City of Chesapeake Finance Dept	POSITION TITLE: Accountant II
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Cedar Rd, Chesapeake, Virginia, 23322		
PHONE NUMBER: 7571111111	SUPERVISOR: Karen Creef - Comptroller	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$4,800.00/month	# OF EMPLOYEES SUPERVISED: 6

DUTIES:

Performs professional work in the preparation and maintenance of complex financial records. Knowledge of GAAP to include, accounting laws, ordinances and regulations governing municipal financial matters. Analyze financial information and prepare reports for state and federal agencies. Serves as financial officer in a large department. Monitors, reports and advises on various bonds/trusts that have been issued to cover a variety of city capital projects. Acts as lead liaison to the Purchasing Department. Review all contracts for funding, all trusts payments and all purchase orders. Review and advise many departments on budget and accounting issues. Assess performance measures in conjunction with the use of benchmarks. Develop and update accounting systems. Post to general ledger accounts, check balances, and verifies financial data. Provide financial information to other departments and maintain effective working relationship with city officials. Supervise seven accounting clerks. On a City wide task force working on Also worked on disaster event preplanning and post event reporting with FEMA, State, and other local officials.

REASON FOR LEAVING:

Better career opportunity

DATES: From: 2/1991 To: 1/1993	EMPLOYER: The Marina at Marina	POSITION TITLE: Manager/Accountant
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Marina Shores Ave, Shores, Virginia, 23451		
PHONE NUMBER: 757 111 1111	SUPERVISOR: Gary Moulton - Comptroller	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$1,800.00/month	# OF EMPLOYEES SUPERVISED: 2

DUTIES:

A variety of managerial and accounting duties to include supervision of similar actives.

REASON FOR LEAVING:

Better career opportunity

DATES: From: 4/1990 To: 1/1991	EMPLOYER: First Jefferson Mortgage Corporation	POSITION TITLE: Loan Officer
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Koger St, Virginia Beach, Virginia, 23455		
PHONE NUMBER: 757 111 1111	SUPERVISOR: XXX - XXX	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED: 0

DUTIES:

Mortgage loan originator

REASON FOR LEAVING:

Better Career opportunity

DATES: From: 1/1990 To: 4/1990	EMPLOYER: Browning's Marine	POSITION TITLE: Sales Representative
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Shore Dr, Virginia Beach, Virginia, 23455		
PHONE NUMBER: 757 111 1111	SUPERVISOR: James Browning - Owner	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED: 0

DUTIES:

Boat Sales to include supplemental items such are trailers, boat hard ward and various service policies

REASON FOR LEAVING:

Better career opportunity

DATES: From: 8/1989 To: 1/1990	EMPLOYER: Construction, K.O. Construction Co	POSITION TITLE: Builder/Carpenter
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Virginia Beach blvd, Virginia Beach, Virginia, 23451		
PHONE NUMBER: 757 111 1111	SUPERVISOR: George Drinko - Owner	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No

HOURS PER WEEK: 40	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: Interim position.		
REASON FOR LEAVING: Better career opportunity		
DATES: From: 2/1988 To: 8/1989	EMPLOYER: VA Credit Union League	POSITION TITLE: Sales/Consultant
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Lynchburg, Lynchburg, Virginia, 23455		
PHONE NUMBER: 757 111-1111	SUPERVISOR: XXX - XXX	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: Field consultant and product service and support for VA Credit Unions to include the NOVA Market. Also, performed financial advisory and audit functions.		
REASON FOR LEAVING: excessive travel		

CERTIFICATES AND LICENSES

TYPE: Certified Economic Developer, CEcD	
LICENSE NUMBER:	ISSUING AGENCY: IEDC
TYPE: Awarded Member Services Certificate/Consumer Lending Certificate by VCUL/CUNA	
LICENSE NUMBER:	ISSUING AGENCY:
TYPE: Awarded The Seven Habits of Highly Effective People Certificate for successful completion of course	
LICENSE NUMBER:	ISSUING AGENCY:

Skills

OFFICE SKILLS: Typing:70 Data Entry:0
OTHER SKILLS:
LANGUAGE(S): English - ☒ Speak ☒ Read ☒ Write

ADDITIONAL INFORMATION

Professional Associations Awarded Member Services Certificate/Consumer Lending Certificate by Virginia Credit Union League & Credit Union National Association through staff training and recognition program Professional Associations International Economic Development Council (International Awards Committee member) Professional Associations Virginia Economic Developers Association (Communications Committee Member) Professional Associations Hampton Roads Association for Commercial Real Estate Professional Associations Central Business District Association Professional Associations Lynnhaven Business District Association Professional Associations Old Dominion Hoops Club Professional Associations Virginia Governmental Financial Officers Association Professional Associations American Society for Public Administration Professional Associations President, Board of Directors, Theta Chi Alumni Association, -, Vice President, 1991 and Board Member-at-large, 1989, 1992-Present Professional Associations Commonwealth Foundation Professional Associations Virginia Beach Jaycee Professional Associations Old Dominion University Alumni Association Honors & Awards Awarded Certified Economic Developer designation (CEcD) from the International Economic Development Council (IEDC); March 2005 Honors & Awards Awarded Star Performance Award with the City of Chesapeake for outstanding service to the city and performing the functions of two positions due to a laps in personnel.; September 1994 Honors & Awards
--

Awarded Member Services Certificate/Consumer Lending Certificate by Virginia Credit Union League & Credit Union National Association through staff training and recognition program; February 1989

Honors & Awards

Awarded The Seven Habits of Highly Effective People Certificate for successful completion of course. May 1999

Honors & Awards

Awards sub committee member 2017- Present

Honors & Awards

Awarded Certified Economic Developer designation (CECd) from the International Economic Development Council (IEDC); March 2005

Awarded Star Performance Award with the City of Chesapeake for outstanding service to the city and performing the functions of two positions due to a laps in personnel.; September 1994

Awarded Member Services Certificate/Consumer Lending Certificate by Virginia Credit Union League & Credit Union National Association through staff training and recognition program; February 1989

Awarded The Seven Habits of Highly Effective People Certificate for successful completion of course. May 1999

Honors & Awards

Member, International Economic Development Council, 2001-Present

◦ (Awards sub committee member 2017- Present)

• Member, Virginia Economic Developers Association, 2000-Present

◦ (Communications sub committee member 2018 -Present)

• Member, Hampton Roads Association for Commercial Real Estate, 2001-Present

• Member, Central Business District Association, 2001-Present

• Member, Lynnhaven Business District Association, 2001-2008

• Member, Old Dominion Hoops Club, 2000-2002

• Member, Virginia Governmental Financial Officers Association, 1997-2001

• Member, American Society for Public Administration, 1997-2001

• President, Board of Directors, Theta Chi Alumni Association, December 1991-December 1992, Vice President, 1991 and Board

Member-at-large, 1989, 1992-Present

• Member, Commonwealth Foundation, 1986-1988

• Member, Virginia Beach Jaycee, 1986-1988

• Member, Old Dominion University Alumni Association, 1986-present

• Volunteer, American Cancer Society, 1990-present

Professional Associations

VaBio (Board Member-Advisory Committee)

Bio Connect (Regional Hub Chair)

Professional Memberships

757 Angels/Accelerator- Board member 2019-2021, Its and accelerator program associated with an Angel investor network

REFERENCES

REFERENCE TYPE: Professional	NAME: Warren Freidlien	POSITION: Network Solutions Engineer
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Virginia Beach, Virginia 23451		
EMAIL ADDRESS: warrenFriedlein@gmail.com		PHONE NUMBER: (703) 447-4342
REFERENCE TYPE: Professional	NAME: Andy Seaman Seaman	POSITION: Regional Sales Manager, Medtronic Neuromodulation
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Virginia Beach, Virginia 23451		
EMAIL ADDRESS: aseaman@gmail.com		PHONE NUMBER: (757) 508-7246
REFERENCE TYPE: Professional	NAME: Ken Rodman	POSITION: Principal, Mid-Atlantic Real Estate Director, VHB
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Virginia Beach, Virginia 23462		
EMAIL ADDRESS: KRodman@VHB.com		PHONE NUMBER: (757) 615-9007
REFERENCE TYPE: Professional	NAME: David Bastiaans	POSITION: Attorney, (Walcott, Rivers, Gates, Attorneys at Law)
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Virginia Beach, Virginia 23462		
EMAIL ADDRESS: bastiaans@wolriv.com		PHONE NUMBER: (757) 439-4082
REFERENCE TYPE: Professional	NAME: Timothy Howlett	POSITION: Business Development Administrator- Chesapeake
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS: Thowlett@chesapeake.com		PHONE NUMBER: (757) 404-0204

Agency-Wide Questions

1. What is your minimum compensation required?
\$200, 000/Annually
 2. What type of position are you looking for?
Full Time
-

The following terms were accepted by the applicant upon submitting the online application:

I certify that answers given herein are true and complete to the best of my knowledge. I understand, also, that I am required to abide by all rules and regulations of Islamorada, Village of Islands.

This application for employment and/or committee(s) shall be considered active for a period of time not to exceed one year. Any applicant wishing to be considered for employment and/or committee(s) beyond this time period should inquire as to whether or not applications are being accepted at that time.

The applicant understands that neither this document nor any offer of employment and/or committee(s) from the Village constitutes an employment and/or committee(s) contract unless a specific document to that effect is executed by the employer and employee in writing. In consideration for my employment and/or committee(s) I agree to conform to the rules and regulations of the Village, acknowledge that rules may be changed, withdrawn, added or interpreted at any time, at the Village's sole option and without prior notice to me.

I have made an application for employment and/or committee(s) with Islamorada, Village of Islands. I hereby give my consent to release pertinent information about my qualifications and fitness for the position I have applied for including employment, financial, education, personal, or other matters as may be requested by Islamorada, Village of Islands to arrive at an employment decision. I release you from all claims and liabilities of any nature arising from damages for any information given.

FOR EMPLOYMENT ONLY (not for Islamorada Committee Members) The Village will obtain a "consumer report" about you from a consumer reporting agency for employment purposes. A "consumer" report is a background screening report that may contain information regarding your criminal history, driving history, and other information about you. It may bear upon your character, general reputation, personal characteristics, and/or mode of living. I hereby authorize you to investigate the accuracy of the information contained in this application for employment, my resume, or any other information I provide. I further authorize you to make such investigations and inquiries of my employment, education, financial, personal, and other related matters as may be necessary in arriving at an employment decision. I release Islamorada, Village of Islands and all employees, schools, organizations, or persons from all claims and liabilities of any nature arising from such investigations or information given. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

This application was submitted by DAVID W. COUCH on 8/25/23 1:04 PM

Signature_____

Date_____

Robert A. Cole
299 Saw Mill River Road
Millwood, NY 10546

September 16, 2023

Mayor Joseph "Buddy" Pinder III and Members of the Village Council
86800 Overseas Highway
Islamorada, FL 33036

Dear Mayor Pinder and Members of the Village Council,

I am writing today to express my keen interest in the Islamorada Village Manager appointment.

In considering whether I would be a good fit for the opportunity, I have taken time to review a sampling of Village Council meeting videos, the 2017-2023 Strategic Plan, and the Islamorada Matters Plan, among other public information resources. While there are many present and future challenges of significance, I note that Islamorada has been thoughtful in planning for and executing upon its governmental and community responsibilities. I believe that my professional qualifications and personal interests – the things that have prepared me for success and motivate me to work diligently in rising to challenges – align quite well with what I have learned of Islamorada's needs.

As a seasoned professional, I possess over 25 years of municipal government experience, including demonstrated senior leadership, extensive local and regional land use and transportation experience, and a strong record of collaborating with others in a broad range of socioeconomically diverse settings to successfully develop and implement complex programs and projects. Having found through years of successfully working with and through others that demonstrating integrity and building trust are prerequisites for accomplishing great things, I lead with empathy and am firmly committed to diversity and respect, both of which I view as foundational elements for organizational success. With infectious enthusiasm for public service, continuous improvement, and a more sustainable and resilient future, I strive to empower and motivate others to pursue service excellence, demonstrate exemplary stewardship, and faithfully honor our shared ethical obligations to one another, the community we serve, and the broader world in which we live.

On a personal level, I'll briefly highlight that I have spent a substantial amount of time in Florida, occasionally in the Keys, including a prior visit to Islamorada for fishing, which my wife and I enjoy immensely. One of my sons attended USF in Tampa for his undergraduate degree and medical school, and is presently serving his emergency medicine residency at UF Health Shands Hospital. I enjoy life in Florida and would appreciate the opportunity to relocate there.

In closing, I look forward to speaking with you in greater depth about this extraordinary opportunity. With genuine appreciation for Islamorada's cultural and environmental heritage, I would be deeply honored to serve as Village Manager.

Respectfully submitted,



Robert A. Cole

ROBERT AUSTIN COLE

racole001@gmail.com / 630.207.1323 (c)

EXECUTIVE PROFILE

Local government professional with substantial management and leadership experience, including particular strength in these areas:

Budgeting – Capital and Operating

Media Relations and Communications

Community Sustainability and Resilience

Organizational Assessment

Emergency Management

Strategic Planning

Intergovernmental and Legislative Affairs

Urban Planning

Committed to innovation, continuous improvement, partnership, and governmental excellence, Cole approaches his responsibilities with enthusiasm and a sincere interest in maintaining and improving community quality of life, stimulating meaningful and rewarding staff participation in organizational success, and cultivating positive public perceptions of local government.

EXPERIENCE AND RESULTS

Village of Scarsdale, NY (Pop. 18,253; 233 FTEs; \$92.32M Total Budget/\$69.4M General Fund)

Village Manager – August 2015 to Present

Reporting to the Mayor and Board of Trustees, the Village Manager has nine department head direct reports, including Building, Fire, Human Resources, Information Technology, Parks and Recreation, Planning, Police, Public Works, and Water. Additionally, a Deputy Village Manager, Assistant to the Village Manager, and Executive Assistant report to the Manager. As Chief Executive Officer, the Manager is responsible for shaping organizational culture, inspiring and realizing operational and service delivery excellence, and implementing elected official policies in support of the community's vision for the future. The following results are indicative of Cole's performance:

- **Fiscal Stewardship** – The Village of Scarsdale maintains a Moody's Aaa bond rating, reflecting sound financials and professional management. Innovation, continuous improvement, and a deep sense of public accountability drive efforts to maintain and collaboratively enhance financial performance. To illustrate, the result of a joint effort between staff and elected officials comprising our Finance Committee identified opportunity to significantly increase interest income through implementation of a cash management program coordinated by a third party administrator, [NYLAF](#). As a consequence of this initiative, interest income for 2022-23 exceeded \$2.5M, compared against pre-2020 levels of less than \$250,000 per year. FY 2023-24 interest income is running equally strong;

- **Governance** – To support continuous improvement, organizational excellence, and strategic planning, Cole collaborated with the mayor, members of the Village Board, and staff to enable enhanced governance. The team developed a mission, vision, and values, and implemented a structure to support dialogue between staff and elected officials. The framework established a clear and inclusive strategic planning process, including opportunity to thoroughly consider policy, program, and project alternatives prior to formal action by the Board of Trustees. The framework also supported agility and responsible risk-taking, enabling rapid consensus to develop and implement pilot projects and initiatives in response to evolving environmental conditions, e.g., closing a roadway to establish outdoor dining in response to public concerns about indoor dining amidst COVID-19 concerns; and
- **Technology Innovation** – Established technology innovation team to identify and capitalize on opportunities for operational and service delivery gains, including having initiated parallel strategies to upgrade technology infrastructure. Illustrative team accomplishments include enhanced public transparency and operational efficiency in connection with records digitization and launch of our ClearGov [Digital Budget Book](#) and [Financial Transparency Center](#), strengthening of internal financial controls and regulatory compliance through migration of disparate record keeping systems into our enterprise product, New World, and enhancing our cybersecurity posture through infrastructure upgrades and training.

Village of Scarsdale, NY (Pop. 18,253; 233 FTEs; \$92.32M Total Budget/\$69.4M General Fund)

Deputy Village Manager – May 2015 to August 2015

Reporting to the Village Manager, the Deputy Village Manager supports supervision for nine departments, including Building, Fire, Human Resources, Information Technology, Parks and Recreation, Planning, Police, Public Works, and Water. Together with the Manager, the Deputy has responsibility for shaping organizational culture, inspiring and realizing service delivery excellence, and implementing elected official policies in support of the community's vision for the future. The following results are indicative of Cole's performance:

- **Communications and Engagement** – As the Public Information Officer, Cole was responsible for media relations and developing and implementing communication strategies for both routine matters and high-visibility projects or topics of community interest, including such examples as the COVID-19 public health crisis, state-mandated police reform and reinvention, and others. One of the teams Cole led completed a major website redesign, including launch and promotion of an e-News system, now serving over 39,000 subscribers;
- **Sustainability and Resilience** – Collaborating with community volunteers, Cole was instrumental in establishing the first curbside municipal food scrap composting program in Westchester County, NY. He also engages in direct community service, having rolled up his sleeves to help resident volunteers to construct the Village's Hyatt Park Butterfly Garden,

convert Village property into the Secor Meadow natural area, and undertake a multi-year wetland restoration at Harwood Park. Of humorous note, the very first call Cole received as Village Manager was seeking his assistance in relocating a large snapping turtle from a residential property. Having grabbed a large box from the shipping dock on his way out, Cole responded to the request and successfully relocated the turtle to a nearby pond, much to the mildly panicked resident's appreciation; and

- **Technology Implementation** – As team lead for a cybersecurity assessment, significantly enhanced the Village's cybersecurity posture through identification of vulnerabilities and implementation of appropriate mitigation strategies. Also led successful website redesign.

Village of Oak Park, IL (Pop. 52,524; 377 FTEs; \$124.2M Total Budget/\$51.5M Fund)

Assistant Village Manager – Jan 2010 to May 2015

Reporting to the Village Manager, the Assistant Village Manager is responsible for planning and overseeing complex major projects and has oversight of up to two direct reports, as designated by the Village Manager. During Cole's tenure, his direct reports included the Director of Building and Property Standards, responsible for overseeing building permit review and issuance, zoning determinations, and code compliance, the Director of the Department of Public Health, responsible for carrying out the core functions of public health, assessment, policy development, and assurance, and the Sustainability Coordinator, responsible for developing and implementing innovative environmental sustainability programs and services. The following results are indicative of Cole's performance:

- **Emergency Planning, Preparedness, and Response** – Responsible for overseeing development of the Multi-hazard Mitigation Plan and achieving organizational NIMS training targets. In collaboration with the Emergency Planning Coordinator, oversaw development and implementation of a full-scale exercise of the National Strategic Stockpile involving establishment of a functional mass medical screening and dispensary operation in response to a mock biological attack. The exercise was observed and rated by state and federal public health and emergency professionals, having scored highly;
- **Grants Management** – Collaborated with neighboring jurisdictions to secure \$14M in federal funding to create the West Cook County Housing Collaborative, a multi-jurisdiction assemblage focused on sub-regional access to affordable housing, having also directly managed or coordinated oversight for over \$12M in transportation-related grant and Congressionally directed funding;
- **Intergovernmental and Legislative Affairs** – Appointed to the West Central Municipal Conference Intergovernmental Committee, representing approximately 50 governmental entities accountable to over 500,000 residents. Also appointed to serve on the O'Hare Airport Noise Compatibility Commission, focused on ameliorating residential sound impacts;

- **Organizational Assessment** – As staff lead for a multi-disciplinary effort with criminal prosecution implications, assessed Parking Services Department operations and made recommendations for personnel changes and financial controls to address fraud and abuse in connection with parking enforcement processes and related financial transactions;
- **Regional Planning and Project Development** – As an appointed member of the Chicago Metropolitan Agency for Planning’s Land-Use Committee, which provides metropolitan planning and economic development services to 240 municipalities and over 6M residents, assisted in developing northeast Illinois’ first (and award-winning) Regional Comprehensive Plan, GoTo 2040. In his capacity as Oak Park’s staff lead, Cole was also appointed to the Eisenhower Expressway (I-290) Environmental Impact Study Corridor Advisory Group, a multi-disciplinary team responsible for providing technical and planning guidance to shape a highly controversial \$2.6B highway expansion project in the Nation’s first multimodal corridor;
- **Strategic Planning** – Appointed to the Collaboration for Early Childhood Care and Education Strategic Plan Steering Committee, which led to development of a long-term partnership with local public school districts supporting improved education and life outcomes for students, especially members of at-risk populations, through high-quality preschool for all, professional development for early childhood providers, and developmental screening; and
- **Sustainability and Resilience** – Administered development and operational oversight of the Community Choice Electrical Aggregation program, which resulted in community power savings exceeding 4.6M over 2.5 years. Also managed development of an innovative neighborhood smart grid project involving the electric utility, State of Illinois, Korean national government, and a not-for-profit, Pecan Street, LLC.

Assistant to the Village Manager – Apr 2006 to Jan 2010

Reporting to the Village Manager, the Assistant to the Village Manager is responsible for supporting agenda coordination, research and special projects, and promoting service quality excellence by applying quality assurance tools and techniques to maximize operational efficiency and effectiveness. The following results are indicative of Cole’s performance:

- **Innovation and Technology** – Created citizen request management system to enhance service delivery through improved staff tracking and follow-up; and
- **Quality Assurance** – Combined elements of the Baldrige Criteria with the University of California Irvine’s Business and Administrative Services’ Model for Sustainable Process Improvement to dramatically reduce permit review timelines while at the same time reducing errors and enhancing client experience.

Quality Services Manager – May 2004 to Apr 2006

Reporting to the Deputy Village Manager, the Quality Services Manager collaborates with department heads and their staff to promote organizational excellence through improved work relationships, enhanced policies and procedures, and alignment of departmental activities with organizational and community goals. The following results are indicative of Cole’s performance:

- **Performance Metrics** – Development and implementation of a new performance measurement framework, including assisting department heads in linking resource commitments to key intended outcomes.

Permits Supervisor, and other Building and Zoning Assignments – Nov 1996 to May 2004

Reporting to the Director of Building and Property Standards, the Permits Supervisor directly supervises front office counter operations and personnel, as well as provides indirect supervision of plan reviewers and field inspection personnel.

- **Quality Assurance** – Promote citizen satisfaction and improved operations through reviewing and improving communication strategies, identifying and resolving service deficiencies, and monitoring feedback from a variety of internal and external stakeholders;
- **Supervision** – Direct supervision of front permit processing and zoning personnel; and
- **Zoning Administration** – Served as Secretary to the Zoning Board of Appeals.

EDUCATION

DePaul University – Chicago, IL (June 2002)

Master of Science in Public Service Management, awarded With Distinction

- Concentration in Metropolitan Planning and Urban Affairs.
- 2002 Chaddick Institute for Metropolitan Development Scholarship Recipient.
- 2002 American Society for Public Administration Student of the Year.

DePaul University – Chicago, IL (June 1999)

Bachelor of Arts, Liberal Arts

- Dual concentration in Writing and Ethics.
- 1999 DePaul University Independent Research Award for Excellence: Externship.
- 1999 DePaul University Independent Research Award for Excellence: Capstone.

CERTIFICATIONS – NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

- NIMS ICS-100: Intro to the Incident Command System.
- NIMS ICS-200: ICS for Single Resources and Initial Action Incidents.
- NIMS ICS-300: Intermediate ICS for Expanding Incidents.
- NIMS ICS-400: Advanced ICS for Command and General Staff.

- NIMS IS-700: National Incident Management System: An Introduction.
- NIMS IS-800: National Response Framework: An Introduction.

PROFESSIONAL ACTIVITIES

- New York City/County Management Association, present Board of Directors Member;
- International City/County Management Association, past Government Affairs and Policy Committee Member; and
- American Society for Public Administration 2007/2008 Chicago Chapter President.

EMPLOYMENT APPLICATION



ISLAMORADA, VILLAGE OF ISLANDS
86800 Overseas Highway
Islamorada, Florida 33036
305-664-6448
<http://www.islamorada.fl.us>

Cole, Robert A
2021-00075 VILLAGE MANAGER

Received: 9/16/23 3:27 PM
For Official Use Only:
QUAL: _____
DNQ: _____
☐ Experience
☐ Training
☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: VILLAGE MANAGER		EXAM ID#: 2021-00075
NAME: (Last, First, Middle) Cole, Robert A		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 299 Saw Mill River Road, Millwood, New York 10546		EMAIL ADDRESS: racole001@gmail.com
HOME PHONE: 630-207-1323	ALTERNATE PHONE: 630-215-5601	NOTIFICATION PREFERENCE: Email
DRIVER'S LICENSE: ☒ Yes ☐ No	DRIVER'S LICENSE: State: NY	LEGAL RIGHT TO WORK IN THE UNITED STATES? ☒ Yes ☐ No
What is your highest level of education? Master's Degree		

PREFERENCES

MINIMUM COMPENSATION: \$0.00 per hour; \$150,000.00 per year	ARE YOU WILLING TO RELOCATE? ☒ Yes ☐ No ☐ Maybe
OBJECTIVE: To promote local government excellence.	

EDUCATION

DATES: From:	SCHOOL NAME: DePaul University	
LOCATION: (City, State/Province) Chicago, Illinois	DID YOU GRADUATE? ☒ Yes ☐ No	DEGREE RECEIVED: Master's
MAJOR: Metropolitan Planning and Urban Affairs		
DATES: From:	SCHOOL NAME: DePaul University	
LOCATION: (City, State/Province) Chicago, Illinois	DID YOU GRADUATE? ☒ Yes ☐ No	DEGREE RECEIVED: Bachelor's
MAJOR: Writing and Ethics		

WORK EXPERIENCE

DATES: From: 8/2021 To: 9/2023	EMPLOYER: Village of Scarsdale	POSITION TITLE: Village Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 1001 Post Road, Scarsdale, New York, 10583		COMPANY URL: www.scarsdale.com
PHONE NUMBER: 914-722-1110	MAY WE CONTACT THIS EMPLOYER? ☐ Yes ☒ No	
HOURS PER WEEK: 35	SALARY: \$18,333.00/month	# OF EMPLOYEES SUPERVISED: 233
DUTIES: Executive leadership, including directing and coordinating administration of Village government in accordance with policies determined by Village Council while performing the following duties personally or through subordinate supervisors.		
REASON FOR LEAVING: In a very unusual turn of events, Village legal counsel recently determined that the Village of Scarsdale has been erroneously operating for the past several decades as a council-manager form of government. With that finding, the role of Village Manager is not legally permissible under NYS law. Although the opportunity to remain with the organization with the "dignified title" of Village Manager was available, such a reduction in my leadership and operational authorities and responsibilities is not consistent with my personal or professional career objectives as a city/county management professional. As a consequence, I am seeking appointment in service to another council-manager local government where my skills and abilities will be of value.		
DATES: From: 5/2015 To: 8/2021	EMPLOYER: Village of Scarsdale, NY	POSITION TITLE: Deputy Village Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 1001 Post Road, Scarsdale, New York, 10546		COMPANY URL: www.scarsdale.com

PHONE NUMBER: 914-722-1110	SUPERVISOR: Stephen M. Pappalardo - Village Manager	MAY WE CONTACT THIS EMPLOYER? ☐ Yes ☒ No
HOURS PER WEEK: 35	SALARY: \$13,265.00/month	# OF EMPLOYEES SUPERVISED: 233
DUTIES: Key Assignments and Accomplishments * Community Engagement - Appointed as staff liaison to the Advisory Council on Communications, an assemblage of resident communication and media experts working to inform residents of local government activities and affairs, as well as to promote resident participation in local governance; * Intergovernmental and Legislative - Engages state and federal officials to advance local objectives, also working collaboratively with neighboring jurisdictions to address shared concerns, e.g., participation on a multi-jurisdiction team targeting reduced sewer inflow and infiltration, which contributes to excessive Long Island Sound nitrogen loads; * Regional Planning and Project Development - Designated staff lead for review of the "NEC Future" Draft Environmental Impact Statement, a study supporting the Federal Railroad Administration's plan for high speed rail along the east coast's Northeast Corridor; * Sustainability and Resilience - Collaborated with community stakeholders and staff to develop the Hyatt Park Butterfly Garden, convert Village property into the Secor Meadow natural area, and launch a regionally recognized food scrap composting program; and * Technology Implementation - Project lead for development and launch of the new Village website, including enhanced community engagement elements and online business functionality, having more than doubled website utilization and news subscriptions in the first 60 days following launch. Duties and Responsibilities * Shared supervisory oversight of Village departments, also serving as Acting Village Manager; * Analyze public policy matters and present recommendations orally and in writing; * Develop and present the capital budget, while also assisting with the operating budget; * Interface with intelligent, highly engaged residents; * Media Relations, cable television, and website management; * Plan, implement, and oversee complex, politically sensitive projects; * Provide high-level support to elected and appointed officials; and * Review and approve Village Board agendas.		
REASON FOR LEAVING: Promotion to Village Manager.		
DATES: From: 1/2010 To: 5/2015	EMPLOYER: Village of Oak Park, IL	POSITION TITLE: Assistant Village Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 123 Madison Street, Oak Park, Illinois, 60302		COMPANY URL: www.oak-park.us
PHONE NUMBER: 708-358-5650	SUPERVISOR: Cara Pavlicek - Village Manager	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$7,583.00/month	# OF EMPLOYEES SUPERVISED: 3
DUTIES: Key Assignments and Accomplishments * Comprehensive Plan Development - Envision Oak Park Advisory Committee Appointee; * Grants Management - Member of a team that collaborated with neighboring jurisdictions to secure \$14M in federal funding to create the West Cook County Housing Collaborative, a multi-jurisdiction assemblage focused on sub-regional access to affordable housing, having also directly managed or coordinated oversight for over \$12M in transportation-related grant and Congressionally directed funding; * Intergovernmental and Legislative - Appointed to the West Central Municipal Conference Intergovernmental Committee, representing approximately 500,000 residents and 51 governmental entities and partners, as well as appointed service on the O'Hare International Airport Noise Compatibility Commission; * Labor Relations - Labor/Management Team member and labor negotiations; * Regional Planning and Project Development - Appointed to the Chicago Metropolitan Agency for Planning Land-Use Committee, which assisted in development of the award-winning Regional Comprehensive plan, GoTo 2040, serving over 6M residents and 240 municipalities, as well as appointment to the Eisenhower Expressway (I-290) Environmental Impact Study Corridor Advisory Group, a multi-disciplinary team responsible for providing technical and planning guidance to shape a highly controversial \$2.6B highway expansion project in the Nation's first multimodal highway/rail corridor; * Strategic Planning - Selected by the Mayor to participate on the Collaboration for Early Childhood Care and Education Strategic Plan Steering Committee, as well as the School District 200 Oak Park and River Forest Strategic Planning Steering Committee; * Sustainability and Resilience - Jointly responsible for Community Choice Electrical Aggregation program development and management, resulting in \$4.6M in community power savings over 2.5 years, as well as member of team responsible for development and oversight of the innovative Smart City USA Pilot, a neighborhood smart grid project attracting \$4M in combined Korean and State of Illinois funding commitments; and * Transportation and Land-Use Planning Committees and Projects - CTA Blue Line (heavy passenger rail) Vision Study Steering Committee, Oak Park Bike Plan Steering Committee, Cook-DuPage Corridor Study Technical Committee appointee, staff lead for the Multimodal I-290 Corridor Study, and collaborated in development of "Form-Based Codes: A Step-by-Step Guide for Communities." Duties and Responsibilities * Assist in budget preparation; * Supervisory liaison to assigned departments, having included the Departments of Public Health, Building and Property Standards, and Community Sustainability; * Management and strategic direction of complex, politically sensitive projects involving coordination with county, state, and federal agencies and elected officials; * Pursue monetary and technical support grant opportunities; and * Responsible for intergovernmental and legislative affairs, including critical regional and sub-regional committee appointments and associated strategy development.		
REASON FOR LEAVING: Promotion and relocation to New York.		
DATES: From: 4/2006 To: 1/2010	EMPLOYER: Village of Oak Park, IL	POSITION TITLE: Assistant to the Village Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 123 Madison Street, Oak Park, Illinois, 60302		COMPANY URL: www.oak-park.us

PHONE NUMBER: 708-358-5650	SUPERVISOR: Peter J. Dame - Deputy Village Manager	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$5,416.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: Key Assignments and Accomplishments * Created citizen request management system to enhance service delivery through improved staff tracking and follow-up; and * Provided recommendations for permit streamlining and other enhancements to the Building and Property Standards Department pursuant to application of the Baldrige National Quality Award criteria in the context of an organizational analysis targeting sustained performance improvement. Duties and Responsibilities * Conduct departmental operations analysis and present associated recommendations; * Prepare special research and studies; * Serve as ombudsman for community service requests and complaints escalated to the Village Manager and/or elected officials; and * Support Village Board agenda development.		
REASON FOR LEAVING: Internal promotion. (Note that employment period includes interim status, pending final appointment.)		
DATES: From: 5/2004 To: 4/2006	EMPLOYER: Village of Oak Park	POSITION TITLE: Quality Services Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 123 Madison Street, Oak Park, Illinois, 60302		COMPANY URL: www.oak-park.us
PHONE NUMBER: 708-358-5650	SUPERVISOR: Peter J. Dame - Deputy Village Manager	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$4,833.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: Key Assignments and Accomplishments * Development and implementation of a new performance measurement framework, including facilitating coordination between departments around key intended outcomes. Duties and Responsibilities. * Collaborate with department heads and their staff to promote organizational excellence through improved work relationships, enhanced policies and procedures, and alignment of departmental activities with organizational goals.		
REASON FOR LEAVING: Internal promotion.		
DATES: From: 11/1996 To: 5/2004	EMPLOYER: Village of Oak Park, IL	POSITION TITLE: Permits Supervisor, and other Building and Zoning Assignments
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 123 Madison Street, Oak Park, Illinois, 60302		COMPANY URL: www.oak-park.us
PHONE NUMBER: 708-358-5650	SUPERVISOR: Robert Petrinc - Director of Building and Property Standards	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$3,583.00/month	# OF EMPLOYEES SUPERVISED: 3
DUTIES: Key Assignments and Accomplishments * Coordinated permit processing review for over 5,000 permits annually; * Direct supervision of front permit processing and zoning personnel; and * Served as Secretary to the Zoning Board of Appeals. Duties and Responsibilities * Direct supervision of front counter service area and zoning personnel; and * Promote citizen satisfaction and improved operations through reviewing and improving communication strategies, identifying and resolving service deficiencies, and monitoring feedback from a variety of internal and external stakeholders.		
REASON FOR LEAVING: Internal promotion.		
DATES: From: 1/1990 To: 8/1995	EMPLOYER: Program Care, Inc	POSITION TITLE: General Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 1701 S. First Avenue, Maywood, Illinois, 60153		
PHONE NUMBER: 999999999	SUPERVISOR: Merwyn Ellis - President	MAY WE CONTACT THIS EMPLOYER? ☐ Yes ☒ No
HOURS PER WEEK: 40	SALARY: \$5,416.00/month	# OF EMPLOYEES SUPERVISED: 26
DUTIES: Duties and Responsibilities * Supervisory oversight of sales, customer service, and quality control departments; and * Budgeting, strategic planning, and profit and loss accountability.		
REASON FOR LEAVING: Chose to pursue my degree and a public service career. This company has since ceased operations.		

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills
OFFICE SKILLS: Typing: Data Entry:
OTHER SKILLS: Quality Assurance & Organizational Assessment - Expert - 26 years and 0 months
LANGUAGE(S): Spanish - ☐ Speak ☐ Read ☐ Write

ADDITIONAL INFORMATION
Professional Associations New York City/County Management Association. Board of Directors Professional Associations International City/County Management Association. Government Affairs and Policy Committee Professional Associations American Society for Public Administration. Chicago Chapter President. Volunteer Experience Surfrider Foundation, Chicago Chapter, Environmental Policy Chair. * Designated Surfrider Chicago's lead collaborator in working with the National Oceanic and Atmospheric Administration and other multi-disciplinary partners to develop the Great Lakes Land-based Marine Debris Action Plan, a strategic plan targeting reduction in the incidence of marine debris and micro-plastics in the Great Lakes. Honors & Awards 2002 Chaddick Institute for Metropolitan Development Scholarship Recipient Honors & Awards 2002 American Society for Public Administration Student of the Year Honors & Awards 1999 DePaul University Independent Research Award for Excellence: Externship Honors & Awards 1999 DePaul University Independent Research Award for Excellence: Capstone

REFERENCES		
REFERENCE TYPE: Professional	NAME: Peter Dame	POSITION: Chief Development Officer (former City Manager)
ADDRESS: (Street, City, State/Province, Zip/Postal Code) City of Portage, 7900 South Westnedge Avenue , Portage Portage, Michigan 49002		
EMAIL ADDRESS: damep@portagemi.gov		PHONE NUMBER: (269) 329-4400
REFERENCE TYPE: Professional	NAME: David Pope	POSITION: Former Village President/Mayor (Oak Park, IL)
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 306 S. Humphrey, Oak Park, Illinois 60302		
EMAIL ADDRESS: dpope@oakparkrc.com		PHONE NUMBER: 312-498-6001 / 708-386-6061
REFERENCE TYPE: Professional	NAME: Josh Ringel	POSITION: Village Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Village of Briarcliff Manor, 1111 Pleasantville Road, Scarsdale, New York 10510		
EMAIL ADDRESS: jringel@gmail.com		PHONE NUMBER: 914-310-9371
REFERENCE TYPE: Professional	NAME: Christine Sciandra	POSITION: Village Manager's Executive Assistant, Village of Scarsdale
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Village of Scarsdale, 1001 Post Road, Scarsdale, New York 10583		
EMAIL ADDRESS: cms2378@msn.com		PHONE NUMBER: 914-565-9106
REFERENCE TYPE: Professional	NAME: Jim Palmer	POSITION: Village Administrator
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Village of Bronxville, 200 Pondfield Road, Bronxville, New York 10708		
EMAIL ADDRESS: jpalmer@vobny.com		PHONE NUMBER: 914-552-2127

Agency-Wide Questions

1. What is your minimum compensation required?

I understand that advertised salary is \$150K - DOQ/E, and that a housing allowance may be one of the negotiable benefits to enable the manager to live in Islamorada.

2. What type of position are you looking for?

Full Time

The following terms were accepted by the applicant upon submitting the online application:

I certify that answers given herein are true and complete to the best of my knowledge. I understand, also, that I am required to abide by all rules and regulations of Islamorada, Village of Islands.

This application for employment and/or committee(s) shall be considered active for a period of time not to exceed one year. Any applicant wishing to be considered for employment and/or committee(s) beyond this time period should inquire as to whether or not applications are being accepted at that time.

The applicant understands that neither this document nor any offer of employment and/or committee(s) from the Village constitutes an employment and/or committee(s) contract unless a specific document to that effect is executed by the employer and employee in writing. In consideration for my employment and/or committee(s) I agree to conform to the rules and regulations of the Village, acknowledge that rules may be changed, withdrawn, added or interpreted at any time, at the Village's sole option and without prior notice to me.

I have made an application for employment and/or committee(s) with Islamorada, Village of Islands. I hereby give my consent to release pertinent information about my qualifications and fitness for the position I have applied for including employment, financial, education, personal, or other matters as may be requested by Islamorada, Village of Islands to arrive at an employment decision. I release you from all claims and liabilities of any nature arising from damages for any information given.

FOR EMPLOYMENT ONLY (not for Islamorada Committee Members) The Village will obtain a "consumer report" about you from a consumer reporting agency for employment purposes. A "consumer" report is a background screening report that may contain information regarding your criminal history, driving history, and other information about you. It may bear upon your character, general reputation, personal characteristics, and/or mode of living. I hereby authorize you to investigate the accuracy of the information contained in this application for employment, my resume, or any other information I provide. I further authorize you to make such investigations and inquiries of my employment, education, financial, personal, and other related matters as may be necessary in arriving at an employment decision. I release Islamorada, Village of Islands and all employees, schools, organizations, or persons from all claims and liabilities of any nature arising from such investigations or information given. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

This application was submitted by Robert A Cole on 9/16/23 3:27 PM

Signature_____

Date_____

Michael Brillhart

243 N. Third Street – Waynesville, OH 45068 ■ 772.643.4874 ■ mmbrillhart@aol.com

September 15, 2023

Evie Engelmeyer, HR Director
Village of Islamorada
86800 Overseas Highway
Islamorada, FL 33036

Dear Ms. Engelmeyer:

Please accept this letter of interest and resume for the Village Manager recruitment being conducted for the Village of Islamorada. My extensive background in local government management will provide essential management of organizational resources and collaborative leadership in support of the Village Council.

My skills in public administration include: broad-based communications; fiscal stewardship; supporting community and regional partnerships; administering day-to-day operations; collaboration with collective bargaining units; problem-solving; and making investments in employee development.

Understanding the Council's desire to maintain effective internal and external relationships, it would be a personal and professional honor to build consensus within the village and manage priorities while serving as the Village Manager. Accordingly, I have enclosed my resume for your review.

Thank you for your consideration of my interest and qualifications.

Sincerely,

Michael L. Brillhart

Michael L. Brillhart

Enclosure: Resume

Michael Brillhart

243 N. Third Street – Waynesville, OH 45068 ▪ 772.643.4874 ▪ mmbrillhart@aol.com

PROFILE

Experienced local government executive with success in operations and personnel management, policy development and service delivery. Foster extensive networks utilizing team-building relationships that achieve organizational goals.

SKILLS

- Organizational leadership
- Public & media relations proficiency
- Good written and verbal communications
- Responsive personnel management
- Critical thinking
- Efficient workflow and time management

PROFESSIONAL EXPERIENCE

City Administrator 2021 – Present

CITY OF WAPAKONETA, Wapakoneta, OH

Direct public safety and services operations for the municipality with responsibilities in overseeing police/fire/EMS, personnel, grants management, customer service, media relations, intergovernmental coordination, overseeing a \$120 million annual appropriations budget, water/sewer/electric utility operations, and special projects.

Key Achievements

- Coordinate funding, work scope, and administration with the Ohio EPA for new water and wastewater treatment facilities in excess of \$100 million
- Prepare ordinances, resolutions, job descriptions, and interlocal agreements
- Manage the 5-Year Capital Improvement Program and accompanying infrastructure projects
- Administer job creation business incentive agreements for city council and the local economic development board

Village Administrator 2018 – 2021

VILLAGE OF NORTH BALTIMORE, North Baltimore, OH

Administer operations and services for the Village Council. Responsibilities in staff supervision, public works, utilities, public safety, planning and zoning, grant writing, intergovernmental relations, agenda preparation, capital planning, and customer service.

Key Achievements

- Implemented the North Main Street reconstruction project in excess of \$1.5 million
- Acquired over \$1 million in state capital grant assistance for critical infrastructure projects
- Coordinated the adoption and management of the Community Redevelopment Agency
- Directed regional bulk water sales interlocal agreements

County Manager 2016 – 2017

CAMDEN COUNTY, Camden, NC

Managed operations, services, staff activities, and affairs for the Board of County Commissioners with responsibilities in budget development, human resources, grant writing, finance, intergovernmental relations, agenda preparation, and public works/utilities functions.

Michael Brillhart

Key Achievements

- Coordinated the planning of the \$20 million new Public Services Building
- Directed the planning design for a \$3.5 million reverse osmosis wastewater treatment plant with funding from the U.S. EDA
- Provided FEMA coordination and assistance to property owners affected by Hurricane Matthew
- Served as Budget Manager and prepared a cost saving budget in excess of \$25 million while continuing to provide effective service delivery to residents and utility service customers

County Administrator 2013 – 2016

BARNSTABLE COUNTY, Barnstable/Cape Cod, MA

Directed operations, services, and affairs for the Board of County Commissioners and the countywide population of 215,000 (500,000 during tourist season) with duties including budget & finance, human resource management, intergovernmental relations, meeting agenda preparation, facilities planning, and regional capital infrastructure planning.

Key Achievements

- Directed 14 departments, 450 personnel, and general appropriations of \$80 million
- Coordinated intergovernmental relations, legislative affairs, regional IT service enhancements, emergency management planning, and annual budgeting
- Directed human resources including recruitment, hiring, termination, compensation, and collective bargaining while implementing a personnel Succession Plan
- Coordinated coop-education and scientific research with the University of Massachusetts

Business Manager 2004 – 2013

ST. LUCIE COUNTY, Fort Pierce, FL

Directed business growth, economic development functions, and legislative affairs for the Board of County Commissioners serving a population of 300,000. Responsibilities in job creation, legislative requests, grants management, intergovernmental relations, staff supervision, and strategic planning.

Key Achievements

- Managed staff in the acquisition of over \$100 million in grants through legislative requests and federal/state assistance programs
- Coordinated and oversaw general fund budget appropriations in excess of \$145 million
- Acquired \$9 million in FHWA monies to assist in the new Crosstown Parkway project
- Coordinated the award-winning *Towns, Villages and the Countryside (TVC)* Plan
- Assisted the University of Florida, Florida State, and Indian River Community College on regional baccalaureate program enhancements

EDUCATION

Master of Public Administration

University of South Florida - Tampa, FL

Bachelor of Science – Urban Administration

University of Cincinnati - Cincinnati, OH

AFFILIATIONS

- Ohio Municipal League
- Ohio DOT Certified Local Project Administrator
- Florida Association of Counties
- International City/County Management Association
- National Association of Counties

EMPLOYMENT APPLICATION



ISLAMORADA, VILLAGE OF ISLANDS
 86800 Overseas Highway
 Islamorada, Florida 33036
 305-664-6448
<http://www.islamorada.fl.us>

Brillhart, Michael L.
 2021-00075 VILLAGE MANAGER

Received: 9/15/23 4:53 PM

For Official Use Only:

QUAL: _____

DNQ: _____

☐ Experience

☐ Training

☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: VILLAGE MANAGER		EXAM ID#: 2021-00075
NAME: (Last, First, Middle) Brillhart, Michael L.		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 243 N. Third Street, Waynesville, Ohio 45068		EMAIL ADDRESS: mleecincy63@gmail.com
HOME PHONE: 7726434874	ALTERNATE PHONE: 772-532-6142	NOTIFICATION PREFERENCE: Email
DRIVER'S LICENSE: ☒ Yes ☐ No	DRIVER'S LICENSE: State: OH	LEGAL RIGHT TO WORK IN THE UNITED STATES? ☒ Yes ☐ No
What is your highest level of education? Master's Degree		

PREFERENCES

MINIMUM COMPENSATION: \$70.00 per hour; \$130,000.00 per year	ARE YOU WILLING TO RELOCATE? ☒ Yes ☐ No ☐ Maybe
OBJECTIVE: Serve as the Village Manager	

EDUCATION

DATES: From:	SCHOOL NAME: University of South Florida	
LOCATION: (City, State/Province) Tampa, Florida	DID YOU GRADUATE? ☒ Yes ☐ No	DEGREE RECEIVED: Master's
MAJOR: Public Administration		
DATES: From:	SCHOOL NAME: University of Cincinnati	
LOCATION: (City, State/Province) Cincinnati, Ohio	DID YOU GRADUATE? ☒ Yes ☐ No	DEGREE RECEIVED: Bachelor's
MAJOR: Urban Administration		

WORK EXPERIENCE

DATES: From: 10/2021 To: Present	EMPLOYER: City of Wapakoneta	POSITION TITLE: City Administrator
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 701 Parlette Court, Wapakoneta, Ohio, 45895		
PHONE NUMBER: 4197383011	SUPERVISOR: Mayor Henderson - Mayor	MAY WE CONTACT THIS EMPLOYER? ☐ Yes ☒ No
HOURS PER WEEK: 50	SALARY: \$10,000.00/month	# OF EMPLOYEES SUPERVISED: 125
DUTIES: Manage and coordinate public safety and city services for the municipality.		
REASON FOR LEAVING: N/A		
DATES: From: 11/2018 To: 11/2021	EMPLOYER: Municipality of North Baltimore, Ohio	POSITION TITLE: Administrator
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 205 N. Main Street, North Baltimore, Ohio, 45872		
PHONE NUMBER: 4192572394	SUPERVISOR: Janet Goldner - Mayor	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 50	SALARY: \$10,000.00/month	# OF EMPLOYEES SUPERVISED: 75
DUTIES: Manage municipal operations, services, activities including intergovernmental communications, grants writing, personnel supervision, capital improvement programming, marketing of tax levies, preparation of legislation, and creation of public meeting agendas.		

REASON FOR LEAVING: End of contract timeframe.		
DATES: From: 5/2016 To: 7/2017	EMPLOYER: Camden County	POSITION TITLE: County Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 330 U.S. Highway 158 E., Camden, North Carolina, 27921		
PHONE NUMBER: 2523386363	SUPERVISOR: N/A - Board of Commissioners	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 50	SALARY: \$9,000.00/month	# OF EMPLOYEES SUPERVISED: 80
DUTIES: Managed day-to-day operations, services and affairs for the Board of Commissioners. Responsibilities included: utility officer, capital improvement programming, facilities management, budgeting, personnel management, legislative affairs, customer service, grants management, meeting agenda preparation, intergovernmental relations, and departmental management oversight.		
REASON FOR LEAVING: contract non-extension		
DATES: From: 10/2013 To: 3/2016	EMPLOYER: Barnstable County	POSITION TITLE: County Administrator
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Superior Courthouse, Barnstable, Massachusetts, 02660		
PHONE NUMBER: 5083756646	SUPERVISOR: Mary Pat Flynn - Chair, Board of County Commissioners	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 50	SALARY: \$12,500.00/month	# OF EMPLOYEES SUPERVISED: 350
DUTIES: Managed and executed day-to-day County operations, services and activities for the Board of County Commissioners. Duties included: capital improvements programming, utilities, meeting agenda coordination, budget preparation, staff supervision, report writing, intergovernmental coordination, regional emergency management, public and media relations, bonding, grants management, and public presentations		
REASON FOR LEAVING: end of contract term		
DATES: From: 10/2004 To: 9/2013	EMPLOYER: St. Lucie County	POSITION TITLE: Business Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 2500 Virginia Street, Fort Pierce, Florida, 34982		
PHONE NUMBER: 7724621600	SUPERVISOR: Faye Outlaw - County Administrator	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 45	SALARY: \$9,000.00/month	# OF EMPLOYEES SUPERVISED: 65
DUTIES: Managed and administered all strategic development, land use, impact fee, business and legislative affairs including: strategic land planning, capital improvement programming, capital project management, and economic development functions for the Board of County Commissioners. Served as the Interim Growth Management Director and St. Lucie TPO Director. Responsibilities in intergovernmental coordination, bill preparation, work with consultants, prepared meeting agendas/ordinances and resolutions, drafted technical reports and media presentations, supervised staff, developed budgets, and coordinated strategic projects.		
REASON FOR LEAVING: Opportunity to serve in a higher public manager capacity		
DATES: From: 6/1995 To: 9/2004	EMPLOYER: PPS Group	POSITION TITLE: Executive Consultant
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 3340 Eatonville Road, Orlando, Florida, 34600		
PHONE NUMBER: 7725326142	SUPERVISOR: Self - Executive Consultant	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 45	SALARY: \$11,000.00/month	# OF EMPLOYEES SUPERVISED: 25
DUTIES: Managed and directed daily operations for this regional planning/engineering consulting firm in Orlando, FL. Responsibilities included: administering contracts for client services, directing personnel, preparing technical analysis, drafting community development/master/strategic plans, making public presentations, writing grants, managing financial operations, preparing fiscal analysis for clients, and preparing and convening public strategic planning and visioning sessions for elected and appointed boards.		
REASON FOR LEAVING: Opportunity to return to public sector management		

CERTIFICATES AND LICENSES

TYPE: AICP	
LICENSE NUMBER:	ISSUING AGENCY:

Skills

OFFICE SKILLS:

Typing:
Data Entry:

OTHER SKILLS:

computer, microsoft office suite - Intermediate - 17 years and 0 months
community planning, engineering, land development - Expert - 10 years and 6 months

LANGUAGE(S):**ADDITIONAL INFORMATION**

Technical

Professional background in local government

REFERENCES

REFERENCE TYPE: Professional	NAME: Justyna Marczak	POSITION: HR Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS: jmarczak@barnstablecounty.org		PHONE NUMBER: 508-375-6646
REFERENCE TYPE: Professional	NAME: Stephanie Jackson	POSITION: Finance Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Camden, North Carolina		
EMAIL ADDRESS: sjackson@camdencountync.gov		PHONE NUMBER: 252-338-6363
REFERENCE TYPE: Professional	NAME: Gina Harvey	POSITION: Traffic Engineering Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Clearwater, Florida		
EMAIL ADDRESS: gharvey@pinellasgov.org		PHONE NUMBER: 727-464-8296
REFERENCE TYPE: Professional	NAME: Cassi Schallenberg	POSITION: HR Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 701 Parlette Court, Wapakoneta, Ohio 45895		
EMAIL ADDRESS: cschallenberg@wapakoneta.net		PHONE NUMBER: 419-738-3011 ext 132
REFERENCE TYPE: Professional	NAME: Grant Brock	POSITION: CEO
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 5801 Robinsonvill Road, Franklin, Ohio 45005		
EMAIL ADDRESS: gbrock@gmail.com		PHONE NUMBER: 513-233-5778

Agency-Wide Questions

1. What is your minimum compensation required?
130, 000
 2. What type of position are you looking for?
Full Time
-

The following terms were accepted by the applicant upon submitting the online application:

I certify that answers given herein are true and complete to the best of my knowledge. I understand, also, that I am required to abide by all rules and regulations of Islamorada, Village of Islands.

This application for employment and/or committee(s) shall be considered active for a period of time not to exceed one year. Any applicant wishing to be considered for employment and/or committee(s) beyond this time period should inquire as to whether or not applications are being accepted at that time.

The applicant understands that neither this document nor any offer of employment and/or committee(s) from the Village constitutes an employment and/or committee(s) contract unless a specific document to that effect is executed by the employer and employee in writing. In consideration for my employment and/or committee(s) I agree to conform to the rules and regulations of the Village, acknowledge that rules may be changed, withdrawn, added or interpreted at any time, at the Village's sole option and without prior notice to me.

I have made an application for employment and/or committee(s) with Islamorada, Village of Islands. I hereby give my consent to release pertinent information about my qualifications and fitness for the position I have applied for including employment, financial, education, personal, or other matters as may be requested by Islamorada, Village of Islands to arrive at an employment decision. I release you from all claims and liabilities of any nature arising from damages for any information given.

FOR EMPLOYMENT ONLY (not for Islamorada Committee Members) The Village will obtain a "consumer report" about you from a consumer reporting agency for employment purposes. A "consumer" report is a background screening report that may contain information regarding your criminal history, driving history, and other information about you. It may bear upon your character, general reputation, personal characteristics, and/or mode of living. I hereby authorize you to investigate the accuracy of the information contained in this application for employment, my resume, or any other information I provide. I further authorize you to make such investigations and inquiries of my employment, education, financial, personal, and other related matters as may be necessary in arriving at an employment decision. I release Islamorada, Village of Islands and all employees, schools, organizations, or persons from all claims and liabilities of any nature arising from such investigations or information given. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

This application was submitted by Michael L. Brillhart on 9/15/23 4:53 PM

Signature_____

Date_____

Fred F. Ventresco

712 E. Hamlet Street
Pinetops, NC 27864

573-810-4165
f.ventresco@gmail.com

September 15, 2023

Islamorada Village of Islands
86800 Overseas Hwy
Islamorada, FL 33036
(Submitted via City NEOGOV online application system)

RE: Village Manager position

Dear Concerned Staff of HR And, If/When Appropriate, Honorable Village Council of Islamorada:

I am writing to apply for the Village Manager position. My résumé is attached as well to the online application system.

In addition to a passion for public service and a dedication and desire to always strive for the best, I can offer all of the qualifications presented in your announcement/job description for the position. In addition, I would bring solid experience and skills in/with all of the areas of expertise, responsibilities, roles, and other expectations listed. Indeed, I would provide Islamorada experience and knowledge delivering all of the expectations common for the Position and Profession of local government management. Please see my résumé for the details of my qualifications and history.

I would greatly value an opportunity/interview to discuss my serving Islamorada as Village Manager. Of course, should you have any questions, please do not hesitate to contact me by the means most convenient to you.

I look forward to the possibility of our future contact and discussion!

Sincerely,



Fred Ventresco

Fred F. Ventresco

712 E. Hamlet Street
Pinetops, NC 27864

573-810-4165
f.ventresco@gmail.com

Profile/Introduction

Well-rounded manager, leader, hard-working, team-oriented public servant offering 16 years' experience managing full-service municipalities in multiple states. Overall 19 years' public sector administrative experience in local and state government. Pertinent formal education/degrees; much continual professional development throughout working career; and experience in all areas of government and business management and administrative operations such as (not exhaustive list):

>Finance	>Procurement	>Project Management
>Budgeting	>Contracting	>Economic Development
>Assessing	>Planning	>Community Development
>Personnel/HR/Unions	>Recreation	>Organizational Behavior
>All customary City depts.	>Grants	>Change Management
>Legal Affairs	>Land use	>Leadership
>Public/Stakeholder relations	>Emergency Management	>Management

Employment Experience

(Please review all of work history to see breadth of local government and management experience. Have managed larger communities than at most-recent positions.)

Town* Administrator.

Town of Pinetops, NC (3/22-present)

Manage and lead full-service, heavily trafficked municipality surrounded in close proximity by larger commerce/population-center cities. All customary departments with dept. heads. Responsible for all operations and staff including (not complete list) budget/finance; public/press relations; HR/personnel; procurement; economic-community development; legal affairs; advisor/in-former for Mayor/Council; all other expectations of a Municipal Manager.

City Administrator.

City of Milan, Milan, MO (9/19-3/22)

Managed and led full-service, county-seat city. Population 2,200, with daily influx into city much larger due to presence of Smithfield plant. Budget 6.9M. All customary departments with dept. heads. Responsible for all operations and staff including (not exhaustive list) budget/finance; public/press relations; HR/personnel; procurement; grants; economic-community development; legal affairs; advisor/informer for Mayor and Council; all other duties and expectations common of Municipal Manager of full-service community.

Some Projects/Experiences/Accomplishments:

- ❖ Revised zoning code and maps to accomplish City's long-attempted project to create clarity and accuracy for City officials and users and more fully accomplish plans/desires of community.
- ❖ Changed risk-management carrier for significant savings, yet enhanced benefits.
- ❖ Collaborated with chamber and community group to begin process to become Main Street city.
- ❖ Managed infrastructure repair/rebuild from flood and drought using FEMA, CDBG, and other funding; City was lead applicant for funds to repair regional drought issues as well.
- ❖ Managed/coordinated fiber rollout throughout city.

Employment Experience, Continued

Town* Administrator.

Town of Sandisfield, Sandisfield, MA (10/17-8/19)

Managed and led full-service municipality in the Berkshires. Population 1000 year-round, 3000+ seasonal/second-homeowners. Budget 4.8M. All customary departments with dept. heads. Responsible for all operations and staff including, but not limited to, budget/finance; public relations; HR; procurement; economic-community development; legal; advisor/informer for Board/Council; all other duties and expectations common of Municipal Manager of full-service community.

Some Projects/Experiences/Accomplishments:

- ❖ Obtained grants for transfer station equipment, emergency preparedness for climate change, and roadway safety improvements.
- ❖ Assisted in team effort to gain Green Community status to bring in funds to improve building energy usage and plan for such future efforts to help Town and environment.
- ❖ Oversaw rebuild/replacement of public works facility and equipment after winter fire; managed situation in interim to assure of continued public service.
- ❖ Modernized budgeting process working with finance committee, Board, and staff.

Town* Manager.

Town of Limestone, Limestone, ME. (1/15-10/17)

Managed and led full-service municipality, home to nationally ranked and award-winning Maine School of Science & Mathematics, and the former Loring Air Force Base. Population 2,200. Budget 2.5M. All customary departments with department heads. Responsible for all operations and staff including (not limited to) budget/finance; HR; procurement; public/press relations; economic-community development; advisor and informer to Board/Council; all other duties common for Municipal Manager of full-service community.

Some Projects/Experiences/Accomplishments:

- ❖ Recruited, trained, mentored many staff in most departments upon arrival due to retirements.
- ❖ Cut Town's liability insurance/risk management costs in first year by changing policy and updating safety practices.
- ❖ Managed project to construct new sand-salt shed (grants, permits, engineers, contractors ++).
- ❖ Helped coordinate successful community effort to bring new business and interest to Town.
- ❖ Reestablished functioning Planning Board and updated land use codes.
- ❖ Enhanced communication and cooperation with one of Town's largest organizations, the Loring Development Authority (LDA), a decommissioned Air Force base.

Explanation of Period of Time.

(6/09-1/15)

During this time period took time off from "9-5"-type work to be available/close to family. During this time, my involvement included:

- 2009-2012, Full-time graduate student, and worked freelance/consultant with Municipal Resources Consulting (MRI), Meredith, NH, assisting on projects for municipalities, as needed.
- 2012-2014, Continued consulting as needed with MRI, and pursued a second masters.
- 2014-2015, Took temporary positions with 1) City of Keene, NH and 2) the State of New Hampshire Dept. Human Services. More details on these positions can be provided immediately.

Employment Experience, Continued

Town* Administrator.

Town of Weare, Weare, N.H.

(6/06-6/09)

Led and managed full-service “bedroom” community 65 miles north of Boston and within 30-minutes’ drive of two of NH largest cities, including the state capital. Diverse population of 9,000. Staff of 55-60 (responsible for 80+ with committees and volunteers). Budget \$17M. All customary municipal departments with department heads. Responsible for all operations and staff including (not complete list) budget/finance; HR/personnel; public/press relations; procurement; grants; economic-community development; land use/zoning; assessing; legal affairs; advisor and informer to Board/Council; all other duties common for Municipal Manager of full-service Town.

Some Projects/Experiences/Accomplishments:

- ❖ Upon arriving, managed backed-up paperwork and updated/realigned Administration, Finance, and HR functions; Town had gone year without Administrator and only PT finance/HR person.
- ❖ Reestablished presence of Administrator/Manager into culture and chain of command.
- ❖ Led successful team effort to bring Town into financial-audit compliance within one year; Town was three years behind in audits upon arrival.
- ❖ Implemented risk management program, improvements to facilities, best-practices to increase Town safety-ranking metrics, lower insurance premiums, and improve safety and staff morale.
- ❖ Negotiated new union contract at the onset of difficult period, 2008 beginning of Recession.
- ❖ Emergency Manager during 2008 ice storm, coordinating with FEMA, CERT Team and others.
- ❖ Updated Town’s computer network, introducing firewalls and other data-security measures.

Town* Manager.

Town of Madawaska, Madawaska, ME.

(6/04-5/06)

Led and managed full-service community, mostly bilingual, on US-Canadian boarder. Population 4,600, five-mile-radius population of 20,000+ when Edmundston, N.B. (Canada) is included. Budget 10M. Staff of 50-75, not including schools. All customary departments with dept. heads. Responsible for all operations and staff including (but not limited to) budget/finance; HR/personnel; public/press relations; procurement; grants; community-economic development; legal affairs; land use/zoning; advisor and informer to Board/Council; all other duties common for Municipal Manager of full-service community.

Some Projects/Experiences/Accomplishments:

- ❖ Managed successful effort to re-open Town’s Community-Economic Development Department, recruited, hired new director who obtained significant grants within months.
- ❖ Helped initiate effort to gain recognition of Town as one of the Four Corners of contiguous U.S. for nationally recognized tour that includes Key West, FL; San Ysidro, CA; and Blaine, WA.
- ❖ Working with chamber, other groups spearheaded efforts to get local stakeholders/businesses involved in marketing community and implementing recent SWOT analysis aimed at such.
- ❖ Streamlined building-permit process to improve citizen service and desired/measured growth.
- ❖ Maintained open, cooperative relations with New Brunswick, Canada, border city to U.S.
- ❖ Partnered with neighboring towns to form regionalization committee to consider sharing of services to save taxpayer dollars.

Employment Experience, Continued

Town* Manager.

Town of Milbridge, Milbridge, ME.

(2/01-7/04)

Managed and led full-service coastal Town with population 1,300 year-round, 2,500 seasonal. Staff 16. Budget 2.0M. Small but quite diverse community with life-long commercial fishing segment as well as significant seasonal/retirement population. All customary municipal departments. Responsible for all operations and staff including, not limited to, budget/finance; HR/personnel; public relations; purchasing; grants; economic-community development; legal affairs; advisor/informer to Board; all other duties common for Municipal Manager.

Some Projects/Experiences/Accomplishments:

- ❖ Brought Town's fund balance reserve into compliance with auditor's recommendations, increasing it by 120% in first two years as manager.
- ❖ Cut General Fund expenditures approximately 12% without sacrificing community services.
- ❖ Achieved \$400,000 CDBG Housing grant two years in a row.
- ❖ Led successful effort to gather grants and garner support to rebuild economically vital Town pier, working with elected delegation, granting agencies, and other stakeholders.

Education

Master of Public Administration (MPA), University of New Hampshire.

B.A. Public Management and Business Administration, University of Maine, Orono.

Many courses in many fields well beyond requirements for awarded degree.

Affiliations/Professional Associations

- Full member International City/County Management Association (ICMA), over 14 years.
- Full member North Carolina City/County Management Association (NCCCMA).
- Former full-member of state managers professional associations in all states in which I managed during my tenures: Maine, New Hampshire, Massachusetts, Missouri, and North Carolina.
- Normally represent municipality/employer on a number of boards/committees/associations.

References and Recommendations

Some professional included in electronic application, as specified.

* "Towns" in New England states and in North Carolina tend to provide the same services (in some cases more when smaller/mid-sized communities are compared state to state) as "Cities" in other parts of the country, and thus are similar in complexity.

EMPLOYMENT APPLICATION



ISLAMORADA, VILLAGE OF ISLANDS
86800 Overseas Highway
Islamorada, Florida 33036
305-664-6448
<http://www.islamorada.fl.us>

Ventresco, Fred F
2021-00075 VILLAGE MANAGER

Received: 9/16/23 8:28 PM
For Official Use Only:
QUAL: _____
DNQ: _____
☐ Experience
☐ Training
☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: VILLAGE MANAGER		EXAM ID#: 2021-00075
NAME: (Last, First, Middle) Ventresco, Fred F		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 712 East Hamlet Street, NA, Pinetops, North Carolina 27864		EMAIL ADDRESS: f.ventresco@gmail.com
HOME PHONE: 5738104165	ALTERNATE PHONE: 6033618448	NOTIFICATION PREFERENCE: Email
DRIVER'S LICENSE: ☒ Yes ☐ No	DRIVER'S LICENSE: State: NC	LEGAL RIGHT TO WORK IN THE UNITED STATES? ☒ Yes ☐ No
What is your highest level of education? Master's Degree		

PREFERENCES

MINIMUM COMPENSATION: \$0.00 per hour; \$0.00 per year	ARE YOU WILLING TO RELOCATE? ☒ Yes ☐ No ☐ Maybe
OBJECTIVE: Objective AND Brief Profile/Summary: To continue my career in local government public service adding value beyond expectation. Dedicated government professional and public servant offering overall 17 years' state and municipal administrative experience, 15 years of which as a Municipal Manager of full-service communities. Corresponding academic credential, and much professional development and continuous learning throughout my career.	

EDUCATION

DATE From	SCHOOL NAME: University of New Hampshire	
LOCATION: (City, State / Province) Durham , New Hampshire	DID YOU GRADUATE? ☒ Yes ☐ No	DEGREE RECEIVED: Master's
MAJOR: Public Administration (MPA)	UNITS COMPLETED: 46 - Semester	
DATES: From:	SCHOOL NAME: University of Maine	
LOCATION: (City, State / Province) Orono , Maine	DID YOU GRADUATE? ☒ Yes ☐ No	DEGREE RECEIVED: Bachelor's
MAJOR: Public Management and Business Adm.	UNITS COMPLETED: 5 - Semester	

WORK EXPERIENCE

DATES: From: 3/2022 To: Present	EMPLOYER: Town of Pinetops, NC	POSITION TITLE: Town Administrator
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 101 East Hamlet Street, Pinetops, North Carolina, 27864		COMPANY URL: pinetopsnc.com
PHONE NUMBER: 2528274435	SUPERVISOR: Town Board of Commissioners - .	MAY WE CONTACT THIS EMPLOYER? ☐ Yes ☒ No
HOURS PER WEEK: 40	SALARY: \$7,050.00/month	# OF EMPLOYEES SUPERVISED: 35
DUTIES: Responsible for leading and managing all operations/departments and staff, and all other common expectations and responsibilities of Town/City Manager of full-service community. Some examples (not complete list): HR; finance and budgeting; public/press/media relations; procurements; project management; legal affairs; facilities; primary resource/adviser to Mayor/Council; other duties that arise/assigned.		
REASON FOR LEAVING: seeking to leave. Still here. Position is uncertain and has been staffed on and off. Also am trying to get back to larger organization where my skills are best suited.		
DATES: From: 9/2019 To: 3/2022	EMPLOYER: City of Milan, Missouri	POSITION TITLE: City Administrator
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 212 E. Second Street, PO Box 457, Milan, Missouri, 63556		

PHONE NUMBER: 660-265-4411	SUPERVISOR: Andy Herington - Mayor	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$4,800.00/month	# OF EMPLOYEES SUPERVISED: 45
DUTIES: Same as for current position: Responsible for all operations/departments and staff, and all other common expectations and responsibilities of Municipal Manager of full-service community. Some examples (not complete list): HR; finance and budgeting; public/press/media relations; procurements; project management; legal affairs; facilities; primary resource/adviser to Mayor/Council; other duties that arose/assigned.		
REASON FOR LEAVING: City informed it may be changing some things with the position, possibly PT. Was informed average tenure for City was three years.		
DATES: From: 10/2017 To: 8/2019	EMPLOYER: Town of Sandisfield, MA	POSITION TITLE: Town Administrator
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 66 Sandisfield Road, Sandisfield, Massachusetts, 01255		COMPANY URL: sandisfieldma.gov
PHONE NUMBER: 413-258-4711	SUPERVISOR: Town Board/Council - Mark Newman, then Chair	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$5,700.00/month	# OF EMPLOYEES SUPERVISED: 25
DUTIES: Same as for previous positions: Responsible for all operations/departments and staff, and all other common expectations and responsibilities of local government Manager of full-service community. Some specific examples (not complete list): HR; finance and budgeting; public/press/media relations; procurements; project management; legal affairs; facilities; primary resource/adviser to Board/Council; other duties that arose/assigned.		
REASON FOR LEAVING: This was a fairly new position for the Town; not sure of its future.		
DATES: From: 1/2015 To: 10/2017	EMPLOYER: Town of Limestone, ME	POSITION TITLE: Town Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 93 Main Street, Limestone, Maine, 04750		COMPANY URL: limestonemaine.org
PHONE NUMBER: (207) 325-4704	SUPERVISOR: Town Board/Council - Tom Albert, Chair then	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$5,000.00/month	# OF EMPLOYEES SUPERVISED: 35
DUTIES: Same as for previous positions: Responsible for all operations/departments and staff, and all other common expectations and responsibilities of Municipal Manager of full-service community. Some specific examples (definitely not complete list): HR; finance and budgeting; public/press/media relations; procurements; project management; legal affairs; facilities; primary resource/adviser to Board/Council; other duties that arose/assigned.		
REASON FOR LEAVING: To finally begin relocating to a more central area of the country, especially in South and/or West.		
DATES: From: 11/2010 To: 1/2015	EMPLOYER: Municipal Resources, Inc.	POSITION TITLE: Consultant/Researcher
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 120 Daniel Webster Highway, Meredith, New Hampshire, 03253		COMPANY URL: http://www.mrigov.com
PHONE NUMBER: 603 387-9729	SUPERVISOR: Don Jutton - President	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 25	SALARY: \$42.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: Served as Consultant /Researcher for this professional government consulting and recruitment firm. Worked on projects such as regionalization/service-sharing studies to comprehensive/strategic plan updates/creations to budget analyses. Projects usually focused on assessments/studies for public sector organizations, usually municipalities, seeking to improve services and maximize cost efficiencies. PLEASE NOTE: Over this time period, this work was often contemporaneous with other interim/temporary positions (the primary of which are listed here) as well as taking courses to complete Masters, while I took some time off from steady "9-5" work to assist family in need during this time period.		
REASON FOR LEAVING: Was consulting work--only as needed. Note: Pay was variable but usually no less than \$40/hr. Field below would allow only a number.		
DATES: From: 8/2014 To: 1/2015	EMPLOYER: State of New Hampshire Department of Human Services	POSITION TITLE: Regional Facilities/Assets Manager (Supervisor IV)
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 129 Pleasant Street, Brown Building, Concord, New Hampshire, 03301		
PHONE NUMBER: (603) 271-9404	SUPERVISOR: Mary Eldridge - Supervisor VI, Business Services	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 35	SALARY: \$3,500.00/month	# OF EMPLOYEES SUPERVISED: 2

DUTIES: Managed/Coordinated support for branch office management and staff, including building security and personnel clearances; facility leasing; office inventory; technology/IT operations; processing and assuring of personnel workplace accommodation requests working with Human Resources, division supervisors, and other departments. Coordinated communication among the many state departments/agencies to make things/directives happen seamlessly.		
REASON FOR LEAVING: Temporary position for indefinite period. I found regular position.		
DATES: From: 1/2014 To: 6/2014	EMPLOYER: City of Keene, NH	POSITION TITLE: Special Projects/Analyst
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 3 Washington Street, Keene, New Hampshire, 03431		
PHONE NUMBER: 603-352-0133	SUPERVISOR: John MacLean - City Manager	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 35	SALARY: \$2,000.00/month	# OF EMPLOYEES SUPERVISED: 2
DUTIES: Worked on special projects and assignments. Primarily assessed the fees structure, cost recovery rate, and overall permitting process of the Code and planning department.		
REASON FOR LEAVING: Temporary position.		
DATES: From: 4/2011 To: 10/2011	EMPLOYER: Town of Wilmington	POSITION TITLE: Interim Town Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 2 East Main Street, Wilmington, Vermont, 05363		
PHONE NUMBER: (802) 464-8591	SUPERVISOR: Town Select Board/ Council - .	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$5,500.00/month	# OF EMPLOYEES SUPERVISED: 55
DUTIES: Responsible for all operations/departments and staff, and all other common expectations and responsibilities of Municipal Manager of full-service community. Some specific examples (definitely not complete list): HR; finance and budgeting; public/press/media relations; procurements; project management; legal affairs; facilities; primary resource/adviser to Board/Council; other duties as arose/assigned.		
REASON FOR LEAVING: Essentially a interim position		
DATES: From: 6/2006 To: 6/2009	EMPLOYER: Town of Weare	POSITION TITLE: Town Administrator
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 15 Flanders Memorial Drive, Weare, New Hampshire, 03281		
PHONE NUMBER: (603) 529-7525	SUPERVISOR: Town Board/Council - .	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$6,500.00/month	# OF EMPLOYEES SUPERVISED: 95
DUTIES: Essentially same as for previous and all other positions I have held as a Town/City Manager/Administrator: Responsible for all operations/departments and staff, and all other common expectations and responsibilities of Municipal Manager of full-service community. Some specific examples (not complete list): HR; finance and budgeting; public/press/media relations; procurements; project management; legal affairs; facilities; primary resource/adviser to Board/Council; other duties arose/assigned.		
REASON FOR LEAVING: When contract ended, needed to assist family in time of need, so took some time off and consulted, completed courses for masters, and took on temp. positions when could.		
DATES: From: 6/2004 To: 2/2006	EMPLOYER: Town of Madawaska	POSITION TITLE: Town Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 328 St. Thomas Street, Madawaska, Maine, 04756		
PHONE NUMBER: (207) 728-6351	SUPERVISOR: Town Selectmen/Council - .	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No
HOURS PER WEEK: 40	SALARY: \$5,000.00/month	# OF EMPLOYEES SUPERVISED: 65
DUTIES: Same as for previous and all other positions I have held as a Town/City Manager/Administrator: Responsible for all operations/departments and staff, and all other common expectations and responsibilities of Manager of full-service community. Some specific examples (definitely not complete list): HR; finance and budgeting; public/press/media relations; procurements; project management; legal affairs; facilities; primary resource/adviser to Board/Council; other duties that arose/assigned.		
REASON FOR LEAVING: Needed to relocate for family reasons. Did not have a contract.		
DATES: From: 2/2001 To: 7/2004	EMPLOYER: Town of Milbridge	POSITION TITLE: Town Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 22 School Street, Milbridge, Maine, 04658		
PHONE NUMBER: (207) 546-2422	SUPERVISOR: Town Board/Council, Eric Beal, Chair - na	MAY WE CONTACT THIS EMPLOYER? ☒ Yes ☐ No

HOURS PER WEEK: 40	SALARY: \$3,100.00/month	# OF EMPLOYEES SUPERVISED: 18
DUTIES: Same as for previous and all other positions I have held as a Town/City Manager/Administrator: Responsible for all operations/departments and staff, and all other common expectations and responsibilities of Municipal Manager of full-service community. Some specific examples (definitely not complete list): HR; finance and budgeting; public/press/media relations; procurements; project management; legal affairs; facilities; primary resource/adviser to Board/Council; other duties that arose/assigned. Other titles included: Treasurer, Deputy Clerk, Deputy Tax Collector, GA (welfare) Administrator, Sewer Administrator, Road Commissioner.		
REASON FOR LEAVING: Felt it was time to move up in my early municipal career.		

CERTIFICATES AND LICENSES
Nothing Entered For This Section

Skills
OFFICE SKILLS: Typing: Data Entry:
OTHER SKILLS:
LANGUAGE(S): Other - ☐ Speak ☐ Read ☐ Write

ADDITIONAL INFORMATION
Miscellaneous Much ongoing professional development throughout professional working career from ICMA, state/regional manager's associations, municipal leagues and other sources.
Additional Information Before career change to government, worked in private, nonprofit, and educational sectors including banking, travel and tourism, retail, and university administration.
Professional Memberships • Full member International City/County Management Association (ICMA), over 14 years. • Full member North Carolina City/County Management Association (NCCCMA). • Former full-member of state managers professional associations in all states in which I managed during my tenures: Maine, New Hampshire, Massachusetts; and Missouri. • Normally represent municipality/employer on a number of boards/committees/associations.

REFERENCES		
REFERENCE TYPE: Professional	NAME: Tom Albert Albert	POSITION: Retired military and was on Council in Limestone when I managed there.
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 93 Main Street , Limestone, ME 04750, Maine 04750		
EMAIL ADDRESS: talbert@fairpoint.net		PHONE NUMBER: 207-999-6176
REFERENCE TYPE: Professional	NAME: Mark Newman	POSITION: Self proprietor; was on Council in Sandisfield when I managed there.
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 18 Cronk Road , Sandisfield, Massachusetts 01255		
EMAIL ADDRESS: newmark57@yahoo.com		PHONE NUMBER: (413) 645-4436
REFERENCE TYPE: Professional	NAME: Gail Hayes	POSITION: Police Chief of Milan, MO
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 212 E. 2nd Street , Milan, Missouri 63556		
EMAIL ADDRESS: Ghayes706@gmail.com		PHONE NUMBER: 660-292-2058
REFERENCE TYPE: Professional	NAME: Judy Paradis	POSITION: Retired Teacher and State Rep.
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 40 Frenchville Road , Frenchville, Maine 04745		
EMAIL ADDRESS: rody@roadrunner.net		PHONE NUMBER: (207) 728-4854
REFERENCE TYPE: Professional	NAME: Eric Beal	POSITION: Self proprietor, fishing industry; was on Council in Milbridge when I managed there.
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 441 Wyman Road, Milbridge, Maine 04658		
EMAIL ADDRESS: Fvkimberlyann@gmail.com		PHONE NUMBER: 207-546-2989

REFERENCE TYPE: Professional	NAME: Joe Fiala	POSITION: Was on Council in Weare when I managed there.
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 120 Flanders Memorial Drive, Weare, New Hampshire		
EMAIL ADDRESS: wearsjoe@yahoo.com		PHONE NUMBER: (603) 491-4708

Agency-Wide Questions

1. What is your minimum compensation required?
Open to discussion.
 2. What type of position are you looking for?
Full Time
-

The following terms were accepted by the applicant upon submitting the online application:

I certify that answers given herein are true and complete to the best of my knowledge. I understand, also, that I am required to abide by all rules and regulations of Islamorada, Village of Islands.

This application for employment and/or committee(s) shall be considered active for a period of time not to exceed one year. Any applicant wishing to be considered for employment and/or committee(s) beyond this time period should inquire as to whether or not applications are being accepted at that time.

The applicant understands that neither this document nor any offer of employment and/or committee(s) from the Village constitutes an employment and/or committee(s) contract unless a specific document to that effect is executed by the employer and employee in writing.

In consideration for my employment and/or committee(s) I agree to conform to the rules and regulations of the Village, acknowledge that rules may be changed, withdrawn, added or interpreted at any time, at the Village's sole option and without prior notice to me.

I have made an application for employment and/or committee(s) with Islamorada, Village of Islands. I hereby give my consent to release pertinent information about my qualifications and fitness for the position I have applied for including employment, financial, education, personal, or other matters as may be requested by Islamorada, Village of Islands to arrive at an employment decision. I release you from all claims and liabilities of any nature arising from damages for any information given.

FOR EMPLOYMENT ONLY (not for Islamorada Committee Members) The Village will obtain a "consumer report" about you from a consumer reporting agency for employment purposes. A "consumer" report is a background screening report that may contain information regarding your criminal history, driving history, and other information about you. It may bear upon your character, general reputation, personal characteristics, and/or mode of living. I hereby authorize you to investigate the accuracy of the information contained in this application for employment, my resume, or any other information I provide. I further authorize you to make such investigations and inquiries of my employment, education, financial, personal, and other related matters as may be necessary in arriving at an employment decision. I release Islamorada, Village of Islands and all employees, schools, organizations, or persons from all claims and liabilities of any nature arising from such investigations or information given. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

This application was submitted by Fred F Ventresco on 9/16/23 8:28 PM

Signature_____

Date_____

INTERVIEW QUESTIONS

1. What are the top three challenges facing Islamorada in your opinion?
2. As Village Manager what would your priorities be as far as the environment, the community, special interest groups and politics?

If you are hired as our Village Manager, you will be working for a dysfunctional and politically divided Village Council fraught with personality conflicts, and which struggles compromise and work collaboratively to address the ordinary day to day needs of the Village Government, and has failed to make progress with a strategic plan to address both short term and long term threats and opportunities. Also, the tenure last 3 Village Managers was short lived due to resignation or contract nonrenewal, and none of the interim managers expressed any interest in applying for the long-term position.

3. Please explain how you plan to succeed in such a challenging employment environment.