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April 21, 2011

Ms. Mary Ann Stalcup
Human Resources Director
City of Pensacola
P.O. Box 12910
Pensacola, Florida 32521

Re: Council Executive position

Dear Ms. Stalcup:

It is with great interest that I submit my resume' for consideration as the Council Executive for the Pensacola City Council. I hope the Council will find my education and experience meeting the qualifications sought in filling this position.

I have 11 years experience in my current position as Administrator for the fourteen-member St. Tammany Parish Council, legislative branch and governing authority of St. Tammany Parish, Louisiana (population 233,000). I am experienced in virtually all aspects of parish/county government and familiar with the operations of the seven municipalities located within the parish. This includes a practiced ability to balance the responsibility and loyalty to my branch of government with the requirements of a good and productive working relationship with a strong executive branch. In addition, my training and experience as an attorney also brings valuable skills to the job.

I would welcome the opportunity to visit with the City Council in Pensacola and discuss my qualifications for the job in more detail. In the meantime, I also enclose a more expansive description of my current position than what the resume' provides. Please feel free to contact me by phone or email if I can answer any preliminary questions or provide more detail to any aspect described.

Sincerely,



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Seeking the position of Council Executive, City of Pensacola, Florida.

Broad experience in the operations of multiple local governing authority departments and interaction with state and federal agencies in furtherance of matters of local concern. Proven success in researching and developing law and best practice policies to meet community needs. Expertise in the promotion of accountability and teamwork among government departments. Skilled at promoting productive communication and planning among elected officials, agency heads and public interest groups.

Professional Qualities and Strengths

Excellent Writing Skills	Strategic Vision and Project Planning
Articulate Communicator	Budget and Cost Control
Team Building and Staff Leadership	Productivity and Time Utilization

Professional Experience

**St. Tammany Parish Government, Covington, LA. (Pop. 230,000) 2000 - Present
Administrator, Parish Council**

The Council Administrator is responsible for the total operation of the St. Tammany Parish Council as legislative branch and governing authority of the parish, and to the daily requirements of each parish council member, including:

- (1) Supervising the day to day operation of the council office and staff.
- (2) Researching and preparing and/or supervising preparation of ordinances, motions and resolutions of the council.
- (3) Analyzing and evaluating parish programs, projects, budgets and financial reports, and providing comments/recommendations to the council as appropriate.
- (4) Interacting with parish administrative departments on budgeting, project management, and constituent requests.
- (5) Serving as liaison officer between the council and local, state and federal agencies.
- (6) Evaluating and recommending actions in planning and zoning matters.

Professional Experience Continued:

Michael Hingle & Associates, Inc., Slidell, LA.
Associate Attorney

1995 - 1999

Associate Attorney in firm of four attorneys and four staffed offices primarily representing plaintiffs in general litigation cases.

- (1) Average 80 file caseload at any given time.
- (2) Manager of primary office with eight staff.
- (3) Experience in judicial and administrative hearings, trials and mediations.
- (4) Extensive legal research and writing experience.

Michael A. Sevante, Attorney at Law
Sole Practitioner – General Practice

1994 - 1995

Formal Education and Certification

Masters Degree in Business Administration, 2008
Southeastern Louisiana University, Hammond, LA.

Juris Doctor, 1991
Southern University Law Center, Baton Rouge, LA.

Bachelor Degree in Public Administration, 1987
Major: Corrections Minor: Sociology
University of Mississippi, Oxford, MS.

Licensed to practice law in the State of Louisiana
Certified Louisiana Notary Public
Certified Associate of Project Management, PMI

Professional Affiliations & Activities

Member, International City/County Managers Association
Member, Louisiana State Bar Association
Member, Louisiana Bar Foundation
Fellow, Loyola University (New Orleans) Institute of Politics
Board of Commissioners, St. Tammany Recreation District No. 4, Lacombe, LA.
Board of Directors, Hospice Foundation of the South, Slidell, LA.
Co-Director, Lacombe Crab Festival, Inc., Lacombe, LA.

Position Description of the Council Administrator for the St. Tammany Parish Council

The Council Administrator oversees all operations and staff associated with the 14-member Parish Council which is the legislative branch and governing authority of St. Tammany Parish, Louisiana, having a population of 233,000. The Administrator provides general supervision to two Parish Council attorneys, the Council Clerk and her assistant, two Assistant Administrators, two Council assistants, and one Council secretary.

The Administrator prepares the annual budget for the Parish Council Office and reviews all budget submissions from the Parish Executive Branch and its departments for briefing to parish council members. The 2011 Parish budget totals \$103 Million.

The Administrator conducts research and drafts policies, procedures, ordinances and resolutions as requested by parish council members. He reviews and makes recommendations to the Parish Council on documents submitted from departments and outside agencies.

The Administrator is the Parish Council liaison and works closely with parish departments and agencies including, but not limited to, Parish President, Parish CAO, Engineering, Public Works, Environmental Services, Planning, Information Services, Finance, District Attorney, Sheriff, Assessor, Registrar of Voters, Economic Development District, Tourist Commission, the seven (7) municipalities in the parish, School Board, Fire Districts, and Recreation Districts.

The Administrator is also responsible for working with federal and state agencies such as the State Governor's Office, the State Legislature, the parish's Congressional Delegation, the U.S. Army Corps of Engineers, and the Department of Justice in furtherance of Parish Council interests and objectives.

The Administrator is also the Parish Council's representative to the media, homeowner associations, professional associations, Chambers of Commerce, trade organizations, and public interest groups such as the League of Women Voters. He attends town hall meetings and makes presentations on Parish Council operations when requested.

The Administrator attends all Parish Council meetings and provides information on all ordinances, resolutions and other matters contained within its meeting agenda.