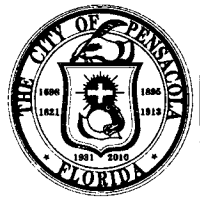


# Council Workshop Agenda

August 7, 2015  
Hagler-Mason Conference Room



**City Council Members:** Andy Terhaar, President, Larry B. Johnson, Vice President, Charles Bare, Jewel Cannada-Wynn, Sherri Myers, Brian Spencer, Gerald Wingate, P. C. Wu

**The Workshop to meet and interview candidates for the position of Council Executive will be held on August 7, 2015 in the Hagler-Mason Conference Room, 2<sup>nd</sup> floor, City Hall.**

## Welcome

- 1) 8:30 a.m. - 9:00 a.m. Coffee Service
- 2) 9:00 a.m. - 9:30 a.m. Call to Order
  - a. Selection of Chair
  - b. Determination of Public Input
  - c. Remarks by Council President and Consultant Al Coby
- 3) 9:30 a.m. - 10:15 a.m. Interview with Daryl A. Betancur
- 4) 10:30 a.m. - 11:15 a.m. Interview with Donald E. Kraher
- 5) 11:30 a.m. - 12:15 p.m. Interview with Angie L. Whisnant
- 6) 12:15 p.m. - Council Discussion
- 7) Adjournment

## Attachments:

- (1) Council Executive Position Description
- (2) Application of Daryl A. Betancur
- (3) Application of Donald E. Kraher
- (4) Application of Angie L. Whisnant

Job Classification:  
Job Code:

**Council Executive**  
**1215**

**Minimum Preparation for Work:**

- ✓ Graduation from an accredited college or university with a Bachelor's Degree in business, public or municipal administration, urban planning or a related field. A Master's degree is highly preferred; and
- ✓ Seven (7) years of diversified managerial and administrative experience in a similar sized organization with a minimum of three (3) years in local government administration.
- ✓ Relevant experience as an executive level manager will be considered in determining ability to perform essential duties and responsibilities.

**Necessary Special Requirements:**

- ✓ Possession of an appropriate driver license for equipment operated and any license, training or certification required by law or regulation to complete assigned tasks.

**Nature of Work:**

This is a highly responsible position tasked with coordinating and facilitating City Council's operational and administrative programs, projects, events and meetings. The work requires the exercise of judgment, imagination and foresight in making administrative and management decisions to ensure accomplishment of City Council objectives. The work is highly visible and representative of City Council to the public, the press and City employees, requiring the ability to work effectively in an atmosphere of close scrutiny, accountability and conflicting interests.

This position is executive level work with City Council, the City's management team, and the public. This position is a City Council appointment and serves at the pleasure of, and reports directly to, the City Council.

**Examples of Work:**

- Oversees and coordinates the Office of City Council.
- Attends all meetings of City Council.
- Coordinates agenda preparation and oversees the coordination of presentations and supporting documents for City Council agenda items.
- Collaborates with members of City Council in the development of initiatives.
- Remains current with local, state and federal legislation that may affect the City and submits reports containing results of analysis and proposed actions.
- Assists City Council in the review and approval of the annual City budget.
- Develops, maintains, and monitors City Council's office budget.
- Approves payment of bills for goods and services for the Office of City Council.

## Council Executive (continued)

- Conducts studies and collects information on City Council operational and administrative matters, analyzes data, draws conclusions, and prepares reports and presentations.
- Confers with persons requesting service, information or making complaints, investigates causes of complaint and recommends appropriate action to be taken or transfers requests to appropriate party for response.
- Performs related work as required or as directed by City Council.

### **Knowledge, Skills and Abilities:**

- Knowledge of Charter government and other bodies of law related to City Council's exercise of its authority and the operation of City government.
- Knowledge of the principles and practices of administrative management and public administration.
- Knowledge of the relationship between legislative and executive levels of government.
- Knowledge of municipal budget preparation.
- Knowledge of the methods and techniques involved in conducting administrative studies of government.
- Knowledge of the principles and practices of strategic planning and municipal program development.
- Skilled in public relations and interrelationships with community groups, private business and other levels of government.
- Ability to interpret and analyze data to resolve administrative problems and render advice.
- Ability to establish and maintain effective working relationships with elected officials, government, community agencies, other employees, and the general public.
- Ability to identify and respond to sensitive community, organizational, and City Council issues, concerns and needs.
- Ability to communicate clearly and concisely, both orally and in writing to diverse audiences.

*Work environment characteristics described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Mental and Physical Requirements:**

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk, and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, and crouch. Specific vision abilities include close, distance, color, and peripheral vision, and depth perception.

## Council Executive (continued)

### **Work Environment:**

Work is primarily sedentary in nature and performed in an office environment. Employee may be required to travel to and access various City departments to hold meetings with staff. The noise level in the work environment is usually moderate.

*This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.*

Est.: 10/1/11 tkw

Rev.: 1/7/13 tkw , 4/7/13 tkw, 9/18/13 tkw, 5/6/15 efs

Name: DARYL A. BETANCUR

Current Employment: UNKNOWN

Degree:

BUSINESS

PUBLIC ADMINISTRATION

No

Yes

BA

Masters

PHD

Experience:

Seven (7) years Diversified Managerial

No

Yes

Three (3) years Local Government

No

Yes

Notes: CITY CLERK/ASSISTANT CITY ADMINISTRATOR, CARMEL CA. 6.17.13 TO 4.8.14  
CITY CLERK/EXECUTIVE OFFICER, CITY OF PICO RIVERA CA. 4.1.13 TO 11.1.17  
CITY CLERK/CITY TREASURER, CITY OF ARTESIA, CA. 5.1.07 TO 11.1.08

Relevant Experience

EXECUTIVE ASSISTANT/CLERK OF THE BOARD, LAS VIRGENES MUNICIPAL WATER DISTRICT

Veteran:

No

Yes

Ranking:

Consultant

Team

Highly Qualified

Qualified

Not Qualified

## City of Pensacola, FL

Date Application Submitted: 5/28/2015 11:22:43 PM

## General Job Application

Please take your time to fill out all areas of the application. Be as complete and accurate as possible. If there is a question you are unsure of, leave it blank. If you are notified that a field is required, please complete it to the best of your knowledge before submitting.

## Personal Information

<b>Job Title</b>		<b>Application Date</b>
Council Executive		5/29/2015 7:23:48 AM
<b>First Name *</b>	<b>Middle Name</b>	<b>Last Name *</b>
daryl	a	betancur
<b>Former Last Name</b>	<b>Address *</b>	<b>City *</b>
	1700 S. Araby Drive # 29	Palm Springs
<b>State *</b>	<b>Zip Code *</b>	<b>Primary Phone *</b>
California ▼	91302	562-708-2734
<b>Alternate Phone</b>		
760-832-9669		
<b>E-mail Address *</b>		
rico2747@gmail.com		

<p><b>Are you a citizen of the United States? *</b></p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p><b>If no, do you have a legal right to work in the U.S.? *</b></p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p><b>Are you willing to relocate? * Desired Salary?</b></p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No      Salary ▼</p> <p><b>If a specific work schedule has been included in the recruitment posting, are you available to work during the days, times, and/or shifts as indicated? *</b></p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No <input type="checkbox"/> NA</p>	<p><b>Do you have a valid driver's License? *</b></p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p><b>Do you have a Commerical Driver's License Endorsement? *</b></p> <p><input type="checkbox"/> Yes <input checked="" type="radio"/> No</p> <p><b>Driver's License State</b></p> <p>California ▼</p>
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## Education Information

<b>School/University Name *</b>	<b>City *</b>	<b>State *</b>
St. Louis University	St. Louis	Missouri ▼
<b>Date Start (mm/dd/yyyy) *</b>	<b>Date End (mm/dd/yyyy) *</b>	

9/1/1985

12/15/1988

Did you graduate? \*

Degree \*

Major \*

Yes  No

Bachelors

Business

School/University Name

City

State

San Jose State University

San Jose

California

Date Start (mm/dd/yyyy)

Date End (mm/dd/yyyy)

9/1/1997

6/1/2001

Did you graduate?

Degree

Major

Yes  No

Masters

Public Administration/Policy

School/University Name

City

State

-Please Select State-

Date Start (mm/dd/yyyy)

Date End (mm/dd/yyyy)

Did you graduate?

Degree

Major

Yes  No

-Select One-

Please list any additional education below.

ICMA Emerging Leaders Development Program--ICMA University, Washington, D.C.  
Strategic Leadership Academy---Palm Desert, CA.

Employment Information

Date Start (mm/dd/yyyy) \*

Date End (mm/dd/yyyy) \*

Employer \*

4/14/2014

3/30/2015

Las Virgenes Water

Position Title \*

Address \*

City \*

Executive Assistant/Clerk of the Bo

4232 Las Virgenes Road

Calabasas

State \*

Zip \*

Primary Phone \*

California

91302

818-251-2100

Supervisor \*

Hours Per Week \*

Salary \*

Dave Pedersen

40

105,000

Number of Employees Supervised \*

n/a

Duties \*

- Able to anticipate potential issues and opportunities and formulate appropriate strategic response;
- Highly organized, professional and exhibit keen attention to detail in all aspects of performance;
  - Understand public policy issues and knowledgeable of public policy formulation process;
  - Consensus builder who respects divergent opinions and strives to develop win-win solutions ;
  - Managed the affairs of a five member elected Board;
  - Set up goals, priorities and objectives and follow-through on projects and commitments;
  - Forward-thinker who possesses exceptional interpersonal, communication and leadership skills;
  - Managed departmental budget for the General Manager and the Clerk of the Board Offices;
  - Exceptionally knowledgeable with Brown Act, and other statutory legal mandates;
  - Prepared Board of Directors agendas for three separate entities;
  - Managed Board of Director's calendars and travel itineraries.

**Reason for leaving? \***

Relocating to Florida to attend to elderly parent.

**May we contact for reference? \***

Yes  No  Later

<b>Date Start (mm/dd/yyyy)</b> 6/17/2013	<b>Date End (mm/dd/yyyy)</b> 4/8/2014	<b>Employer</b> City of Carmel
<b>Position Title</b> City Clerk/Assistant City Administra	<b>Address</b> 7th and Monte Verde	<b>City</b> Carmel
<b>State</b> California ▼	<b>Zip</b> 95321	<b>Primary Phone</b> 831-620-2017
<b>Supervisor</b> Jason Stilwell	<b>Hours Per Week</b> 40	<b>Salary</b> 90,000
<b>Number of Employees Supervised</b> 1		

**Duties**

- Successfully managed City Council stand-alone election April 2014;
- Represented the City Administrator on internal matters as assigned;
- Transcribed from tape to prepare minutes, correspondence, memoranda, reports legal matters;
- Implemented records retention schedule and develop comprehensive records management program citywide;
- Assisted the City Administrator with codification of the municipal code, establishing policies and procedures; and creating organizational structure to the Office of the City Clerk;
- Maintained files including City Council files, Campaign Disclosure files in compliance with Conflict of Interest Code provisions;
- Effectively documented, logged and maintained public records act request files and related correspondence;
- Established goals, policies and procedures for the day-to-day operation of City Clerk's Department;
- Ensured compliance with State and local regulations pertaining to legislative processes

**Reason for leaving?**

Interim position

**May we contact for reference?**

Yes  No  Later



<b>Date Start (mm/dd/yyyy)</b> 4/1/2008	<b>Date End (mm/dd/yyyy)</b> 11/1/2012	<b>Employer</b> City of Pico Rivera
<b>Position Title</b> City Clerk/Executive Officer	<b>Address</b> 6615 Passons Blvd	<b>City</b> Pico Rivera
<b>State</b> California ▼	<b>Zip</b> 90660	<b>Primary Phone</b> 562-942-2000
<b>Supervisor</b> Chuck Fuentes	<b>Hours Per Week</b> 40	<b>Salary</b> 110,000
<b>Number of Employees Supervised</b> 3		
<b>Duties</b>		
<ul style="list-style-type: none"> <li>As Department Head planned, directed, coordinated and managed the daily operations of fast-paced City Clerk's Office including a staff of three members;</li> <li>Responsible for goal-setting and developing strategic vision for the department in alignment with City's overall mission;</li> <li>Managed several odd-numbered year election cycles, including consolidated and special elections;</li> <li>Managed, supervised, trained, reviewed and evaluated the work of subordinates in accordance with personnel rules and regulations;</li> <li>Prepared departmental budget working closely with the Office of the City Manager and Finance Department staff;</li> <li>Served as project manager for complex technology projects including website redesign project;</li> <li>Provided managerial assistance to the City Manager and Assistant City Managers as well as to members of the City Council;</li> <li>Technical knowledge of equipment used in City Clerk's environment (iPads), Netfile, Laserfiche, Legistream, Granicus and others.</li> </ul>		
<b>Reason for leaving?</b>		
Position eliminated due to budget deficit.		
<b>May we contact for reference?</b>		
<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Later		

<b>Date Start (mm/dd/yyyy)</b> 5/1/2007	<b>Date End (mm/dd/yyyy)</b> 11/1/2008	<b>Employer</b> City of Artesia
<b>Position Title</b> City Clerk/City Treasurer	<b>Address</b> 18747 Clarkdale Avenue	<b>City</b> Artesia
<b>State</b> California ▼	<b>Zip</b> 90701	<b>Primary Phone</b> 562-865-6262
<b>Supervisor</b> Sally Flowers	<b>Hours Per Week</b> 40	<b>Salary</b> 80,000
<b>Number of Employees Supervised</b> 1		
<b>Duties</b>		

- Planned, managed, and oversaw City Clerk Department while reporting directly to the Mayor and City Council;
- Established goals, policies and procedures for the day-to-day operation of City Clerk's Department;
- Ensured compliance with State and local regulations pertaining to legislative processes;
- Maintained all city records, effectively managed election activities and coordinated agenda preparation process while implementing best practices;
- Proposed and changed the election cycle from March of odd-numbered years to November of off-numbered years;
- Prepared a variety of reports for the Mayor and City Council including treasurer's reports.

**Reason for leaving?**

Relocated.

**May we contact for reference?**

Yes  No  Later

**Skills & Certifications**

**Professional Certifications and Licenses**

Notary Public, Emergency Services Licenses and Certificates, Master Municipal Clerk, Certified Municipal Clerk, Certified Records Manager candidate, Local Government Supervisory Certificates.

**Office & Other Skills: Including supervision skills, other languages or information regarding the career/occupation you wish to bring to the employer's attention.**

Local Government Supervisory Certificates, Fully bilingual in the Spanish language, Strategic Planning training, computer savvy in MS Products (Excel, Powerpoint, MS Word, Access, Outlook), Laserfiche, Granicus, Legistar, Questys Legislative Tracking System.

**References**

Reference Type	Reference Name	Position
Prior Employer	Jason Stilwell	Assistant City Manager
Address	City	State
P O B	Santa Barbara	California
Zip	Email	Telephone:
93190	stilwelljason@hotmail.com	303-902-3190
Reference Type	Reference Name	Position
Professional	Jeff Prang	LA County Assessor
Address	City	State
500 W. Temple Street	Los Angeles	California
Zip	Email	Telephone:
90039		323-573-4801

<b>Reference Type</b> Prior Employer ▼	<b>Reference Name</b> Sally Flowers	<b>Position</b> Mayor-Council Member
<b>Address</b> 18747 Clarkdale Avenue	<b>City</b> Artesia	<b>State</b> California ▼
<b>Zip</b> 90701	<b>Email</b> zunigaflowers@yahoo.com	<b>Telephone:</b> 562-416-2751

## ACKNOWLEDGMENT STATEMENTS

If you understand and agree with the statement, please confirm by answering each statement below.

If you retired from a State of Florida administered retirement plan (FRS) within the past year, your retirement benefits may be severely impacted if employed by an FRS covered employer such as the City of Pensacola. Have you retired from such a plan in the past year?

Yes  No

Have you worked for the City of Pensacola before? \*

Yes  No

If you have worked for the City of Pensacola before, where and when?

Do you have relatives working for the City of Pensacola?

Yes  No

If so, provide the names of all relatives and their relationship to you (i.e., spouse, parent, child, grandparent, grandchild, sibling, in-law, niece, nephew, aunt, uncle, step parent, step child, etc.).

**VETERAN PREFERENCE:** A DD214 or approved documentation that provides discharge type and service dates is required for all preference claims and **MUST BE FURNISHED BY THE APPLICATION DEADLINE.** If claiming disability preference, a DD214 AND a less-than-one-year old letter from the Department of Veterans' Affairs that states the percentage of disability **MUST BE FURNISHED BY THE APPLICATION DEADLINE.** By making a selection below, I understand it is my responsibility to provide documentation with this application, or by the application deadline. If I need assistance, I can call 850-435-1660. I am claiming veteran's preference

Yes  No

If you are claiming veteran preference, was your discharge from active duty in the United States military under honorable conditions?

Yes  No  Not Applicable

How did you learn about this job?

City of Pensacola website ▼

**APPLICANT STATEMENT:** I certify that all statements made here and attached to, are correct, true, and complete to the best of my knowledge. I understand that I am responsible for the accuracy and completeness of information and that any omissions, falsifications, misstatements, or misrepresentation could disqualify me for employment and if hired, could be grounds for dismissal later. I consent to the release of information to authorized City employees for employment purposes, information about my ability, employment history, and fitness for employment by employers, schools, law enforcement agencies, and other individuals and organizations; this consent continues into my employment if hired. I understand that a background check may be required for this position and that I may be required to disclose information regarding my background and ability to perform the job for which I am applying. Based on the requirements of the position, certain criminal activity could exclude me from employment consideration. I consent to the release of background and/or criminal history for employment purposes. I understand the City of Pensacola is a Drug-Free Workplace (FL Statute 112.0455) and

that I agree to be tested for controlled substances; refusing to submit or a positive test result will eliminate me from consideration under this announcement. After an offer of employment, I consent to be medically examined. I release the City, its officers, agents, and employees from liability arising from or in connection with a medical exam, the use of test results as part of the application process, the background investigation, and polygraph (if applicable). I understand the application submitted for City employment and information obtained about me may be public record unless exempted by law; if I am eligible for exemption under Chapter 119, Florida Statutes, I am responsible for notifying Human Resources. Effective 8/1/2014, the City of Pensacola is an E-Verify employer. E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (Form I-9). I understand, that if hired, my employment eligibility will be verified through E-Verify.

I Agree \*

Applicant Signature \*

Daryl A Betancur

Signature Date \*

5/28/2015

I understand the minimum qualifications and the starting salary, and if I have any questions about either, I will contact Human Resources at 8504351660. \*

I agree I have thoroughly read the information contained in the job bulletin for this posting.

It is my responsibility to document my work experience, education, etc. in the sections of the online application (not refer to a resume) to show that I meet the minimum qualifications. And, I must provide proof of required education, certifications, licenses, etc. \*

I understand that I must qualify for the position for which I am applying.

The City of Pensacola conducts background and driver license checks as required for each position. \*

I hereby authorize the collection of this information as part of the employment or promotional screening process.

## Council Executive

Do you have a bachelor's or master's degree from an accredited college or university in business, public/municipal administration, urban planning or in a related field? \*

Yes  
 No

Have you ever served on the staff of a City's chief executive officer in a managerial capacity? \*

Yes  
 No

Do you have seven (7) years of managerial and administrative experience with a minimum of three years experience in local government administration? \*

Yes  
 No

This position requires that a resume be submitted as part of the application; have you submitted a resume? \*

Yes  
 No

**DARYL A. BETANCUR, MPA, CMC**

1700 S. Araby Drive # 29 \* Palm Springs, California 92264 \* (562) 708-2734

[Rico2747@gmail.com](mailto:Rico2747@gmail.com)

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May 28, 2015

Mr. Eric Olson  
City Administrator  
City of Pensacola  
222 West Main Street  
Pensacola, FL 32502

Dear Mr. Olson:

I read with great interest that the City of Pensacola is currently recruiting for the position of Council Executive, someone who will thrive in a fast-paced, change oriented environment and who can provide progressive and innovative ideas to meet the needs of the community and the City Council.

I am an experienced and talented City Clerk/Executive Assistant professional who is looking to broaden my skills and experience in other areas of City Administration. Because of my commitment to the profession and desire to move in this direction, I participated in the highly competitive ICMA Emerging Leaders Development Program (ELDP) through ICMA University. This program enabled me to acquire additional and valuable knowledge of municipal finance, budgeting, economic development, management human resources, social research and strategic leadership.

More recently, I was an assistant to the City Administrator in the City of Carmel by the Sea where I had dual roles as City Clerk/Assistant City Administrator in an interim basis.

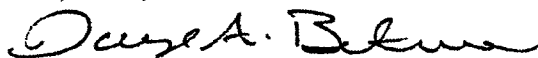
My professional employment profile dates back to 1998 and includes work at the County level in the capacities of Clerk Analyst, Management Analyst and Senior Departmental Administrative Analyst for Santa Clara and Santa Cruz Counties respectively. I am well-versed with and have extensive experience of many Government Code provisions related to Political Reform Act, Maddy Act, and Election Laws, Conflict of Interest as well as the Ethics laws. I have familiarity with Florida's sunshine laws, open meeting laws and related provisions.

Further, in my tenure as a local government professional, I have developed and acquired strong and dynamic leadership abilities, a customer-care orientation and developed effective and professional working relationships with many federal, state and local elected officials.

I also consider myself to be a consensus builder who is tactful, respectful, and politically savvy and who listens to divergent points of view before formulating an opinion. These soft skills are of paramount importance when working in a supporting role for the Office of the Mayor and City Council.

I welcome the opportunity to meet with you in person or with a member of the city staff to discuss my qualifications in greater detail and how I can be of assistance to the City of Pensacola. I may be reached at 562-708-2734 or at 760-832-9669.

Respectfully,



Daryl A. Betancur

Encl.

**DARYL A. BETANCUR, MPA, CMC**  
5940 Las Virgenes Road , # 737 \* Calabasas, California 91302 \* (562) 708-2734  
[Rico2747@gmail.com](mailto:Rico2747@gmail.com)

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## **OBJECTIVE**

Seeking Assistant City Clerk position.

## **EDUCATION**

**Certified Records Manager (CRM) Candidate, June 2012- Present**  
Institute of Certified Records Managers, Syracuse, NY. Expected completion, July 2015

**Master Municipal Clerk (MMC) Candidate, November 2011- Present**  
International Institute of Municipal Clerks, Rancho Cucamonga, CA. Expected completion, May 2015

**Master of Arts Degree in Public Administration, (MPA), May, 2001**  
**Concentration: Political Science and Public Policy**  
San Jose State University- San Jose, CA.

**Bachelor of Science in Business Administration, (BS), December, 1988**  
Saint Louis University- Saint Louis, MO.

**Leadership Coachella Valley Academy, June, 2004**  
Strategic Leadership Institute, Palm Desert, CA.

**International City/County Management Association (ICMA), Washington, D.C. Class of June, 2010**  
Emerging Leaders Development Program (ELDP) - Certificate of completion-City Management focused training.

## **EMPLOYMENT HISTORY**

**04/14 – 03/15      Executive Assistant/Clerk of the Board**  
Las Virgenes Municipal Water District, Calabasas, CA. Office of the General Manager

- Able to anticipate potential issues and opportunities and formulate appropriate strategic response;
- Highly organized, professional and exhibit keen attention to detail in all aspects of performance;
- Understand public policy issues and knowledgeable of public policy formulation process;
- Consensus builder who respects divergent opinions and strives to develop win-win solutions ;
- Managed the affairs of a five member elected Board;
- Set up goals, priorities and objectives and follow-through on projects and commitments;
- Forward-thinker who possesses exceptional interpersonal, communication and leadership skills;
- Managed departmental budget for the General Manager and the Clerk of the Board Offices;
- Exceptionally knowledgeable with Brown Act, and other statutory legal mandates;
- Prepared Board of Directors agendas for three separate entities;
- Managed Board of Director's calendars and travel itineraries.

**06/13 – 04/14**

**Interim City Clerk/Assistant to the City Administrator**  
City of Carmel-by-the-Sea, CA. Office of the City Administrator

- Successfully managed City Council stand-alone election April 2014;
- Represented the City Administrator on internal matters as assigned;
- Transcribed from tape to prepare minutes, correspondence, memoranda, reports legal matters;
- Implemented records retention schedule and develop comprehensive records management program citywide;
- Assisted the City Administrator with codification of the municipal code, establishing policies and procedures; and creating organizational structure to the Office of the City Clerk;
- Maintained files including City Council files, Campaign Disclosure files in compliance with Conflict of Interest Code provisions;
- Effectively documented, logged and maintained public records act request files and related correspondence;
- Established goals, policies and procedures for the day-to-day operation of City Clerk's Department;
- Ensured compliance with State and local regulations pertaining to legislative processes.

**11/08 – 04/12**

**City Clerk**  
City of Pico Rivera, Pico Rivera, CA. City Manager's Office.

- As Department Head planned, directed, coordinated and managed the daily operations of fast-paced City Clerk's Office including a staff of three members;
- Responsible for goal-setting and developing strategic vision for the department in alignment with City's overall mission;
- Managed several odd-numbered year election cycles, including consolidated and special elections;
- Managed, supervised, trained, reviewed and evaluated the work of subordinates in accordance with personnel rules and regulations;
- Prepared departmental budget working closely with the Office of the City Manager and Finance Department staff;
- Served as project manager for complex technology projects including website redesign project;
- Provided managerial assistance to the City Manager and Assistant City Managers as well as to members of the City Council;
- Technical knowledge of equipment used in City Clerk's environment (iPads), Netfile, Laserfiche, Legistream, Granicus and others.

**05/07 – 11/08**

**City Clerk/City Treasurer**  
City of Artesia, Artesia, CA. Office of the Mayor and City Council.

- Planned, managed, and oversaw City Clerk Department while reporting directly to the Mayor and City Council;
- Established goals, policies and procedures for the day-to-day operation of City Clerk's Department;
- Ensured compliance with State and local regulations pertaining to legislative processes;
- Maintained all city records, effectively managed election activities and coordinated agenda preparation process while implementing best practices;
- Proposed and changed the election cycle from March of odd-numbered years to November of off-numbered years;
- Prepared a variety of reports for the Mayor and City Council including treasurer's reports.

04/03 – 05/07

**Deputy City Clerk**

City of Cathedral City, Cathedral City, CA. Office of the City Manager.

- Under direction of the City Manager, provided administrative oversight of the day-to-day functions of the City Clerk's Department;
- Coordinated consolidated election process in coordination with County Clerk-Recorder's Office;
- Planned, organized and directed operations related to records retention, records management, agenda preparation, legislative archival of city council actions and coordinated election process.

07/02 – 4/03

**Mayor's Assistant**

City of West Hollywood, West Hollywood, CA. Office of the Mayor and City Council.

- Served as Public Information Officer for the Office of the Mayor;
- Prepared a variety of reports including press releases, legislative and policy reports;
- Conducted legislative research on a wide-range of complex public policy issues;
- Served as liaison between Mayor's Office and various commissions, committees, non-profit and community based organizations.

## **STATUTORY COMPLIANCE**

- Public Record Act- Government Code Section 6250
- Political Reform Act/ Conflict of Interest- Government Code Section 81000
- Fair Political Practices Commission- Served as filing officer for Campaign Disclosure Statements (Form 460's) and Statements of Economic Interest (Form 700's)
- Brown Act- Government Code Section 54950
- Elections Code- Sections 9200-9500 relative to Initiatives, Referendum and Recall processes
- AB1234 Ethics

## **MEMBERSHIPS AND AWARDS**

- International City/County Managers Association (ICMA)
- Institute of Certified Records Managers (ICRM)
- International Hispanic Network (IHN)
- National Notary Association
- Southern California Municipal Management Association
- California State Senate and State Assembly- Certificates of Leadership
- International Institute of Municipal Clerks (IIMC)



Name: DONALD E. KRAHER

Current Employment: ASSISTANT CITY MANAGER

Degree: No  Yes

<u>ADMINISTRATION OF JUSTICE</u>	BA	<input checked="" type="checkbox"/>
<u>HUMAN RESOURCE MANAGEMENT</u>	Masters	<input checked="" type="checkbox"/>
<u>JURIS DOCTORATE</u>	PHD	<input checked="" type="checkbox"/>

Experience:

Seven (7) years Diversified Managerial No  Yes

Three (3) years Local Government No  Yes

Notes: ASSISTANT CITY MANAGER DE SOTO Mo. 2 YRS  
Chief of Police EDWARDS Mo. 7 YRS

Relevant Experience

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Veteran: No  Yes

Ranking: Consultant Team

Highly Qualified	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Qualified	<input type="checkbox"/>	<input type="checkbox"/>
Not Qualified	<input type="checkbox"/>	<input type="checkbox"/>

## City of Pensacola, FL

Date Application Submitted: 5/12/2015 5:42:30 PM

## General Job Application

Please take your time to fill out all areas of the application. Be as complete and accurate as possible. If there is a question you are unsure of, leave it blank. If you are notified that a field is required, please complete it to the best of your knowledge before submitting.

## Personal Information

<b>Job Title</b>		<b>Application Date</b>
Council Executive		5/14/2015 10:31:32 AM
<b>First Name *</b>	<b>Middle Name</b>	<b>Last Name *</b>
Donald	E.	Kraher
<b>Former Last Name</b>	<b>Address *</b>	<b>City *</b>
N/A	816 Harper Dr.	De Soto
<b>State *</b>	<b>Zip Code *</b>	<b>Primary Phone *</b>
Missouri ▼	63020	314-808-7753
<b>Alternate Phone</b>		
636-337-5564		
<b>E-mail Address *</b>		
dkraher@gmail.com		

Are you a citizen of the United States? \*

 Yes  No

If no, do you have a legal right to work in the U.S.? \*

 Yes  No

Are you willing to relocate? \* Desired Salary?

 Yes  No

Salary ▼

If a specific work schedule has been included in the recruitment posting, are you available to work during the days, times, and/or shifts as indicated? \*

 Yes  No  N/A

Do you have a valid driver's License? \*

 Yes  No

Do you have a Commerical Driver's License Endorsement? \*

 Yes  No

Driver's License State

Missouri ▼

## Education Information

<b>School/University Name *</b>	<b>City *</b>	<b>State *</b>
Saint Louis University School of Law	St. Louis	Missouri ▼
<b>Date Start (mm/dd/yyyy) *</b>	<b>Date End (mm/dd/yyyy) *</b>	

3/10/2000

12/15/2007

Did you graduate? \*

Degree \*

Major \*

Yes  No

Other

PhD Doctoral Certificate in Employment

School/University Name

City

State

Lindenwood University

St. Charles

Missouri

Date Start (mm/dd/yyyy)

Date End (mm/dd/yyyy)

3/10/1999

12/10/2000

Did you graduate?

Degree

Major

Yes  No

Masters

Human Resource Management

School/University Name

City

State

Missouri Baptist University

St. Louis

Missouri

Date Start (mm/dd/yyyy)

Date End (mm/dd/yyyy)

3/5/1997

5/25/1999

Did you graduate?

Degree

Major

Yes  No

Bachelors

Administration of Justice

Please list any additional education below.

Graduate of the FBI National Academy

Employment Information

Date Start (mm/dd/yyyy) \*

Date End (mm/dd/yyyy) \*

Employer \*

2/13/2013

5/15/2016

City of De Soto

Position Title \*

Address \*

City \*

Assistant City Manager / Director o

17 Boyd St.

De Soto

State \*

Zip \*

Primary Phone \*

Missouri

63020

636-586-3326

Supervisor \*

Hours Per Week \*

Salary \*

David Dews

40-

30,000

Number of Employees Supervised \*

30 Direct - Resp. for all City Employ

Duties \*

Assist the City Manager as directed, Responsible for Police Dept, Fire Dept, Communications and City Administration. Assist with HR Functions to include all Federal Acts. Review, prepare and present City Ordinance adjustments, City policy adjustments as well as rules and regulations. Attend all Council Meetings, preparing and making presentations at the City Manager's direction. Prepare press releases and address the media as needed. Evaluate employees, prepare and administer budget.

**Reason for leaving? \***

N/A -- Presently Employed

**May we contact for reference? \***

Yes  No  Later

**Date Start (mm/dd/yyyy)**

1/17/2006

**Date End (mm/dd/yyyy)**

2/15/2013

**Employer**

City of Edmundson

**Position Title**

Chief of Police

**Address**

4440 Holman Lane

**City**

Edmundson

**State**

Missouri ▼

**Zip**

63134

**Primary Phone**

314-428-7125

**Supervisor**

John Gwaltney

**Hours Per Week**

40+

**Salary**

55,000

**Number of Employees Supervised**

15

**Duties**

Administer the Police Department to include all HR Functions, Policy, Procedure and guidelines. Assisted the City Clerk with City HR Functions, including all Federal Act administration. Evaluate employees, prepare and administer budgets.

**Reason for leaving?**

To accept position as Assistant City Manager with the City of De Soto.

**May we contact for reference?**

Yes  No  Later

**Date Start (mm/dd/yyyy)**

1/5/2005

**Date End (mm/dd/yyyy)**

1/10/2006

**Employer**

Sanford Brown College

**Position Title**

Criminal Justice Department Chair

**Address**

100 Richmond Center Blvd.

**City**

St. Peters

**State**

Missouri ▼

**Zip**

63376

**Primary Phone**

636-696-2300

**Supervisor**

Julia Leeman

**Hours Per Week**

40+

**Salary**

45,000

**Number of Employees Supervised**

5 - Plus Students

**Duties**

Oversight of Criminal Justice Program within the college setting. Advised students, responsible for identifying and hiring adjunct instructors, managed curriculum.

**Reason for leaving?**

To accept the Chief of Police position with the City of Edmundson

**May we contact for reference?**

Yes  No  Later

**Date Start (mm/dd/yyyy)**

4/4/2004

**Date End (mm/dd/yyyy)**

1/5/2005

**Employer**

Tiffany & Company

**Position Title**

Security Supervisor

**Address**

64 Plaza Frontenac

**City**

St. Louis

**State**

Missouri

**Zip**

63131

**Primary Phone**

314-692-2255

**Supervisor**

Linda Hall

**Hours Per Week**

40+

**Salary**

40,000

**Number of Employees Supervised**

5 - Plus oversight of staff

**Duties**

Provide security supervision for world renowned jeweler, while staying within corporate security guidelines. Maintained in store security for employees and clients, hired, fired, evaluated, trained and scheduled security staff.

**Reason for leaving?**

Accepted position with Sanford Brown College to better utilize my knowledge, skills and abilities.

**May we contact for reference?**

Yes  No  Later

**Skills & Certifications**

**Professional Certifications and Licenses**

Missouri Bar Association (2008)  
Missouri Police Officer Class "A" Certification  
Certificate in Employment Law from Saint Louis University School of Law.

**Office & Other Skills:** Including supervision skills, other languages or information regarding the career/occupation you wish to bring to the employer's attention.

Have functioned in a Supervisory Capacity since 1992, most of the time spent in a Municipal Government setting. Honorably Discharged from the U.S. Army at the rank of Sergeant (E-5).

References

<b>Reference Type</b> Personal ▼	<b>Reference Name</b> Rich Flotron	<b>Position</b> Academy Director - Mineral Area C
<b>Address</b> P.O. Box 1000	<b>City</b> Park Hills	<b>State</b> Missouri ▼
<b>Zip</b>	<b>Email</b> rflotron@mineralarea.edu	<b>Telephone:</b> 314-550-6460

<b>Reference Type</b> Professional ▼	<b>Reference Name</b> Ronda Phelps	<b>Position</b> City Clerk - City of Edmundson
<b>Address</b> 4440 Holman Lane	<b>City</b> Edmundson	<b>State</b> Missouri ▼
<b>Zip</b> 63134	<b>Email</b> cityclerkphelps@sbcglobal.net	<b>Telephone:</b> 314-428-7125

<b>Reference Type</b> Professional ▼	<b>Reference Name</b> Dan Contarini	<b>Position</b> Assistant Chief of Police - City of De
<b>Address</b> 17 Boyd St.	<b>City</b> De Soto	<b>State</b> Missouri ▼
<b>Zip</b> 63020	<b>Email</b> dc223@sbcglobal.net	<b>Telephone:</b> 314-420-6401

ACKNOWLEDGMENT STATEMENTS

If you understand and agree with the statement, please confirm by answering each statement below.

If you retired from a State of Florida administered retirement plan (FRS) within the past year, your retirement benefits may be severely impacted if reemployed by an FRS covered employer such as the City of Pensacola. Have you retired from such a plan in the past year?

Yes  No

Have you worked for the City of Pensacola before? \*

Yes  No

If you have worked for the City of Pensacola before, where and when?

N/A

Do you have relatives working for the City of Pensacola?

Yes  No

If so, provide the names of all relatives and their relationship to you (i.e., spouse, parent, child, grandparent, grandchild, sibling, in-law, niece, nephew, aunt, uncle, step parent, step child, etc.).

N/A

VETERAN PREFERENCE: A DD214 or approved documentation that provides discharge type and service dates is required for all preference claims and MUST BE FURNISHED BY THE APPLICATION DEADLINE. If claiming disability preference, a DD214 AND a less-than-one-year old letter from the Department of Veterans' Affairs that states the percentage of disability MUST BE FURNISHED BY THE APPLICATION DEADLINE. By making a selection below, I understand it is my responsibility to provide documentation with this application, or by the application deadline. If I need assistance, I can call 850-435-1660. I am claiming veteran's preference

Yes  No

If you are claiming veteran preference, was your discharge from active duty in the United States military under honorable conditions?

Yes  No  Not Applicable

How did you learn about this job?

Online job posting (not on City

APPLICANT STATEMENT: I certify that all statements made here and attached to, are correct, true, and complete to the best of my knowledge. I understand that I am responsible for the accuracy and completeness of information and that any omissions, falsifications, misstatements, or misrepresentation could disqualify me for employment and if hired, could be grounds for dismissal later. I consent to the release of information to authorized City employees for employment purposes, information about my ability, employment history, and fitness for employment by employers, schools, law enforcement agencies, and other individuals and organizations; this consent continues into my employment if hired. I understand that a background check may be required for this position and that I may be required to disclose information regarding my background and ability to perform the job for which I am applying. Based on the requirements of the position, certain criminal activity could exclude me from employment consideration. I consent to the release of background and/or criminal history for employment purposes. I understand the City of Pensacola is a Drug-Free Workplace (FL Statute 112.0455) and that I agree to be tested for controlled substances; refusing to submit or a positive test result will eliminate me from consideration under this announcement. After an offer of employment, I consent to be medically examined. I release the City, its officers, agents, and employees from liability arising from or in connection with a medical exam, the use of test results as part of the application process, the background investigation, and polygraph (if applicable). I understand the application submitted for City employment and information obtained about me may be public record unless exempted by law; if I am eligible for exemption under Chapter 119, Florida Statutes, I am responsible for notifying Human Resources. Effective 8/1/2014, the City of Pensacola is an E-Verify employer. E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (Form I-9). I understand, that if hired, my employment eligibility will be verified through E-Verify.

Agree \*

Applicant Signature \*

Donald E. Kraner

Signature Date \*

5/10/2015

I understand the minimum qualifications and the starting salary, and if I have any questions about either, I will contact Human Resources at 8504351660. \*

I agree I have thoroughly read the information contained in the job bulletin for this posting.

It is my responsibility to document my work experience, education, etc. in the sections of the online application (not refer to a resume) to show that I meet the minimum qualifications. And, I must provide proof of required education, certifications, licenses, etc. \*

I understand that I must qualify for the position for which I am applying.

The City of Pensacola conducts background and driver license checks as required for each position. \*

I hereby authorize the collection of this information as part of the employment or promotional screening process

## Council Executive

Do you have a bachelor's or master's degree from an accredited college or university in business, public/municipal administration, urban planning or in a related field? \*

Yes

No

Have you ever served on the staff of a City's chief executive officer in a managerial capacity? \*

Yes

No

Do you have seven (7) years of managerial and administrative experience with a minimum of three years experience in local government administration? \*

Yes

No

This position requires that a resume be submitted as part of the application; have you submitted a resume? \*

Yes

No



## **DONALD E. KRAHER**

816 Harper Dr. ♦ De Soto, MO 63020 ♦ H (636)337-5564 ♦ C (314)808-7753 [dkraher@gmail.com](mailto:dkraher@gmail.com)

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**DYNAMIC AND PASSIONATE ABOUT MUNICIPAL GOVERNMENT**  
*Commitment to the Public; delivered through Customer Service in a Fair, Firm, Friendly  
Manner with Integrity*

---

May 10, 2015

### **City Council Members**

Andy Terhaar – Council President

P.C. Wu – Council Member

Gerald Wingate – Council Member

Jewel Cannada-Wynn – Council Member

222 West Main St.

Pensacola, FL 35202

Larry Johnson – Council Vice President

Sherri Meyers – Council Member

Brian Spencer – Council Member

Charles Bare – Council Member

### **Council Members:**

Thank you for taking the time to review my credentials for the Council Executive position being established with the City of Pensacola. Please allow this letter, albeit unconventional, to serve as an indication of my interest in the City and City Council of Pensacola.

I will not rehash my resume, but rather let it stand for my past accomplishments, experiences and educational endeavors. It is my belief that some truths are self-evident; with the number of applications and resumes you will review, the actual differences in knowledge, skills and abilities will be minimal. Therefore, based on the information provided regarding this position, it is clear that the City is seeking a person with the right attitude, mentality, personality, drive and skill set to adequately serve the City Council of Pensacola. The challenge, as you well know, is that attitude, personality, and drive are difficult to glean simply from a resume.

As an insight to who I am, I offer the following: My career has been spent within the municipal realm where the delivery of exceptional customer service has been the cornerstone. You will find me to be a skilled communicator with the ability to speak across the spectrum; an individual who is apolitical while still possessing a keen understanding of politics. My rapport building skills are well respected, as I have the ability to work with those I encounter in achieving the mission goal. I am detail oriented believing that preparedness is key and mediocrity is highly overrated. (Lack of planning on an individual's account does not create an emergency on ours).

I am a fiscal conservative by nature with a strong belief in transparency while understanding the need to both hold others accountable and be held accountable as well.

I hope this provides a brief insight that extends beyond just that found within the resume. I further hope that my credentials coupled with my personal attributes are congruent with that being sought by the City Council of the City of Pensacola.

Sincerely,

Handwritten signature of K. R. Patel in cursive script.

## **DONALD E. KRAHER**

816 Harper Dr. ♦ De Soto, MO 63020 ♦ H (636)337-5564 ♦ C (314)808-7753 [dkraher@gmail.com](mailto:dkraher@gmail.com)

---

### **DYNAMIC AND PASSIONATE ABOUT MUNICIPAL GOVERNMENT**

*Commitment to the Public; delivered through Customer Service in a Fair, Firm, Friendly Manner with Integrity*

---

Value based Governmental Leader known for a participative and transparent management style. Customer service driven, viewing the *big picture* through collaborative methods while emphasizing accountability and responsibility, maintaining a forward thinking yet flexible approach. Personnel and Legal background geared towards legally defensible actions and responses.

- ⇒ Facilitated turn-around of three quasi-dysfunctional police departments into functional, efficient units.
- ⇒ Identified areas within City policy, wherein slight changes resulted in a potential savings to the City of in excess of \$20,000.
- ⇒ Provided oversight for construction (renovation) of a Police Department.
- ⇒ Through grant funding and a fiscally conservative philosophy, was able to fully equip the police department with upgraded equipment, while staying within budgetary constraints.

### **EDUCATION**

- **Juris Doctorate** –Certificate in Employment Law Saint Louis University School of Law
- **Master of Science** – Human Resource Management – Lindenwood University
- **Bachelor of Science** – Administration of Justice – Missouri Baptist University
- **Associate of Arts** – Business Administration – East Central College
- **Graduate** - FBI National Academy – Quantico, Virginia

### **EXPERIENCE**

**Assistant City Manager / Director of Public Safety – City of De Soto** 02/13 – Present  
Work directly with the City Manager in the undertakings of City government. Charged with direct leadership of the Police Department, Fire Department, and Communications Center.

Continuing the process of improving functionality within City government under the direction of the City Manager. Assisting in an overview of overall process evaluation while beginning the process of building a high performance government through Lean Six Sigma.

- Creating an environment of higher standards within the Police Department through a greater level of accountability and responsibility
- Assisting in reviewing personnel manual for improvements and updates

- Work with the City Clerk and City Manager to upgrade and enhance City Ordinances to meet current needs. Part of my responsibility is to author and legally review the revisions
- Review contracts entered into by the City and where necessary referring those contracts to the City Attorney for further review
- Have been a driving force in creating a Countywide Municipal Police Chiefs Association
- Work closely with other municipalities in collaborative efforts to share resources for enhanced delivery of services to our residents during tough economic times

**Chief of Police - City of Edmundson, Edmundson, Missouri** 01/06 – 02/13  
 Provided Leadership to department and department members ensuring public safety across a diverse community.

Reorganized the department and adjusted the schedule to ensure proper coverage as well as proper supervision during peak times

- Ensured increased visibility by putting in place guidelines for patrolling residential areas as well as making business contacts
- Acquired grant funding directed to Automated Electronic Defibrillators (AED's) and Bullet Proof Vests
- Researched, reviewed, recommended and negotiated the contract for Automated Red Light Enforcement
- Negotiated the contract with a records management software company adding protections for the city; subsequently researched, reviewed and recommended an alternative vendor
- Responsible for recruiting, hiring, disciplining and recommending termination where appropriate for personnel
- Implemented a performance based evaluation system for personnel
- Oversaw the planning, construction and alterations for a new police department facility

**Attorney - Law Office of Donald Kraher, St. Louis, Missouri** 04/08 - Present  
 Member of the Missouri Bar, providing legal representation in areas such as Employment Law, Personal Injury, Criminal Law, Traffic Law including DWI, and Domestic Law.

- Established a firm as a solo practitioner, practicing law on a part-time basis
- Successfully negotiated outcomes in Domestic cases (Divorce, Child Custody)
- Negotiated and secured settlement offers in Employment Discrimination cases, Personal Injury suits as well as Workers Compensation cases
- Provided Representation in Unemployment Benefits hearings, successfully appealing Benefit denial on behalf of my client
- Represented individuals in DWI cases as well as Administrative Hearings

**Criminal Justice Depart. Chair - Sanford-Brown College, St. Peters Missouri** 01/05-01/06  
 Provided leadership and guidance for the Criminal Justice Program, while securing adjunct faculty, scheduling students, addressing student concerns and administering curriculum all under the guides of the governing body.

- Advised and mentored students for continued growth and development while attending college to include development of individuals track plans
- Instructed a variety of courses resulting in a high retention rate of students as well as the successful completion of the program

**Security Supervisor - Tiffany & Company, St. Louis, Missouri** 04/04-01-05  
Provided security supervision for a world renowned jeweler, while staying within corporate security guidelines and edicts.

- Maintained in store security for employees and clients.
- Hired, fired, evaluated, trained and scheduled security staff.

**Chief of Police - City of DeSoto, DeSoto, Missouri** 01/01-03/04  
Provided leadership to department personnel, provided oversight for the communication department and guidance for civilian personnel while ensuring public safety for a diverse population.

- Established congruency and professionalism in a department initially divided thereby creating a unified entity that was customer service driven
- Improved citizen / departmental approval by increasing visibility and interaction with the public
- Established a hiring process which included a testing mechanism, as well as officer involved interviews
- Securing grant funding for equipment purchases used to enhance officer safety
- Established participation within the County Drug Task Force, assigned an officer and sitting on the Board of Directors
- Assisted the City Manager in researching and provided guidance to the city regarding ADA, FMLA and FLSA issues and compliance
- Reorganized the department ensuring a higher level of supervision and accountability, also changed the schedule to a 12-hr shift for increased coverage as well as increased time off for the officers

**Police Lieutenant - City of Washington, Washington, Missouri** 07/88-01/01

**Sergeant - United States Army, -Fort Carson, Colorado and West Germany** 1985-1988

#### LICENSURE

Missouri POST – Class A Certification

Missouri Bar, February 2008

Federal Bar– Eastern District of Missouri May 2009

# Universitas Sancti Ludovici

Omnibus has litteras visuris

Salutem in Domino

Nos, Praeses et Senatus, ex commendatione Decani Professorumque Collegii  
Nostri, certiores facimus omnes

Donald E. Kraher

ad gradum

Juris Doctoris

pervenisse, omnibus iuribus et privilegiis huius gradus donatis.

In cuius rei testimonium, his litteris, Universitatis sigillo munitis, Sancti Ludovici,  
die decima septima Augusti Anno Domini MMVII et Reipublicae Americae Septentrionalis  
Foederatae CCXXXI nomina nostra subscripsimus.

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# Lindenwood University

Be it known that the Board of Directors of Lindenwood University,  
upon the recommendation of the Faculty, certifies that

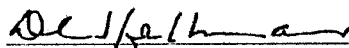
**Donald E. Kraher**

has completed the course of study required by candidates  
and hereby confers the degree of

**Master of Science**  
**Human Resource Management**

with all the honors and privileges pertaining to that degree.

In Testimony Whereof, the signatures of the officials and  
the seal of the University are affixed at Lindenwood  
University, in the City of St. Charles, State of Missouri,  
this thirtieth day of September, in the year of our Lord  
two thousand.

  
President of the University

  
Chairman of the Board

FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE



*Issues this award thereby certifying that*  
**Donald E. Kraher**  
*Washington, Missouri, Police Department*  
*has completed a general course of instruction afforded by the*  
**FBI National Academy**  
*United States Department of Justice*

*at Quantico in the State of Virginia for a period of eleven weeks ending this the twenty-seventh  
day of March in the year of our Lord one thousand nine hundred ninety-eight and by these  
presents is entitled to such professional standing as a law enforcement officer as may be  
properly accorded by reason of the completion of such course of instruction*

*Carroll Lewis*  
Director

*Janice Fred*  
Director



Name: ANGIE L. WHISNANT

Current Employment: PUTNAM COUNTY (DIRECTOR PARKS & RECREATION)

Degree: RECREATION ADMINISTRATION No  Yes   
PUBLIC ADMINISTRATION BA   
Masters   
PHD

Experience:  
Seven (7) years Diversified Managerial No  Yes   
Three (3) years Local Government No  Yes

Notes: MANAGER FOR VILLAGE OF GLEN CARBON 2.05 TO 5.06  
ASSISTANT CITY MANAGER KIRKSVILLE 11.13 TO 2.14

Relevant Experience  
PUTNAM COUNTY DIRECTOR OF PARKS & RECREATION 3.9.14 TO 6.30.15 <sup>Present</sup>  
CITY OF BARTOW DIRECTOR OF PARKS & RECREATION 3.9.09 TO 10.25.13  
CITY OF VALEPARAISO ASSISTANT DIRECTOR OF PARKS 12.29.06 TO 3.2.09

Veteran: No  Yes

Ranking: Consultant Team  
Highly Qualified    
Qualified    
Not Qualified

**Council Executive**

Please use the print button to print the candidate application. The application notes will be hidden during the printing process.

Print

Date Application Submitted: 6/10/2015 8:22:54 AM

**General Job Application**

Please take your time to fill out all areas of the application. Be as complete and accurate as possible. If there is a question you are unsure of, leave it blank. If you are notified that a field is required, please complete it to the best of your knowledge before submitting.

**Personal Information**

<b>Job Title</b> Council Executive		<b>Application Date</b> 6/10/2015 1:29:55 PM
<b>First Name *</b> Angie	<b>Middle Name</b>	<b>Last Name *</b> Whignant
<b>Former Last Name</b>	<b>Address *</b> 127 Latesha Terrace	<b>City *</b> Palatka
<b>State *</b> Florida	<b>Zip Code *</b> 32177	<b>Primary Phone *</b> 8502915144
<b>Alternate Phone</b>		
<b>E-mail Address *</b> whiz1128@yahoo.com		

Submit

<p><b>Are you a citizen of the United States? *</b></p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>If no, do you have a legal right to work in the U.S.? *</b></p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Are you willing to relocate? *</b> <b>Desired Salary?</b></p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No      Salary</p> <p><b>If a specific work schedule has been included in the recruitment posting, are you available to work during the days, times, and/or shifts as indicated? *</b></p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p>	<p><b>Do you have a valid driver's License? *</b></p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Do you have a Commerical Driver's License Endorsement? *</b></p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><b>Driver's License State</b></p> <p>Florida</p>
---	--

**Education Information**

<b>School/University Name *</b> Southern IL University@Edwardsvil	<b>City *</b> Edwardsville	<b>State *</b> Illinois
<b>Date Start (mm/dd/yyyy) *</b> 6/1/1997	<b>Date End (mm/dd/yyyy) *</b> 5/6/2000	
<b>Did you graduate? *</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Degree *</b> Masters	<b>Major *</b> Public Administration

<b>School/University Name</b> Eastern IL University	<b>City</b> Charleston	<b>State</b> Illinois
<b>Date Start (mm/dd/yyyy)</b> 8/15/1990	<b>Date End (mm/dd/yyyy)</b> 5/15/1992	
<b>Did you graduate?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Degree</b> Bachelors	<b>Major</b> Recreation Administration

<b>School/University Name</b>	<b>City</b>	<b>State</b> Please Select State
<b>Date Start (mm/dd/yyyy)</b>	<b>Date End (mm/dd/yyyy)</b>	
<b>Did you graduate?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Degree</b> Select One	<b>Major</b>

**Please list any additional education below.**

Certified Public Manager, Florida State University August 2012

**Employment Information**

<b>Date Start (mm/dd/yyyy) *</b> 3/3/2014	<b>Date End (mm/dd/yyyy) *</b> 5/30/2015	<b>Employer *</b> Putnam County
<b>Position Title *</b> Director Parks & Recreation	<b>Address *</b> 120 S. Carter Road	<b>City *</b> Palatka
<b>State *</b> Florida	<b>Zip *</b> 32177	<b>Primary Phone *</b> 3863291259
<b>Supervisor *</b> Rick Leary	<b>Hours Per Week *</b> 45	<b>Salary *</b> 64100
<b>Number of Employees Supervised *</b> 12		

**Duties \***

Directs & supervises the operation, maintenance, planning & development of community facilities. Manages over 200 acres of developed parkland including community centers, boat ramps & aquatic facilities & over 1200 acres of developing parkland. Formulates & recommends approval of policies, procedures & plans. Develops partnerships with community groups & service providers. Represents the County on 4 advisory boards. Manages a \$2.1 budget, 12 FTE, SPT & 35 seasonal staff. Works with the BOCC & department heads to coordinate & facilitate Council goals & directives.

**Reason for leaving? \***

Currently employed by Putnam County. I am seeking a position beyond department head responsibilities to further my career. You may contact Rick Leary once mutual interest is established.

**May we contact for reference? \***

Yes  No  Later

<b>Date Start (mm/dd/yyyy)</b> 11/1/2013	<b>Date End (mm/dd/yyyy)</b> 2/22/2014	<b>Employer</b> City of Kirksville
<b>Position Title</b> Assistant City Manager	<b>Address</b> 201 S. Franklin Street	<b>City</b> Kirksville
<b>State</b> Missouri	<b>Zip</b> 63501	<b>Primary Phone</b> 6606271225
<b>Supervisor</b> Mari Macomber	<b>Hours Per Week</b> 45	<b>Salary</b> 61000
<b>Number of Employees Supervised</b> 1		

**Duties**

Responsible for existing business district, grant writing & administration oversight, community information including written publications & press releases, marketing & management of website & local access channel. Acts as spokesperson for the City Manager, has contact with citizens, personnel, the business community, neighborhood organizations & elected officials. Manages assigned departments including Parks & Recreation, Economic/Community Development, I.T., Grants & Public Information. Prepares City Council agenda items, Council Newsletter, written reports, conducts research & monitors the status of City Council goals. Serves on various committees as a city liaison. Serves as City Manager in City Manager's absence. Manages 4 FTE & 20 seasonal staff.

**Reason for leaving?**

Accepted a position with Putnam County FL. Please contact Mari Macomber, City Manager

**May we contact for reference?**

Yes  No  Later

<b>Date Start (mm/dd/yyyy)</b> 3/9/2009	<b>Date End (mm/dd/yyyy)</b> 10/25/2013	<b>Employer</b> City of Bartow
<b>Position Title</b> Director Parks & Recreation	<b>Address</b> 450 N. Wilson Ave.	<b>City</b> Bartow
<b>State</b> Florida	<b>Zip</b> 33830	<b>Primary Phone</b> 8635340100
<b>Supervisor</b> George Long	<b>Hours Per Week</b> 45	<b>Salary</b> 59500
<b>Number of Employees Supervised</b> 31		

**Duties**

Responsible for planning, developing & implementing a diversified year-round parks & recreation program. Manages 16 park properties (over 300 acres) including Olympic pool, 15 ball fields, Poik Street Comm. Cen., Carver Recreation Cen., & the Bartow Civic Center. Maintains the City's right-a-ways, trail head, downtown streetscape & gateways. Prepares & manages \$2.1M budget. Plans & organizes the work load of 31 FTE & 36 PTE. Partners with Main Street Bartow Inc. & Community Redevelopment Agency on economic development & redevelopment projects & programs. Promotes interest in the City through publicity by speaking before community groups. Provided oversight in CIP totaling over \$3.5M during my tenure.

**Reason for leaving?**

Accepted position with the City of Kirksville as an Assistant City Manager. Please contact George Long, City Manager

**May we contact for reference?**

Yes  No  Later

<b>Date Start (mm/dd/yyyy)</b> 12/29/2006	<b>Date End (mm/dd/yyyy)</b> 3/2/2009	<b>Employer</b> City of Valparaiso
<b>Position Title</b> Assistant Director Parks & Recreat	<b>Address</b> 3210 N. Campbell Street	<b>City</b> Valparaiso
<b>State</b> Indiana	<b>Zip</b> 46385	<b>Primary Phone</b> 2194625144
<b>Supervisor</b> Steve Doniger	<b>Hours Per Week</b> 40	<b>Salary</b> 36000
<b>Number of Employees Supervised</b> 7		

**Duties**

Responsible for overseeing & directing multiple activities of the parks department by developing programming initiatives & facility enhancements that respond to the needs of the community. Responsible for the administration of the Administration, Recreation & Guest Relations/Marketing Divisions of the department. Duties included developing & implementing a comprehensive program of special events, athletics, recreation & leisure service programs. Managing budgets, assisting in acquisition & development of parks & open spaces. Manages CIP, enforces policies, procedures & work directives. Develops FRPs & acts as a liaison with architects, planners & contractors. Oversees facility rentals, works closely with the Parks Board, Parks Foundation Board, Pathways Committee & City Council.

**Reason for leaving?**

Accepted position with the City of Bartow, FL as a Director of Parks & Recreation.

**May we contact for reference?**

Yes  No  Later

**Skills & Certifications**

**Professional Certifications and Licenses**

Certified Public Manager, Florida State University August 2012

**Office & Other Skills: Including supervision skills, other languages or information regarding the career/occupation you wish to bring to the employer's attention.**

Computer Skills-Microsoft Office Suite & Outlook

**References**

Reference Type	Reference Name	Position
Professional	George Long	City Manager
<b>Address</b>	<b>City</b>	<b>State</b>
450 N. Wilson Ave.	Bartow	Florida
<b>Zip</b>	<b>Email</b>	<b>Telephone:</b>
33830	glong@cityofbartow.net	3835128678

Reference Type	Reference Name	Position
Professional	Mari Macomber	City Manager
<b>Address</b>	<b>City</b>	<b>State</b>
201 S. Franklin Street	Kirksville	Missouri
<b>Zip</b>	<b>Email</b>	<b>Telephone:</b>
63501	mmacomber@kirksvillecity.com	5603412539

Reference Type	Reference Name	Position
Professional	Linda Weldo	retired City Manager
<b>Address</b>	<b>City</b>	<b>State</b>
	Eagle Lake	Florida
<b>Zip</b>	<b>Email</b>	<b>Telephone:</b>
33839		8636629593

**DISBURSED DEBT STATEMENTS**

If you understand and agree with the statement, please confirm by answering each statement below.

If you retired from a State of Florida administered retirement plan (FRS) within the past year, your retirement benefits may

be severely impacted if employed by an FRS covered employer such as the City of Pensacola. Have you retired from such a plan in the past year?

Yes  No

Have you worked for the City of Pensacola before? \*

Yes  No

If you have worked for the City of Pensacola before, where and when?

Do you have relatives working for the City of Pensacola?

Yes  No

If so, provide the names of all relatives and their relationship to you (i.e., spouse, parent, child, grandparent, grandchild, sibling, in-law, niece, nephew, aunt, uncle, step parent, step child, etc.).

**VETERAN PREFERENCE:** A DD214 or approved documentation that provides discharge type and service dates is required for all preference claims and **MUST BE FURNISHED BY THE APPLICATION DEADLINE.** If claiming disability preference, a DD214 AND a less-than-one-year old letter from the Department of Veterans' Affairs that states the percentage of disability **MUST BE FURNISHED BY THE APPLICATION DEADLINE.** By making a selection below, I understand it is my responsibility to provide documentation with this application, or by the application deadline. If I need assistance, I can call 850-435-1660. I am claiming veteran's preference

Yes  No

If you are claiming veteran preference, was your discharge from active duty in the United States military under honorable conditions?

Yes  No  Not Applicable

How did you learn about this job?

Online job posting (not on City )

**APPLICANT STATEMENT:** I certify that all statements made here and attached to, are correct, true, and complete to the best of my knowledge. I understand that I am responsible for the accuracy and completeness of information and that any omissions, falsifications, misstatements, or misrepresentation could disqualify me for employment and if hired, could be grounds for dismissal later. I consent to the release of information to authorized City employees for employment purposes, information about my ability, employment history, and fitness for employment by employers, schools, law enforcement agencies, and other individuals and organizations; this consent continues into my employment if hired. I understand that a background check may be required for this position and that I may be required to disclose information regarding my background and ability to perform the job for which I am applying. Based on the requirements of the position, certain criminal activity could exclude me from employment consideration. I consent to the release of background and/or criminal history for employment purposes. I understand the City of Pensacola is a Drug-Free Workplace (FL Statute 112.0455) and that I agree to be tested for controlled substances; refusing to submit or a positive test result will eliminate me from consideration under this announcement. After an offer of employment, I consent to be medically examined. I release the City, its officers, agents, and employees from liability arising from or in connection with a medical exam, the use of test results as part of the application process, the background investigation, and polygraph (if applicable). I understand the application submitted for City employment and information obtained about me may be public record unless exempted by law; if I am eligible for exemption under Chapter 119, Florida Statutes, I am responsible for notifying Human Resources. Effective 8/1/2014, the City of Pensacola is an E-Verify employer. E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (Form I-9). I understand, that if hired, my employment eligibility will be verified through E-Verify.

I Agree \*

Applicant Signature \*

Angie Whisnant

Signature Date \*

6/2/2015

I understand the minimum qualifications and the starting salary, and if I have any questions about either, I will contact Human Resources at 8504351660. \*

I agree I have thoroughly read the information contained in the job bulletin for this posting.

It is my responsibility to document my work experience, education, etc. in the sections of the online application (not refer to a resume) to show that I meet the minimum qualifications. And, I must provide proof of required education, certifications, licenses, etc. \*

I understand that I must qualify for the position for which I am applying.

The City of Pensacola conducts background and driver license checks as required for each position. \*

I hereby authorize the collection of this information as part of the employment or promotional screening process

Council Executive

Do you have a bachelor's or master's degree from an accredited college or university in business, public/municipal administration, urban planning or in a related field? \*

- Yes
- No

Have you ever served on the staff of a City's chief executive officer in a managerial capacity? \*

- Yes
- No

Do you have seven (7) years of managerial and administrative experience with a minimum of three years experience in local government administration? \*

- Yes
- No

This position requires that a resume be submitted as part of the application; have you submitted a resume? \*

- Yes
- No

June 2, 2015

Mr. Andy Terhaar, Council President  
City of Pensacola  
222 West Main Street  
Pensacola, FL 32502

Dear Mr. Terhaar & City Council Members:

The accompanying resume is in response to a job vacancy notice for Council Executive posted on [www.fccma.org](http://www.fccma.org). Please consider my credentials.

My progressive seventeen years of supervisory experience in the public sector includes 8 as a manager 9 as a director. I am a Certified Public Manager. I am currently employed by Putnam County Florida as the Director of Parks & Recreation. I am responsible for administering the daily operations, managing a \$2.1M budget with 11FTE, 5PTE and 36-41 seasonal staff. Recent improvements include: department restructuring, contracting out field maintenance, opening communications with our community partners, applying for a \$200,000 FRDAP grant, partnering with the City of Palatka on a \$1.3M CIP, installing a new trailhead in Florahome Park & opening Tanglewylde Nature Park.

As Assistant City Manager for the City of Kirksville, Missouri, accomplishments include: Complete Streets Policy & initiative, securing CDBG for demolition of blight properties, purchasing RecPro software to improve department efficiencies, increasing fees at aquatic center to improve cost/benefit ratio, Better Block Program & exploration of developing a Community Improvement District.

As Director of Parks & Recreation for the City of Bartow I was responsible for overseeing daily operations, managing a \$3.1 million dollar budget including 31FTE & 35 PTE, 16 parks on 302 acres of park land, formulating policy (fee assistance, resident/non-resident & social media) & directing the overall vision & mission of the department. Some of the improvements that the department experienced under my leadership include: published the department's first activity guide, developed over 100 new programs with a 72% success rate, secured program sponsors valued at approximately \$28,000, updated Facility Usage Agreements with 5 youth sports organizations, implemented the use of RecPro software, developed park maintenance standards, coordinated \$1.4 in capital improvement projects funded through 3 grant sources, established the Bartow Parks & Recreation Foundation, Inc., established Adopt-A-Park Program, established Eagle Eye Neighborhood Watch Program, recognized as Tree City USA in 2011, created an Internship Program, increased revenues by over 40% & streamlined the department's operation while improving service levels.



As the Assistant Director for the City of Valparaiso I was responsible for the development & implementation of a comprehensive recreation program. The Assistant Director serves as an executive staff member who oversees the daily operations of the Recreation Division, Front Office & provides assistance in golf course operations prepares the annual budget & develops new programs. Accomplishments include publishing the Annual Reports, developing an asset management system & cost centers, project management of an \$1.2 expansion of pathways, opening the new Butterfly Meadows Playground & implementation of new sports activities i.e. Baseball Opening Day Ceremonies.

As the Administrative Manager for the Village of Glen Carbon I was charged with the daily operations of the Village, including policy development & implementation, budgeting, personnel, RFP development & contract management. Other duties included coordination of special projects & conducting research & analysis of various city services & operations. Accomplishments include Board adoption of two new policies (travel & cell phone) administration of recycling program, oversaw the Residents Advisory Board, Board approval of 2006 payroll estimates (3.1 million) contract negotiations with collective bargaining units, development of administrative goals & presentation of the Annual Report to the Board of Trustees.

As Deputy Director of Recreation Services (contract position) for the City of Gainesville I was responsible for program development & implementation, grant research & coordination, project management, annual budget, service contracts & staffing levels. Accomplishments include formulation of a revenue policy, a customer service action plan, coordination of the marketing plan & successful collaborations with Hall County YMCA.

As Director of Parks & Recreation for the City of Berkeley I was responsible for all activities related to the management, administration & operation of the department's programs & services. Duties included: management of personnel, fiscal oversight, program development & refinement of service programs, legal & fiduciary compliance to grantors, public relations, capital improvement projects & park development. Accomplishments as Director include: developing and implementing a partnership agreement with the YMCA of Greater St. Louis, increasing revenues by 20% for the Civic Center & Ramona Lake, securing state & local grants, preparing a 3-year development plan for the department, program development & establishing appropriate user-fees.

As Chief of Recreation & Special Services for Escambia County Florida I was responsible for planning, promoting & implementing county-wide leisure services & activities. Special duties included: database management of the department's facilities, park development, designing public relations materials & collecting & analyzing research data. Accomplishments for Escambia County include authoring a corporate sponsorship proposal, drafting & implementing contract

changes for 15 athletic associations, Lake Stone Campground management & vendor services at Escambia County Equestrian Center.

With my education and cross-disciplinary skills I believe that your needs are a perfect match for my professional strengths. My cellular phone number is 850/291-5144 or via my e-mail at [whiz1128@yahoo.com](mailto:whiz1128@yahoo.com). Thank you.

Sincerely,

*Angie Whisnant*

Angie Whisnant, M.P.A., C.P.M.

Southern Illinois University  
Edwardsville



Graduate School

On recommendation of the President, Chancellor and Faculty, the Board of Trustees, by virtue of the authority vested in it, has conferred on

Angie L. Whisnant

the degree of

Master of Public Administration

and has granted this Diploma as evidence thereof  
this sixth day of May, 2000.

*David J. Werner*  
Chancellor

*Stephen Hansen*  
Dean

*A. Kl. Sam Meled*  
Chairman, Board of Trustees

*L. E. H. [Signature]*  
President

**Angie L. Whisnant**

127 Latesha Terrace Palatka, FL 32177  
 Home 386/530-2954 Cellular 850/291-5144  
 whiz1128@yahoo.com

**AREAS OF EXPERTISE**

Certified Public Manager	Strategic Planning	Fiscal Management	Economic Development
Building Effective Teams	Facility Operations	Strategic Partnerships	Change Agent
Community Relations	Project Management	Grant Management	Communication Skills
Customer Service	Labor Relations	Employee Inclusion	Staff Development

**EDUCATIONAL PROFILE**

**M.S., Public Administration & Policy Analysis** *May 2000*  
 Southern Illinois University@Edwardsville, Edwardsville, IL, - The program is national accredited by the National Association of Schools of Public Affairs and Administration. (NASPAA)

**B.S., Recreation Administration** *May 1992*  
 Eastern Illinois University, Charleston, IL, - The program is national accredited by National Recreation and Park Association. (NRPA)

**A.S., Recreation Administration** *August 1990*  
 Lake Land Community College, Mattoon, IL

**PROFESSIONAL EXPERIENCE**

**Director Parks and Recreation** March 2014 to current  
 Putnam County Florida, Palatka, Florida-Directs and supervises the operation, maintenance, planning and development of community service facilities. Manages over 200 acres of developed parkland including community centers, boat ramps and aquatic facilities and over 1200 acres of developing parkland. Directs and implements long and short-range planning for the department and county. Formulates and recommends approval of policies, procedures and plans. Develops partnerships with schools, youth sports organizations, civic clubs and other community service providers. Represents the department on 4 advisory boards/committees including Planning/Zoning to promote, plan and develop common goals. Interfaces with the community on a number of exciting challenges. The department has an annual budget of \$2.1M and has 11 FTE, 5 PTE and 36-41 Seasonal staff. Works with BOCC and department directors to develop and evaluate service levels in alignment with the county's comprehensive plan.

**Assistant City Manager** November 2013 to February 2014  
 City of Kirksville, Kirksville, Missouri-Responsible for existing business district development, business recruitment, grant writing and administration oversight; community information including written publications and press releases, preparation of public events, marketing and management of website and local access channel. Acts as a spokesperson for the City Manager has contact with citizens, personnel, the business community, neighborhood organizations and elected officials. Directs the administration of assigned departments including Parks and Recreation, Economic and Community Development, I.T., Grants and Public Information. Prepares City Council agenda items, Council Newsletter, written reports, conducts research and monitors the status of City Council goals and objectives. Serves on various committees as a city liaison i.e. Planning/Zoning Committee, Lakes, Parks, Recreation Committee, Kirksville Regional Economic Development, Inc. (K-REDI), MO Rural Enterprise and Innovation Center (MREIC), T.I.F. Commission, Kirksville Area Chamber of Commerce and serves as City Manager in City Manager's absence.

**Director of Parks & Recreation** March 2009 to October 2013  
 City of Bartow, Bartow, Florida-Responsible for planning, developing & implementing a diversified year-round, city-wide parks & recreation program. Manages 16 park properties (over 300 acres) including an Olympic size municipal pool, 15

ball fields, Polk Street Community Center, Carver Recreation Center & the Bartow Civic Center. Maintains the city's right-a-ways, trail head, downtown streetscape & gateways. Prepares & manages \$3.1 M operating budget. Plans & organizes the workload of 31 FT & 35 PTE. Partners with Main Street Bartow, Inc. & Community Redevelopment Agency on economic development & redevelopment projects & programs. Implemented an Adopt-A-Park Program saving over \$10,000. Coordinates the recreation program with outside organizations i.e. Bartow Little League, Bartow Soccer Club, West Bartow Front Porch, Eastside Positive Action Committee, etc. Promotes interest in parks & recreation programs through publicity & speaks before citizen groups such as Bartow Rotary Club & Bartow Middle School-Career Day. Planned & directed 5 new community events-Fall Festival, Bartow Turkey Chase 5K Race, 8K Blown Away, Jolly Holidays & Bartow Blarney Triathlon. Provides assistance to the Recreation Advisory Board, Cemetery Board, Citizens Advisory Committee & the City Commission. Provides leadership & direction in the development of short term & long range plans & CIPs i.e. installation of RecPro, installation of new \$80,000 playground at Mary Holland Park, Community Centers ADA \$200,000 renovations & implementation of social networking policy. Increased department revenue by over \$100,000 through increasing program offerings, fee adjustments, increasing the number of rentals & developing & implementing a sponsorship program.

#### **Assistant Director of Parks & Recreation**

December 2006 to March 2009

City of Valparaiso, Valparaiso, IN- Responsible for overseeing & directing multiple activities of the parks department by developing programmatic initiatives & facility enhancements that respond to the needs of the community. Responsible for the supervision & development of the Administration, Recreation & Guest Relations/Marketing Divisions. Primary duties include developing & implementing a comprehensive program of special events, athletic, recreation & leisure service programs & activities. Developing & administering budgets. Assist in acquisition & development of parks & open spaces. Manages small & large CIP. Enforces policies, procedures & work directives. Develops RFPs & acts as a liaison with architects, planners & contractors. Oversees facility rentals i.e. athletic facilities, shelters & pavilion. Works closely with the Park Board, Park Foundation & City officials to develop effective partnerships.

#### **Administrative Manager**

February 2005 to May 2006

Village of Glen Carbon, Glen Carbon, IL-Responsible for coordination of all Village governmental functions between Village departments & Village Officials. Plans, organizes & controls Village programs & projects including personnel, risk management, grants (IL Transportation Enhancement Program, Live Scan, and IDOT Vehicle Procurement) policy development & implementation i.e. Cell Phone Policy, Travel Policy, Addendum To Contract, Employee Handbook & a proposed purchasing policy. Exercises control over personnel functions. Administers the health & welfare program (Steelworkers) with a 668k annual premium, communicating with carriers & negotiating benefits with employee unions, administers workers' compensation insurance benefits & claims (computed 2006 payroll estimate-3.1 million). Approves department head(s) expense reports. Served on the Village's labor negotiations team. Prepares & makes weekly reports to the Village Board of Trustees. Responds to Freedom of Information Act requests. Coordinates the Village's compliance with the Americans with Disabilities Act & IL Public Records Act. Conducts administrative studies for the improvement of operating efficiency i.e. Public Works Analysis, purchasing ordinances, leaf burning ordinances & publicly funded holiday parties. Responsible for contract management & coordination.

#### **Deputy Director of Recreation Services**

April 2004 to October 2004 (contract position)

Gainesville Parks & Recreation Agency, Gainesville, GA- Manages the overall coordination of a diversified division providing direction for programs & services. Major responsibilities include: the formulation & execution of policies; development, administration & promotion of an organized program of public recreation; oversight of the administrative functions of the division including: management of the budget (7 cost centers), facility & concession management, staffing levels, negotiations with civic groups & the business community to secure support for programs; fostering partnerships with non-profit agencies & civic entities. Directs through subordinate supervisors administration of Green Street & Fair Street Pools, Lanier Point Softball Complex, Butler Community Center, 21<sup>st</sup> CCLC After School Program, summer community theatre, special events, summer camps, senior programs, health & fitness programs, instructional classes, adult & youth athletics. Additional duties are defining recreation program roles to improving the overall quality of life in the community in a variety of health, education, public safety initiatives & developing solutions to societal problems.

#### **Chief of Recreation & Special Services**

April 2003 to August 2003

Escambia County Florida, Pensacola, FL - Manages directly & through subordinate managers a major division with multiple sections/locations. Plans, promotes & implements a county-wide recreation program. Oversee the management of the Escambia County Equestrian Center, Lake Stone Campground, Pensacola Fishing Bridge, Pensacola Shipyard Complex & 15 Athletic Association Management Agreements. Responsible for sponsorship/foundation development. Interviews, makes hiring recommendations & supervises the staff. Documents program participation, staff performance & budget impact. Reviews expenditures & revenues from programs & facilities. Approves purchases of supplies,

materials, equipment & approves special projects. Reviews & participates in the planning for new recreation facilities. Works with recreation departments of other agencies toward possible joint programming. Authored a corporate sponsorship proposal to promote the Escambia County Equestrian Center. Prepared the RFP for lease agreement & management contract.

**Director Parks & Recreation**

*July 2000 to April 2003*

City of Berkeley, Berkeley, MO. - Responsible for formulating, recommending & implementing departmental policy. Provides direction for the development & administration of a broad range of recreational activities & for operation & maintenance of park facilities including parks, fitness center, basketball courts, sand volleyball courts, tennis courts, 12-acre lake, picnic facilities, civic center, aquatics, athletic fields, sports clubs, senior services, youth programming, special events, park planning & design. Prepares the annual budget & management objectives. Responsible for significant purchasing activities. Analyzes & evaluates staffing requirements & allotment of available resources to various programs. Establishes a work plan & designates duties & responsibilities to personnel. Effectively communicates with the media on a wide range of issues. Responsible for marketing & promoting the department through press releases, brochures, the Berkeley Bulletin, the city's annual calendar & website updates. Develops strategic plans & programs, which further the city's mission. Submits analytical & feasibility reports. Accepts assignments from the City Manager & performs work in a professional manner. Represents the department at meetings & the city per the request of administration.

**Case Manager/Service Coordinator II**

*September 1993 to July 2000*

State of Missouri, Division of Youth Services, St. Louis, MO - Responsible for assessment, classification, procurement, coordination & evaluation of services for adjudicated juveniles. Maintain contact with families, government agencies, courts, schools, etc. Resolves disputed issues/presents unresolved issues to the court. Serves as a resource to the court to facilitate proper imposition of sentence. Attended court sessions & performed court related duties. Conducted investigations & interviews. Composed various reports for the court with appropriate recommendations. Assesses ability to pay fines, restitution, cost of treatment services & supervision. Collect background information including court records & family data. Prescribed & implemented treatment plans that includes specific goals. Drafted reports for review by state & federal agencies. Conducted case research. Provided legal documents to courts.

**HONORS AND ACTIVITIES**

President Polk County Chapter FL Society Certified Public Managers, November 2012  
 Executive Director Bartow Parks & Recreation Foundation, Inc. September 2012  
 Graduate of Leadership Bartow, July 2012  
 Board Member Main Street Bartow, Inc. March 2012  
 5 Year Service Award, Division of Youth Services, October 1998  
 Certificate of Merit, Division of Youth Services, July 1997  
 Certificate of Recognition, Division of Youth Services, July 1997

**PROFESSIONAL AFFILIATIONS**

Florida City/County Management Association, March 2006  
 International City/County Management Association, May 2005  
 Nation Recreation & Park Association, July 2000 to November 2003 & January 2007 to current  
 American Park & Recreation Society, July 2000 to November 2003  
 Missouri Park & Recreation Association, July 2000 to 2003  
 NRPA, National Aquatic Section, March 2001 to November 2003

**LICENSES AND CERTIFICATION**

Certified Public Manager, Florida State University, August 2012  
 Certified Substitute Teacher, Department of Education, State of IL, October 2003  
 Level I, National Aquatic Management School, March 2001  
 Certified Aquatic Facility Operator, National Recreation & Park Association, February 2001