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SUMMARY: Accomplished municipal manager seeking a great community that fits my skill set as a visionary, innovator and creative problem solver. I am passionate about serving the public and offering the best service that enhances the quality of life to its citizens.

ACCOMPLISHMENTS:

- Increased law enforcement clearance rate from 9% to 47%
- Decrease crime rate by 15%
- Established community policing programs
- Budget management by reducing budgets by as much as 20% and increase revenue
- City of Bowling Green is operating with a surplus for the first time.
- Job Creation by bringing in 5 retail stores that created 90 jobs in 18 months.
- Promoted community events that draws people to town such as sporting events and parades.
- Promoted the community using the media and social media outlets.
- Created new personnel policies.
- Road Improvement Programs (SCOP) grant funding for paving roads.
- Implementation of the Weekly Manager's Reports on the website.
- Oversight of a new wastewater treatment plant at cost of \$6,000,000.
- Oversight of a new Nano Filtration System at the water plant at the cost of \$1,200,000.
- Negotiated operator services for water and wastewater operations with Inframark.
- Prepared RFP's for road paving, water & wastewater operations etc.
- Emergency Management Experience: Provided Oversight Hurricane Irma damage assessment and repairs with FEMA.
- Closed out one FRDAP Park Grant and awarded new FRDAP Grant for Main St. Park.
- Successfully negotiated several bargaining agreements with police, fire, and public works unions.
- CRA Manager

EXPERIENCE:

04/2019 to present: **City Manager of Bowling Green, Fl. Salary \$73,000**

- Prepare & Present Operating Budget
- Manage day to day operation
- SRF Funding & CDBG grant for a new wastewater plant
- SRF Funding for a new Nano System water plant
- USDA Grant for new Community Center
- FDOT SCOP road resurfacing projects
- FRDAP grant for Main Street Park
- Project Manager with the new Nano Water Filtration System 1.8-million-dollar project
- Project Manager with a new wastewater plant at 4.8-million-dollar project
- EDA Grant for \$247,000 for Pyatt Park Improvements

Reason for Leaving: Looking for new challenges that fit my skill sets. The City of Bowling Green is in better shape than when I arrived. They are operating with a surplus for the first time.

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06/2016 – 03/2019: Town Manager for the Town of Warren, Me. Salary \$70,000

- Prepare & present the operating and capital budgets. Media Relations
- Manage day to day operations
- Personnel Director -Treasurer-Tax Collector- Road Commissioner
- Negotiate contracts with unions and vendors
- Grant writer currently received DOT Bridge grant for a Smart Stream Project.
- General Assistance Administrator
- Debt free (No more TAN) – Reserves built up –Property Tax Rate lowest in the region
- General fund grew to cover 5 months of operating expenses.
- Moderate growth with new residential single-family housing added 3 million value in past 12 months.
- New Personnel Policy

Reason for Leaving: To move closer to family in Florida. The Town of Warren is in better shape than when I arrived.

07/2015 – 6/2016: Town Manager for the Town of Howland, Me. Salary \$58,500

- Prepared, present and monitor the operating budget. Media Relations
- Project Manager for the Town working with the Penobscot River Restoration Trust that built an 18-million-dollar fish-bypass on the Piscataquis River that will allow the Atlantic Salmon to migrate up the river.
- Promoted several community projects such as a Farmer's Market, Family Fun Day and Community Walk.
- Grant Writer for feasibility market study on economic development for the Town of Howland.
- Supervised Water / Wastewater Utilities
- Revamped the EMS service with new Fire Chief that brought in \$375,000 in revenue.

Reason for Leaving: Howland had searched me out based on my reputation in budgets & economic development: After these tasks were accomplished, I was offered another opportunity with a larger community that paid more. Town was left in better shape than when I arrived.

07/14 – 6/2015: Town Manager for the Town of White Springs, FL. Salary \$49,000

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- Managed the operating budget, personnel management, economic development and serve as the planning & zoning administrator.
- White Springs is one of 4 small towns in Florida designated in the new Competitive Florida Partnership that works with the Department of Economic Opportunity to enhance those opportunities in small rural towns.
- FDOT SCOP grant for road resurfacing.
- CDBG Funding and Construction of a new Fire Station with Mittauer Ass.
- I & I study on our sewer system with Mittauer Ass.
- Supervised Water / Wastewater Utilities / Police / Fire & Public Works

Reason for Leaving: Our house was not selling in Maine and move to Florida to help sick father-in law who died. The Town of Howland reached out to me and offered more money to come back to Maine. Town was left in better shape than when I arrived.

04/2011 – 07/2014 **Police Chief/Town Manager for the Town of Lincoln, Me. Salary \$71,500**

- Manage the day to day operations of a full-service municipality. Media Relations
- Served as Economic Development Director / Tiff's.
- Negotiated police, fire & public works union contracts
- Negotiated contracts for Tiff's on economic development projects.
- While serving in Lincoln, we created 90 retail jobs and increased our tax base.
- Written State & Federal grants and several smaller grants.
- Supervised Municipal Airport Operations / FAA Grants / Land Acquisition

Reason for Leaving: My father in-law was sick in Florida and was offered a position in Florida. Our family always comes first and made the decision to move. Town was left in better shape than when I arrived.

02/2003 – 04/2011 **City of Bangor Maine Police Department Salary \$50,000**

- Served as a police officer and detective.
- Bangor Housing Authority Liaison Officer for 5 years. We developed relationships with the residence, school, businesses, and the housing authority which led to the decrease in crime in the public housing neighborhood.

05/1996-04/2003 **Adjunct Instructor for Beal College** in the Law Enforcement Program.

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- Instructed several courses and classes on a part time basis for over 7 years.

02/1996 – 2/2003 **Lieutenant Patrol, Penobscot County Sheriff's Office. Salary \$40,000**

- Supervised a division of 3 patrol sergeants, 4 detectives, and 33 patrol deputies.
- Developed the current command structure and presented the proposal to the County commissioners.

3/1990 - 2/1996 **Chief of Police for the Town of Pittsfield Maine Salary \$32,000**

- Managed a 17 member police department

7/1978 – 3/1990 **Police Officer/ Detective with the City of Bangor Maine Salary \$24,000**

- Patrol Officer 7/1978 to 12/1980 Detective 12/1980 to 3/19

High Lights of Skills:

- **Creative Problem Solver:** Largest employer shut down. We worked with State and Federal agencies to get the laid off workers signed up for benefits and retraining programs, we kicked of an economic development program that created 90 jobs in the community.
- **Budget & Fiscal Management:** I have prepared and presented 10 municipal budgets. These budgets have shown increases in revenues and some reductions in expenditures. When I started in Lincoln Maine, I was tasked to fix a 1,300,000 shortfall in the budget.
- **Proven Economic Development:** We created over 90 jobs in 18 months by 5 new businesses locating in our community.
- **Project Manager:** I had started a 1,800,000-road widening project in Lincoln, Maine. In White Springs we received a CDBG grant to replace our old sewer lines and building of a new fire station. In Howland Maine, I provided oversight at the Tannery Mill site cleanup. Warren Maine constructed Smart Stream Bridge replacement project. City of Bowling Green construction of new sewer and water plant.
- **Investigations:** Criminal and Personnel
- **Computers:** I have worked with Microsoft products since 2000 and webmaster.
- **Knowledge of Municipal Programs:** Maine and Florida
- **Grant Development & Funding** for State and Federal Programs such as COPS Fast, DOT, DEP and USDA grants.
- **Labor Contracts Negotiating:** I have negotiated contracts for Police, Fire and Public Works.
- **Collaborative Management Style:** I allow input from the staff to encourage buy in and team building. I believe in praise and recognition and have an open-door policy for staff, elected official and citizens.
- **Public Speaking:** I have been requested to speak at school events, hospitals, businesses and civic organizations.
- **Land Use, Planning and Zoning** experience when I was working for the Towns of White Springs, Howland, Warren, and City of Bowling Green.

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- **Human Resource Management:** I hired several Department Managers. I conduct performance evaluations with merit raises. I conducted safety training and initiated safety programs and had success lowering worker comp rates.
- **Government Relations:** I have worked with county agencies on interlocal agreements. I have worked with state representatives and senators on legislative initiatives that would affect the city. I have worked with federal representatives and senators to receive help with federal programs to assist the city.
- **Strategic Planning and Goal Setting:** I work with the elected body on setting goals for the coming year that coincides with the strategic plan. I also do the same with the department managers.
- **Leadership:** I hold weekly department managers meeting for the purpose of accountability, team building and problem solving. They participated in the weekly manager's report.
- **CRA, Community Redevelop Area Manager:** Prepare and present the CRA budget and preparation, plans and construction of a new Main Street Park.

Education:

- University of Maine: Degree in Criminal Justice
- University of Louisville Southern Police Institute: Homicide Investigation
- National Fire Academy: Arson Investigations
- Northwestern Traffic Institute: Excellence through leadership
- Maine Criminal Justice Academy: Executive Development (Certified Police Chief)
- Over 200 hrs. of municipal manager workshops sponsored by Maine Municipal Ass.

Awards:

- Community Policing Fellowship Scholarship: University of Maine
- Special Recognition by the Lincoln Town Council for serving as Interim Town Manager
- Policy King from Partnership for Healthy Northern Penobscot
- Resolution from the Town of Howland serving as Town Manager
- MTCCMA Special Recognition for Leadership Service as Town Manager
- Ridge League of Cities Florida Scholarship

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Memberships:

- Maine Municipal Association (MMA)-Past Member
- International City Manager Association (ICMA)
- Maine Town, City, County Management Association (MTCCMA)- Past Member
- Florida League of Cities
- Ridge League of Cities
- Hardee County Economic Development Authority Board Member
- Florida City & County Management Association
- Community Recreation Council Hardee County Board Member
- Hardee County Tourism Council

References:

- *Chris Stevens*, Lincoln Council 207-631-5614
- *Steve Clay*, Lincoln, Maine Council Chair, stphn.clay@gmail.com, 207-794-2941
- *Mark Fucile*, Police Detective, 207-217-5171
- *Josh McNally*, Fire Chief, 207-592-4739
- *Wayne Luce*, Warren Maine, Town Select Chair, 207-542-6088
- *Roger Peabody*, Warren Maine, Town Select Chair, 207-542-3637