

City Manager

Operations / Budget and Finance / Public Safety / Technology / Human Resources / Labor Relations / Economic Development

Accomplished high level executive with experience in the public and private sectors. Innovative, resourceful and creative goal oriented problem solver. Highly skilled in government operations, financial management, budget planning, using technology and establishing sound working relationships with team members and outside resources. Able to manage in diverse and fractious environments with a record of innovation, achievement and improvements in service. History of identifying and developing management talent to assure continuity and improved professionalism of staff. Excellent written and verbal communication skills including media relations. Ability to listen and hear elected officials, citizens, employees and other stakeholders to develop and determine organizational goals and objectives.

RELEVANT EXPERIENCE

Town Administrator, Southwest Ranches, Florida 2011 – 2012

- Directed all Town operations through contract services including police, fire, planning, building, code enforcement and public works, parks and right of way maintenance.
- Managed implementation of new procurement code and application of new Broward County Code of Ethics.
- Initiated implementation of new contracts for solid waste services, fire services, and janitorial services.
- Improved staff morale through open door management style and team building.

Village Manager, Islamorada, Village of Islands, Florida 2008 – 2010

- Directed all Village departments including planning, public works, utilities, capital construction, police, fire-rescue and emergency management, building and code enforcement, parks and recreation and finance.
- Maintained Village services in the face of declining property tax base through reorganization, job consolidation, wage and benefit freezes and/or reductions, and increased use of technology;
- Completed on time and on budget over \$8 million of major capital improvement projects including new Village Administrative Center and Public Safety Headquarters, Community Center, Fire Station and Marina Bathhouse;
- Obtained FEMA funding for half the cost of the new Village Administration Building and Public Safety Center, (\$2.8 million), replacing space rental costs with lower debt service;
- Initiated completion of Village's \$127 million wastewater collection and treatment system to achieve compliance with State mandated standards and eliminating septic systems;
- Negotiated with the Department of Environmental Protection to prevent operators of on-site package wastewater treatment plants from having to pay twice for upgraded treatment technology to meet state standards; led to new legislation extending the deadline for compliance by five years;
- Developed cost reduction and productivity opportunities by cooperatively providing services with other jurisdictions.

Executive Administrative Officer (Equivalent to City/County Manager), Seminole

Tribe of Florida, Hollywood, Florida 2002 – 2006

- Directed all Tribal government programs including public safety, public works, utilities, capital construction, planning, recreation, building code enforcement, buildings and grounds, elder affairs, social services, public health, education, housing, environmental protection and aviation; with 1,500 employees and annual budget of over \$200 Million.
- Reorganized over thirty tribal programs into five groups to improve management control and coordination.
- Initiated implementation of a new automated financial management system to eliminate transportation of paper documents between seven tribal locations across state;
- Initiated the accreditation process for the tribal police department and created professional fire-rescue service of over seventy five cross-trained Fire Fighter/EMT/Paramedic personnel. Created an emergency management function to coordinate emergency response for natural disasters, large scale public events and terrorist threats for reservations and a major tourist attraction with up to 45,000 visitors a day.
- Developed comprehensive land use planning program to support multi-year capital budget for infrastructure investment. Total planned projects exceeded \$300 Million in utilities, community facilities, roads, recreation and housing.

Assistant City Manager, City of Hollywood, Florida

1994 – 2002

Director, Office of Management and Budget, City of Hollywood, Florida

- Managed coastal city with workforce of 1500 and an annual operating budget of \$225 million by providing analytical support to the City Manager for all major decisions with a potential fiscal impact including developer proposals and other economic development initiatives;
- Supervised Offices of Management and Budget, Human Resources and Risk Management, Information Technology, and Communications;
- Created multi-year capital investment plan of \$100 Million to improve infrastructure and encourage investment. Private sector investment in the city increased more than 100% in year after initiation of projects.
- Conducted collective bargaining with five unions representing over 1300 employees. Succeeded in obtaining management rights concessions from all units allowing increased wage and benefit costs to be offset by greater productivity through more flexible staff management.
- Negotiated contracts with health care providers for a self-insured employee health benefits plan. New contracts reduced potential costs by 35% and tied increases to federal reimbursement rates.
- Created new Community Redevelopment Agency to lead redevelopment of beach area of the City.
- Prepared the annual operating budget and developed long term financial strategies with an emphasis on alternative revenue sources and controlling personnel costs (including pensions and health care).
- Introduced performance measurements as part of budget process and creation of budget document in GFOA compliant format.

Director, Business Operations, Software Engineering Institute, Carnegie Mellon University, Pittsburgh, Pennsylvania

1988-1993

- Directed financial management, facilities management, and administrative support services of a 300 person, \$35 million federally funded research and development center.
- Maintained the same staff level in Business Operations while the institute grew from an approximately \$18 million and 150 person operation to a \$38 million and 300 person operation.
- Participated as a member of the management team implementing a Total Quality Management (TQM) methodology through extensive training, teaching and inspection designed to improve overall efficiency and results.

Manager, National Government Services Group, Arthur Young & Company,

1983-1988

- Managed local, state and federal government and non-profit organization consulting projects in the Mid-Atlantic region and then on a national basis.
- Converted a state government to GAAP based financial reporting and supported installation of a new automated financial management system.
- Conducted management and/or operations reviews of a major health insurer, school financial and general management processes, and a Federal agency's budget process;
- Evaluated the financial management, overall management and development capabilities of arts and cultural organizations for the National Endowment for the Arts.

Budget and Research Officer/Fiscal Officer**Assistant Director for Labor Relations, City of Pittsburgh, Pennsylvania**

1976-1983

- Prepared the Mayor's annual budget of approximately \$150 million for a workforce of over 4500 serving a population of 450,000;
- Developed budget policy, reviewed departmental budget requests, and advised on tax and revenue policy. Created the city's first comprehensive management and budget office;
- Served as lead management negotiator in collective bargaining with nine labor units covering 4000 employees;
- Introduced statistical revenue forecasting techniques, quantitative management analysis methods, and automation of the budget preparation process.

EDUCATION

MS - Public Policy and Management, Carnegie-Mellon University, H. John Heinz III College of Public Policy and Management, Pittsburgh, Pennsylvania.

BIE - Industrial Engineering/Operations Research, Cornell University, Ithaca, New York.

CERTIFICATIONS

FEMA ICS 100, 200, 300, 400, 700

AFFILIATIONS

International City Management Association
Florida City and County Management Association

COMMUNITY INVOLVEMENT

Leadership Monroe County-Participant and Organizer of Florida Keys Days during Legislative Session
Leadership Hollywood-Participant and Organizer of Local Government Day
Boca Bobcats (Ice hockey team for Boca Raton High School in FSHL)-Former Volunteer Coach
City of Boca Raton Roller Hockey League – Former Volunteer Coach
Soccer Association of Boca Raton – Former Volunteer Coach
Boca Raton Softball Association – Former Volunteer Coach