

STEPHEN J. COTTRELL
ICMA Credentialed Manager

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PROFESSIONAL EXPERIENCE

TOWN MANAGER, Windsor, Vermont

08/2008– 08/2011

Duties and Responsibilities:

- Daily administration of all departments, inclusive of finance and budget, public works sanitation, water, wastewater, streets, drainage and parks, police, fire, building, planning and zoning, human resources, city clerk (records management), police, fire, recreation and parks (supervision of department heads/division directors).
- Serve as public works director and town's chief financial officer.
- Develop and implement operating and capital budgets; capital project management.
- Prepare financial policies and ordinances for town council/select board approval.
- Media relations, public communications, town's liaison to all intergovernmental agencies, boards and various state agencies, private consultants.
- Grant Writing; grant administration and implementation.

Representative Achievements:

- Applied and secured more than \$2 million in grant funds for critical water system improvements.
- Initiated and implemented a \$5 million dollar water main installation and metering project.
- Recruited and hired new police and fire chiefs who restored order and professional management within those departments.
- Prepared and administered fiscally conservative operating and capital budgets, supplemented with grant funds to mitigate need to increase taxes.
- Initiated a twenty-year evaluation and capital improvement plan for wastewater system improvements and commenced \$1.6 million in immediate sewer infrastructure repairs.
- Initiated evaluation and commenced repairs on town's high hazard dam.
- Initiated a land-use conservation and sustainable agricultural, recreation, and development strategy for 900 acres of underutilized state lands in town.
- Prepared new, comprehensive highway standard and sewer use ordinances.

TOWN MANAGER, Belleair, Florida

03/1997 – 08/2006

Duties were largely the same as those of the Town Manager for Windsor.

Representative Achievements:

- Saved the town's wastewater rate payers millions of dollars in future capital improvement and system maintenance renovation expenditures, and operating expenses through sale of the treatment plant and collection system to Pinellas County.

- Maintained stable property tax and utility rates while implementing more than eight million dollars in capital improvements; approximately one million per year, including a \$2.8 million dollar community center.
- Led the town's efforts to acquire the electric distribution assets owned by a private, investor-owned electric company in order to provide the town with an additional source of revenue, and to facilitate both aesthetic and functional service delivery improvements.
- Enhanced the town's financial policies, reporting and public accountability through implementation of the most current governmental budgeting and accounting standards, and received GFOA recognition for same for every annual audit; one of the earliest cities to implement GASB 34 requirements.
- Reduced ad valorem tax increases and revenue requirements through changes in both fire and police service arrangements and implementation of more efficient and effective inter-local agreements.
- Helped prevent the demolition of the historic Belleview Biltmore Hotel properties through enforcement of town's redevelopment code and comprehensive plan.
- Enhanced customer service efficiency and effectiveness through both organizational changes and implementation of city web site.
- Enhanced employee morale through continuous staff training programs and benefit improvements.

OTHER RELEVANT EXPERIENCE

INTERIM CITY MANAGER, Indian Rocks Beach, Florida

04/2007- 12/2007

Duties were largely the same as the duties as the Town Manager of Windsor and Belleair.

Representative Achievements:

- Enhanced employee morale through staff participation in management meetings.
- Prepared tax neutral operating and capital program budgets that included multiple, untapped revenue alternatives.
- Began major streetscape/pedestrian safety improvement project on Gulf Boulevard.

ASSISTANT CITY MANAGER, Plant City, Florida

1990 – 1997

Provided management operational support in one of the fastest growing municipalities in west-central Florida. Plant City (pop. 27,000) had an operating and capital budget ranging between \$20 to 35 million annually, inclusive of water, wastewater, and storm water utilities, parks and recreation, library, public works, engineering, streets and traffic control systems, sanitation, community redevelopment, police and fire services.

Duties:

- Performed duties of personnel director/risk manager during first year of service. Annual operating and capital budget preparation and implementation.

- Management Information Systems and network development.
- Project and facility construction management and coordination.
- Business recruitment and economic development.
- Public works administration (2nd through 7th years).
- Served as city manager during manager's absence.

Representative Achievements:

- Implemented employee cafeteria benefit plan and performed salary studies. Assisted in the conversion and implementation of new software for financial accounting and payroll.
- Implemented \$15 million wastewater reuse project, storm water utility program, and landfill closure project.
- Developed city-wide computer network and city's first web site.
- Initiated and directed the city's examination of a unique public/private telecommunication partnership for ownership and operation of a citywide, fiber optic network utility to provide advanced voice, video and data communication service to all homes, businesses and educational institutions.
- Wrote proposals that resulted in city obtaining more than \$4 million in grants.
- Managed construction of a new public works complex; two fire stations; library renovation and expansion; 911 emergency command center; and numerous other infrastructure and facility improvement projects.

SENIOR MANAGEMENT ANALYST: City of Tallahassee, Florida **1985 – 1990**

CORE COMPETENCIES

- Financial administration and accounting- revenue and expenditure forecasting; operating and capital improvement budgeting.
- Capital project planning, management and implementation.
- Comprehensive land use planning, economic development and redevelopment; growth management and annexation strategies.
- Public works and utility management; infrastructure repair and improvement.
- Management information systems, effective use of computer technology and graphic information systems.
- Written and oral communication.
- Personnel administration, staff recruitment and development, succession planning.
- Cost-effective management and stewardship of public assets.

EDUCATION

- Master of Science in Public Administration, Florida State University, 1980
- Bachelor of Arts, English, California State University, Sacramento, California – 1973

PROFESSIONAL MEMBERSHIPS

- International City/County Management Association
- Florida City and County Management Association (Board of Directors 2001 – 2003)
- Vermont Cities and Towns Management Association (Board of Directors 2010 – 2011)

CIVIC MEMBERSHIPS

- Plant City and Windsor Rotary International