



**Town of Surfside
Town Special Commission Meeting**

AGENDA

August 13, 2014

4:15 p.m.

Town Hall Commission Chambers - 9293 Harding Ave, 2nd Floor
Surfside, FL 33154

1. Opening

- A. Call to Order**
- B. Roll Call of Members**
- C. Pledge of Allegiance**

2. Town Manager Recruitment Discussion and Ranking – Michael P. Crotty, Town Manager

3. Adjournment

Respectfully submitted,

Michael P. Crotty
Town Manager

THIS MEETING IS OPEN TO THE PUBLIC. IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990, ALL PERSONS THAT ARE DISABLED; WHO NEED SPECIAL ACCOMMODATIONS TO PARTICIPATE IN THIS MEETING BECAUSE OF THAT DISABILITY SHOULD CONTACT THE OFFICE OF THE TOWN CLERK AT 305-861-4863 EXT. 226 NO LATER THAN FOUR DAYS PRIOR TO SUCH PROCEEDING.

IN ACCORDANCE WITH THE PROVISIONS OF SECTION 286.0105, FLORIDA STATUTES, ANYONE WISHING TO APPEAL ANY DECISION MADE BY THE TOWN OF SURFSIDE COMMISSION, WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING OR HEARING, WILL NEED A RECORD OF THE PROCEEDINGS AND FOR SUCH PURPOSE, MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE WHICH RECORD SHALL INCLUDE THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

AGENDA ITEMS MAY BE VIEWED AT THE OFFICE OF THE TOWN CLERK, TOWN OF SURFSIDE TOWN HALL, 9293 HARDING AVENUE. ANYONE WISHING TO OBTAIN A COPY OF ANY AGENDA ITEM SHOULD CONTACT THE TOWN CLERK AT 305-861-4863. A COMPLETE AGENDA PACKET IS ALSO AVAILABLE ON THE TOWN WEBSITE AT www.townofsurfsidefl.gov

TWO OR MORE MEMBERS OF OTHER TOWN BOARDS MAY ATTEND THIS MEETING.

THESE MEETINGS MAY BE CONDUCTED BY MEANS OF OR IN CONJUNCTION WITH COMMUNICATIONS MEDIA TECHNOLOGY, SPECIFICALLY, A TELEPHONE CONFERENCE CALL. THE LOCATION 9293 HARDING AVENUE, SURFSIDE, FL 33154, WHICH IS OPEN TO THE PUBLIC, SHALL SERVE AS AN ACCESS POINT FOR SUCH COMMUNICATION.

Manager Recruitment Schedule - August 13, 2014

Interview Time	Mayor Dietch (Conference Room)	Vice Mayor Tourgeman (Training Room)	Commissioner Karukin (Room 227 – Across from Training Room)	Commissioner Cohen (Town Attorney's Office)	Commissioner Olchych (Assistant Town Attorney's Office)
8:30 – 9:00 am	BREAKFAST WITH STAFF (Commission Chambers)				
9:15 – 10:15 am	COMMUNITY MEETING WITH CANDIDATES (Commission Chambers)				
10:30 – 11:00 am	William Evans	Colin Donnelly		Candidate Withdraw	John Schneider
11:15 – 11:45 am	Colin Donnelly	Jay Henry (via Skype)		John Schneider	William Evans
Noon – 12:45 pm	LUNCH				
1:00 – 1:30 pm	Julian Deleon	Candidate Withdraw		William Evans	Jay Henry (via Skype)
1:45 - 2:15 pm	Candidate Withdraw	John Schneider		Colin Donnelly	Julian Deleon
2:30 – 3:00 pm	Jay Henry (via Skype)	William Evans		Julian Deleon	Candidate Withdraw
3:00 – 3:30pm	John Schneider	Julian Deleon		Jay Henry (via Skype)	Colin Donnelly
3:10 – 3:20 pm			William Evans		
3:20 – 3:30 pm			Candidate Withdraw		
3:30 – 3:40 pm			Julian Deleon		
3:40 – 3:50 pm			Colin Donnelly		
3:50 – 4:00 pm			John Schneider		
4:00 – 4:10 pm			Jay Henry (via Skype)		
4:15 pm	SPECIAL MEETING (Commission Chambers)				

Yamileth Slate-McCloud

From: Julian Deleon <juliandeleon741@yahoo.com>
nt: Thursday, July 10, 2014 4:07 PM
To: Human Resource
Subject: Town Manager Position
Attachments: Julian-Deleon-Resume.doc

Dear Human Resources Analyst--

If possible, I would appreciate an email back acknowledging receipt of my letter of interest and resume. I am submitting my resume for your evaluation and review. I am presently employed as the City Manager of Avon Park, Florida with 53 employees, and a \$13.5 budget. I have been employed with the City for close to 5 years.

Under my tenure as City Manager, through annexations, we added more than 2-square miles, acquired (4) private utilities, added more than 1,000 new utility accounts, increased the tax base with an additional 600 homes. I also successfully acquired several important grants for the City, including an FDEP SRF grant for \$2.2 M with a 25% City match, and a Water Mgmt District grant to implement BMPs totaling about \$900,000, also with a 25% match from the City.

Based on the City's growth, technology investments, and cost savings programs implemented, we successfully reduced the taxable millage from \$5.89 per 1000 to \$0.30 cents per 1000 in property valuation. Under my leadership, we successfully defeated two municipal bonds which totaled over \$7 billion in debt. Today, the City stands with "zero" debt.

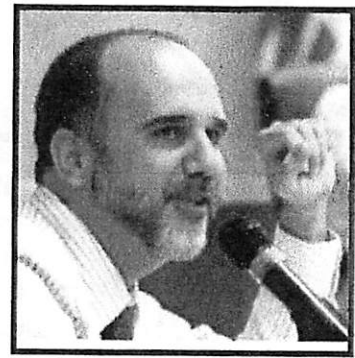
My educational background includes a BS in Organizational Management, a second BS in Civil Engineering, and a MS degree in Engineering. I am presently a State of Florida licensed Engineer, specializing in civil engineering.

Thank you for your consideration.

Julian Deleon, PE
863-443-4884

Julian Deleon, MS, PE

131 Sunset Pointe Blvd
Lake Placid Fl, 33852
863-443-4884
Juliandeleon741@yahoo.com



Background

I am currently employed as the City Manager of Avon Park. I have worked for the City for almost 5-years. Our budget is \$13.5 M, with 53 full time employees.

Professional Experience

2011- Present

City of Avon Park--- City Manager, \$103,000

- Promoted within 1-year after being hired as Public Works/Utilities Director
- Management of all City Departments, including Utilities, Police, Fire, Finance, Public Works, Engineering and Mapping.
- Respond directly to a (5) member City Council form of Government
- Through annexations, expanded the City's corporate limits by 2 square miles, acquired FOUR private utilities and centralized by interconnecting all systems through transmission facilities.
- Added over 1,000 new utility customers, added over 600 new dwelling units through annexation
- Modernized the City's Utility system, Implemented SCADA system at both the Water Plant and Wastewater Plant
- "A" FDEP Certified Wastewater Plant Operator
- "C" FDEP Certified Water Plant Operator

2010- 2011

City of Avon Park---- Director of Public Works/Utilities, \$80,000

- Supervision of budget and personnel for utilities, engineering, roads, sanitation and drainage divisions.
- Site plan review and approval including all civil engineering components of utilities, drainage and roads.
- Presently Developing the Utility ESRI GIS and MWH modeling system. Developed and trained staff on system mapping using ArcPad and Trimble XT interface.
- Developed and designed a septage receiving program at the WWTP, resulting in \$350,000 annual revenue stream.
- Designed, and FDEP permitted solids handling dewatering facility, Screw Press, and septage handling.
- Applied and obtained a SWFWMD Grant for ~ \$800,000 to implement stormwater BMP for three City stressed lake
- Designed, FDEP permitted and constructed the conversion of a small WTP to a booster pump station.
- Renewed, and FDEP permitted a yard waste facility for the City.

- Presently renewing the FDEP, 5-year permit for the WWTP, this requires a capacity analysis, and O&M analysis.
- Developed minimum regulatory underground construction standards, and implemented a ROW permitting Program to protect City infrastructure and provide regulation of underground construction.
- Developed the City's 5-year CIP program.
- LDR and Engineering development plan review for the City.
- Prepared an engineering study which resulted in the acquisition of a private wastewater utility service area increasing operating revenues by \$26,000 annually, and decommissioning of a small private WWTP.
- Designed, permitted, and supervised construction for the installation of 1500 ft of water and 1500 ft of sewer to expand the City's service area. This project also resulted in the annexation of 50 acres into City limits.
- Designed and implemented a full scale SCADA system which resulted in reduced staffing at the WTP from 42 hours per week to 0.60 hours per week.
- Re-designed and project managed the rehabilitation of the RAS WWTP pump room.
- Designed and constructed the rehabilitation of three major lift stations.

2008- 2010

SNL Imp District ---- Director of Public Works/Utilities, \$80,000

- Supervision of budget and personnel for utilities, engineering, roads, and drainage divisions.
- Utility site plan review and approval responsibility
- Procured and Implemented a SCADA system for the WTP, and Lift Stations
- Re-designed and rehabilitated four major lift stations.
- Project managed the design and construction of a 500 KW generator and power service upgrade to the WTP.
- Conducted a study to plan and engineer a centralized regional wastewater treatment facility, along with a regional transmission system for sanitary collection.
- Developed a water distribution hydraulic model for the entire service area using GIS and Infowater from MWH.

2006- 2008

Riviera Beach Utility District----Utility District Engineer, \$60,000

- Project Management responsibility for:
 - Chemical Building Equipment Upgrades
 - 6000 ft of 12" water main system modeling development
 - 3.5 MGD Water Softener Construction System specs
 - 8 Filters Rehabilitation Specs
 - SCADA System Upgrade
- Technical oversight of Operations & Maintenance for Water Production & Distribution, and Wastewater Transmission & Pumping.
- Rehabilitation of (6) major Lift Stations
- Prepared Board Agenda items for Utilities
- Utility Plan Review & capacity analysis
- Hydraulic modeling with:

-MWH's INFOWATER and EPANET

- CIP development , O & M optimization

2005- 2006 **S.F.W.M.D.----Staff Engineer II, Everglades Regulation. \$55,000**

2003- 2005 **S.F.W.M.D.----Engineer I, Operations Control Center.**

- Managed stormwater treatment systems (STAs)
- Regulation & reduction of nutrient loading into the Everglades by optimizing and providing guidance to secondary drainage district operational schemes.
- Water Resources operations control & planning
- Generated technical directives to a work group of 9 SCADA techs.
- "Storage Treatment Wetlands" for nutrient removal
- Systems Implementation member to replace the District's aging SCADA real time system (\$2.50 M project)
- Definition of boundary conditions for a "Decision Support System" that employs artificial intelligence to manage water resources for 16 Counties in the State of Florida.

EDUCATION & LICENSE

Professional Engineer, (Serial # 67319), State of Florida

FDEP Certified Wastewater Operator "A" Level

FDEP Certified Water Operator "C" Level

July, 2005

MS- Civil Engineering, Florida Atlantic University

Courses in: Environmental Engineering, Soils, Geotechnical, & Structural Engineering Mechanics.

December, 2003

BS- Civil Engineering , Florida Atlantic University

Courses in: Transportation, Hydraulics, Environmental, Hydrology, Soils, Geotechnical, Structures, & Engineering Mechanics.

GPA: 3.85 Magna Cum Laude Honors Graduate

December, 1999

BS-Organizational Management, Palm Beach Atlantic University

Courses in: Conflict resolution and Management, Budget and Accounting, Human Resources Management, Strategic planning.

TOWN OF SURFSIDE

8293 Harding Avenue
Surfside, Florida 33154
Tel: 305-861-4863
Fax: 305-861-1302

EMPLOYMENT APPLICATION

The Town of Surfside (the "Town") is an equal opportunity employer and considers applications for all positions without regard to race, color, religion, sex, national origin, age, marital status, disability, or other legally protected status.

Please print in INK. Although a resume may be attached, all sections of the employment application must be FULLY completed for consideration. Use blank paper if additional space is needed.

Type of Position you are available for: Full Time Part-Time

Position applying for: (You could list more than one position)

Date of application:

Town Manager

7/29/2014

How did you learn about the Town?

- Advertisement Walk-In Other
 Employment Agency Friend Relative

Last Name: **Deleon**

First Name: **Julian**

Middle Name: **C**

Street Address: **131 Sunset Pointe Blvd**

City: **Lake Placid**

State: **FL**

Zip Code: **33852**

Telephone:

Cellular: (863) 443-4884

Social Security Number:

Email: **juliandeleon741@yahoo.com**

* Driver's License Type: Operator Class E Commercial Drivers License (CDL) None

* Driver License No: [REDACTED] State: **Florida**

*Only required for jobs that require the operation of a motor vehicle.

If you are under 18 years of age, can you provide required proof of your eligibility to work? **N/A** Yes No (**OVER 18**)

Have you ever filed an employment application with the Town before? Yes No

If "Yes" give date:

Have you ever been employed by the Town before? Yes No

If "Yes" give date:

Are you currently employed? Yes No

May we contact your present employer? Yes No

If hired, can you provide proof that you are authorized to work in the United States?
(Proof of citizenship or immigration status will be required upon employment) Yes No

Do you have any friends or relatives employed by the Town? Yes No

If so, indicate name and relationship:

Have you ever been convicted of a felony or first degree misdemeanor? Yes No

If "Yes," please explain (Note: This will not automatically disqualify an applicant from employment. The nature of the offense, how long ago it occurred, relationship to job applying for, etc., are taken into consideration.)

EMPLOYMENT EXPERIENCE (Must be completed for consideration)

Please list the names of your present and previous employers in chronological order starting with the present or most recent employer. Be sure to account for all periods of time including military service and any periods of unemployment. Use additional pages if needed.

NOTE: I am providing APPROXIMATE Employment dates for the section which follows. While I have some recollection of the year, I would not RECOLLECT the month on which I made an employment change.

FOR THE PURPOSES OF THIS APPLICATION, IN my employment ~~HISTORY~~, I have never been TERMINATED OR BEEN FORCED TO RESIGN with any PAST Employer.

~~XXXXXXXXXX~~
J. Leon
7-29-14

[I AM ENCLOSING COPIES OF
my LAST EVALUATIONS by
the City Council OF
AVON PARK, FLORIDA]

		4400	
Job Title: City Manager		Length of Services ~ 4+ Years	Hourly Rate/Salary: \$103,000 annually
Supervisor's Name: City Council		Supervisor's Phone:	Reason for Leaving: Currently employed, my family would like to relocate from rural community to a coastal urbanized area
Duties Performed: City Manager, responding to 5-member City Council, manage all aspects of City operations, with 50 employees, and Budget in the \$13 to \$15 Million dollar range depending on fiscal year and projects. Experience with Projects, Florida Budgetary requirements and Audits.			

Employer: Sun N Lake of Sebring		Address: 5306 Sun 'n Lake Blvd	Phone#: 863-382-2196
Job Title: Director of Public Works & Utilities		Length of Services (Specify Dates): From: 2008 To: 2010	Hourly Rate/Salary: \$80,000 yearly
Supervisor's Name: Al Grieshaber, General Manager (No-longer employed)	Supervisor's Phone: 863-382-2196	Reason for Leaving: Career opportunity/Advancement	

Duties Performed:
Managed Engineering, Roads, Utilities and Drainage for 7 Square mile Improvement District, about ~\$3 Million budget, 13 employees

Employer: City of Riviera Beach Utility District		Address: 600 Blue Heron Blvd, Riviera Beach, Fl	Phone#: 561-845-4000
Job Title: Utility District Engineer		Length of Services (Specify Dates): From: 2006 To: 2008	Hourly Rate/Salary: \$65,000

Supervisor's Name: Edward Sierra, Executive Director, (no longer employed)	Supervisor's Phone: 561-845-4000	Reason for Leaving: Employment opportunity into a senior level management position, with significant pay increase.
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Duties Performed: **Project Engineer for the Utility District, management of several multi-million dollar capital upgrades of the water treatment facility, municipal wells, transmission mains, and wastewater (lift) pump stations.**

Employer: South Florida Water Management District		Address: 3301 Gun Club Road	Phone#: (561) 686-8800 or 1-800-432-2045
Job Title: Staff Engineer (Held several positions, promoted five times in 10 years)		Length of Services (Specify Dates): From: 1996 To: 2006	Hourly Rate/Salary: \$55,000* (estimated)

Supervisor's Name: Ron Mierau, Operations Director (No longer employed, retired)	Supervisor's Phone:	Reason for Leaving: I had just graduated from college, wanted to practice engineering in municipal disciplines.
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Duties Performed:
I held several positions with this employer revolving around the mgmt of large watersheds, everglades, stormwater mgmt areas, and large pump stations.

EDUCATION			
	Name	Diploma/Degree	Course of Study
High School	Palm Beach Lakes High School	Graduated	HS Degree
Technical/Vocational			

Knowledge/Skills/Abilities– Describe all knowledge, skills and/or abilities you possess and believe relevant to the position(s) you seek, such as computer skills, supervisory or management certificates, operation of certain equipment, etc.

Florida Licensed Professional Engineer with experience in municipal public works and public utilities, ms-word, excel, access database, navilline Sunguard financial software, BS degree in Mgmt, and a BS degree in Engineering.

Are you able to perform all the essential functions of the position(s) for which you are applying for? X Yes

No

If "No" is there a reasonable accommodation that can be made?

FOREIGN LANGUAGES

Indicate foreign languages you speak, read, and write.

	Fluent	Good	Fair
Speak	SPANISH		
Read	SPANISH		
Write	SPANISH		

REFERENCES

Provide name, address and phone number of three references who are not related to you and are not previous employers.

Name	Address	Phone Number
Maria Sutherland	208 E. Canfield St, Avon Park Fl 33825	863-452-4403
David Lance	4902 South 16th Avenue, Tampa, Florida 33619	813-361-8075
Fred Trippensee	72 Lake Byrd Blvd, Avon Park, Fl 33825	863-835-0952

VETERANS' PREFERENCE CLAIM

Listed below are the five Veterans' Preference categories.

1. Disabled veteran who has served on active duty in any branch of the Armed Forces and who: (a) has a presently existing service-connected disability which is compensable under public laws administered by the VA; or (b) is receiving compensation, disability retirement benefits, or pension by reason of public laws administered by the VA and the Department of Defense.
2. The spouse of any person: (a) who has a total and permanent service-connected disability and who, because of this disability, cannot qualify for employment; or (b) who is missing in action, captured in line of duty by a hostile force, or forcibly detained or interned in line of duty by a foreign government or power.
3. A veteran of any war who has served at least one day or more during a wartime period; and who was discharged or separated there from under honorable conditions from the Armed Forces. Active-duty for training is not allowable.
4. The unmarried widow or widower of a veteran who died of a service-connected disability.
5. Any Armed Forces Expeditionary Medal, as well as the Global War on Terrorism Expeditionary Medal.

Do you wish to Claim Veterans' Preference? Yes* No

***If Yes, it is your responsibility to submit Documentation (DD form 214) or comparable documents that serve as a certificate of release or discharge at the time of application.**

If eligible, which Veterans' Preference category are you claiming? (Please Circle Appropriate Number) 1 2 3 4 5.

AUTHORIZATION AND CONSENT FORM

I certify that answers given herein are true and complete to the best of my knowledge. I hereby authorize the Town of Surfside (the "Town") to verify all information contained herein. I authorize my current and former employers, references, registration and licensing boards and educational institutions listed on my application for employment to provide the Town with any job-related information requested. I also release all past employers and references from any and all liability for the release of information to the Town.


I understand that all job offers from the Town are conditioned on the successful completion of a criminal background check, drug screening (if applicable for the position applied), credit check (if applicable for the position applied), reference check, past employment verification and proof of education (collectively referred to as a "background check"). By signing this application, I authorize the Town to conduct a background check and, if applicable, a consumer report to be procured for employment purposes.

This application for employment shall be considered active for a period of time not to exceed six months. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I understand that neither this document nor any offer of employment from the Town constitutes an employment contract unless a specific document to that effect is executed by the Town and employee in writing. In consideration for my employment I agree to conform to the rules and regulations of the Town. I acknowledge that rules may be changed, withdrawn, added or interpreted at any time, at the Town's sole option and without prior notice to me.

Julian Deleon
Printed Name of Applicant

7/29/2014
Date



Signature of Applicant (Must be in ink)

7-29-14



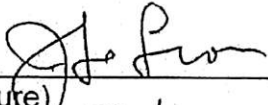
Collection and Use of Social Security Numbers

In accordance with FSS 119.071, The Town of Surfside's purpose for collecting your social security number is:

Check those that apply:

- Employment Application Process
- Payroll Eligibility Verification
- Identification and Verification
- Employment Benefits
- Income Reporting
- Other

ACKNOWLEDGMENT: I JULIAN DELEON, hereby confirm that I have received a copy of this written statement describing the purpose(s) for collecting my Social Security Number as required by FSS 109.071(5)(a)(3).

By: 
(Signature)
Name: JULIAN DELEON

7/29/14
(Date)


(Witness)

7/29/2014
(Date)

Colin Donnelly
1010 E. Hawthorne Circle
Hollywood, Florida 33021
Colin_donnelly@hotmail.com

July 25, 2014

Human Resources Department
Town of Surfside
9293 Harding Avenue
Surfside, Florida 33154

Via Fax (305) 861-1302

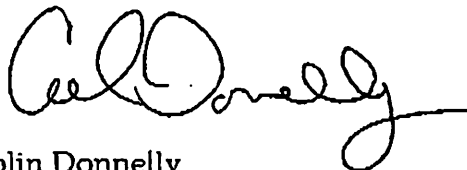
To Whom It May Concern:

I have interest in the position of town manager for the Town of Surfside, Florida. Please find my resume and employment application enclosed. I meet the applicant qualifications as delineated in the on-line employment notice.

I have over fifteen years in municipal government administration, the most recent seven years with the City of Dania Beach, a small beach community in south Florida, as the assistant city manager. Prior to relocating to Florida, I served as the town manager of Newton, New Jersey and as the assistant to the town manager in Belleville, New Jersey. I have a Bachelor of Arts from Rutgers University and a Master's Degree in public administration from Rutgers-Newark Graduate School.

The opportunity in Surfside appeals to me, since I have spent most of my professional career working and living in smaller communities. I hope to meeting with your selection committee to discuss the position of town manager

Sincerely,



Colin Donnelly

Colin Donnelly

1010 E. Hawthorne Circle
Hollywood, Florida 33021

(954) 205-3916
Colin_donnelly@hotmail.com

Work Experience

City of Dania Beach
Assistant City Manager

Dania Beach, Florida
January 2007 – present

The City of Dania Beach is a small city located on the south Florida coast along the Atlantic Ocean with a population of approximately 30,000, 245 employees, 6.3 square miles, and a \$60 million annual budget. During my tenure, the city has addressed neglected infrastructure such as utilities, city buildings, and neighborhoods; planned for the revival of its economic center; reorganized administrative and departmental structures to meet commission's goals of efficiency and improved services. As the city's first assistant city manager, I had an essential role in achieving the following:

- Rebuilding the water plant and upgraded the distribution system (\$15 million)
- Addressing storm water issues through the design of a \$7.3 million project to resolve chronic flooding in the southeast neighborhood (started 2014)
- Rebuilding the city marina (\$8 million)
- Improving communication between the City and its residents, particularly in the areas of code enforcement, complaints, and flooding issues.
- Securing long term water supply needs for planned city growth.
- Negotiating substantial changes with the labor union for significant savings in future pension and health care costs.
- Implementing a crime prevention initiative, known as the Oasis Program, initiated to stabilize neighborhoods through street beautification, code compliance and neighborhood participation.
- Constructing downtown library building.
- Implementing an electronic management and financial system that improved customer service and interdepartmental communications.
- Maintaining consistent millage rate for the past five years.
- Conducting ongoing analysis of city services and processes to provide effective city services through alternative methods, including outsourcing analysis: pool and beach life guards, building department services, code services, licensing, bait shop and marina management, parking enforcement and utilities.
- Merging the city fire department with the Broward Sheriff's Office at a cost neutral position that maintained service levels while addressing long term personnel and nonstructural costs.
- Negotiating developer's agreement for the re-building of the Dania Jai Alai property.
- Worked with elected officials, residents, and CRA to improve the public face of the City and to plan for its future. I coined the City's slogan "Established in History – Preparing for Tomorrow".
- While serving as acting city manager, promoted the Westside Master Plan to account for the Ft. Lauderdale/Hollywood International Airport expansion.

- Took on the responsibility of grants management which included research, applications, and the management of grant related projects. I successfully wrote federal, state, and county grants. Established and implemented policy to match the grant funding sources to the capital plan. Obtained over \$4 million in grant funding for the city marina project. Assisted in the development of the City's Grant Advisory Board, whose purpose is to seek alternative funding sources for the city's community based organizations.
- Acting as staff liaison to city's Education Advisory Board that returned Head Start to the City and created a STEM partnership with Broward Schools.

Town of Newton
Town Manager

Newton, New Jersey
September 2003 – May 2006

The Town of Newton is located in northwest New Jersey, 60 miles from Manhattan. Newton is the urban county-seat of rural Sussex County. Population 8,200; 70 full-time employees; 3 square mile municipality; \$8.2 million town budget; \$3.8 million water & sewer utility budget; Council-Manager form of government.

As chief administrative officer for the municipality, my duties included overseeing the day-to-day operation of the town while incorporating the town council's goals into the operations, policy and long-term planning for the organization. Some of those goals include: addressing long-term economic stability of the town, promoting economic growth, upgrading the physical plant, improving municipal recreation and senior services. Major projects and policies initiative:

Capital Building: Oversaw the completion of projects in various stages including construction of 11,000 sq. ft. police building, completion of new 10 bay public works garage, and construction of \$7 million water filtration plant. Initiated \$1 million renovation of municipal pool and bathing pavilion.

Recreation: Assisted Recreation Commission through needs assessment and re-use plan of municipal open space. Completed \$70,000 upgrade to children's playground in the spring of 2006. Worked with community group to establish a fundraising effort to continue the expansion and further upgrade of the play area.

Redevelopment: Initiated Newton's first redevelopment area of an underutilized 5.6 acre former factory site into a plan for mixed residential/commercial use that includes affordable senior housing. Recruited a visionary planning firm to re-write the town's master plan to incorporate redevelopment as the central focus of growth for the community. Received a Smart Growth grant for visionary planning from the NJ Department of Community Affairs.

Planning: Member of Newton Planning Board. Worked with neighboring community in establishing a joint planning area. Explored shared public parking facility with county government.

Budgeting/Finance Management – Reformed budgetary process to encourage more accurate departmental budget requests and better communication of their needs to the municipal council. Negotiated concession with labor unions to meet state mandated CAP laws: Incorporated co-pays for

health insurance, longevity elimination, and reduction in overtime drivers. Re-instated policy of building up a cash surplus and short term financing of capital equipment. Privatized some town services; competitively bid professional services contract; renegotiated long-term PILOT agreements to town's advantage.

Belleville Township
Assistant to Township Manager

Belleville, New Jersey
September 1995- September 2003

Worked closely with township manager in all areas of municipal administration to further a more efficient delivery of township services. Acted as conduit for department heads, employees and council members in meeting their professional needs. Areas of concentration included: budget preparation, personnel and labor relations, telecommunications and community relations.

Education

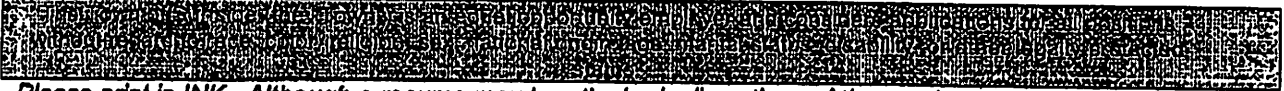
Rutgers Graduate School – Newark, N.J.
Rutgers University - New Brunswick, N.J.

M.A. in Public Administration - May 2000
B.A. in Political Science - May 1991

TOWN OF SURFSIDE

9293 Harding Avenue
Surfside, Florida 33154
Tel: 305-861-4863
Fax: 305-861-1302

EMPLOYMENT APPLICATION



Please print in INK. Although a resume may be attached, all sections of the employment application must be FULLY completed for consideration. Use blank paper if additional space is needed.

Type of Position you are available for: Full Time Part-Time

Position applying for: (You could list more than one position) Town Manager	Date of application: 7-25-2014
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How did you learn about the Town?

Advertisement Walk-In Other
 Employment Agency Friend Relative

Last Name: Donnelly	First Name: Colin	Middle Name: Emmit
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Street Address: 1010 E. Hawthorne Circle	City: Hollywood	State: FL	Zip Code: 33021
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Telephone: Home: (954) 678 6601 Cellular: (954) 205 3916	Social Security Number:
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Email: **colin_donnelly@hotmail.com**

* Driver's License Type: Operator Class E Commercial Drivers License (CDL) None

* Driver License No: State: **FLORIDA**

*Only required for jobs that require the operation of a motor vehicle.

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an employment application with the Town before? Yes No
If "Yes" give date:

Have you ever been employed by the Town before? Yes No
If "Yes" give date:

Are you currently employed? Yes No

May we contact your present employer? Yes No

If hired, can you provide proof that you are authorized to work in the United States?
(Proof of citizenship or immigration status will be required upon employment) Yes No

Do you have any friends or relatives employed by the Town? Yes No
If so, indicate name and relationship: **Joseph Kroll**

Have you ever been convicted of a felony or first degree misdemeanor? Yes No
If "Yes," please explain (Note: This will not automatically disqualify an applicant from employment. The nature of the offense, how long ago it occurred, relationship to job applying for, etc., are taken into consideration.)

EMPLOYMENT EXPERIENCE (Must be completed for consideration)

Please list the names of your present and previous employers in chronological order starting with the present or most recent employer. Be sure to account for all periods of time including military service and any periods of unemployment. Use additional pages if needed.

Employer: City of DANIA Beach		Address: 100 W. DANIA Beach Blvd		Phone#: (954) 924 6800
Job Title: Assistant City Manager			Length of Services (Specify Dates): From: 1/2007 To: Present	Hourly Rate/Salary: \$107,000 / AN.
Supervisor's Name: Robert Baldwin	Supervisor's Phone: 954924-6800	Reason for Leaving: N/A		
Duties Performed: Administrative				

Employer: Town of Newton		Address: 39 Trinity Street Newton, NJ		Phone#: 973-383-3521
Job Title: Town Manager			Length of Services (Specify Dates): From: 9/2003 To: 6/2006	Hourly Rate/Salary: \$102,000 / AN
Supervisor's Name: Town Council	Supervisor's Phone:	Reason for Leaving: Council's decision		
Duties Performed: Chief Administrative officer				

Employer: Township of Belleville		Address: Belleville, NJ 07109 152 Washington Ave		Phone#: 973-450-3322
Job Title: Ass. Supt to City Manager			Length of Services (Specify Dates): From: 9/1996 To: 9/2006	Hourly Rate/Salary: \$5,000 / hr
Supervisor's Name: Thomas Bantel	Supervisor's Phone:	Reason for Leaving: Position in Newton		
Duties Performed: Provide administrative support for city manager				

Employer: Essex County		Address: 465 MLK, Jr Blvd Newark, NJ 07102		Phone#:
Job Title: CASE worker			Length of Services (Specify Dates): From: 8/1994 To: 9/1996	Hourly Rate/Salary: \$35,000 / AN.
Supervisor's Name:	Supervisor's Phone:	Reason for Leaving: Position in Belleville		
Duties Performed:				

EDUCATION

	Name	Diploma/Degree	Course of Study
High School	Columbia High School	HS.	College Prep
Technical/Vocational School			
Undergraduate College/University	Rutgers University	B.A.	Political Science
Graduate School	Rutgers Newark Grad School	M.P.A.	Public Administration

School

Knowledge/Skills/Abilities- Describe all knowledge, skills and/or abilities you possess and believe relevant to the position(s) you seek, such as computer skills, supervisory or management certificates, operation of certain equipment, etc.

M.S. office Software, general MUNICIPAL Management

Are you able to perform all the essential functions of the position(s) for which you are applying for? Yes No
If "No" is there a reasonable accommodation that can be made?

FOREIGN LANGUAGES

Indicate foreign languages you speak, read, and write.

None

	Fluent	Good	Fair
Speak			
Read			
Write			

REFERENCES

Provide name, address and phone number of three references who are not related to you and are not previous employers.

Name	Address	Phone Number
Mr. Todd Ditney	JACKSONVILLE, FLORIDA	904-415-5359
Mr. Bob Adams	DANIA BEACH, FLORIDA	754.244.5311
Mr. GABE Micoli	BOCA RATON, FL	305 926 8832

VETERANS' PREFERENCE CLAIM

Listed below are the five Veterans' Preference categories.

1. Disabled veteran who has served on active duty in any branch of the Armed Forces and who: (a) has a presently existing service-connected disability which is compensable under public laws administered by the VA; or (b) is receiving compensation, disability retirement benefits, or pension by reason of public laws administered by the VA and the Department of Defense.
2. The spouse of any person: (a) who has a total and permanent service-connected disability and who, because of this disability, cannot qualify for employment; or (b) who is missing in action, captured in line of duty by a hostile force, or forcibly detained or interned in line of duty by a foreign government or power.
3. A veteran of any war who has served at least one day or more during a wartime period; and who was discharged or separated there from under honorable conditions from the Armed Forces. Active-duty for training is not allowable.
4. The unmarried widow or widower of a veteran who died of a service-connected disability.
5. Any Armed Forces Expeditionary Medal, as well as the Global War on Terrorism Expeditionary Medal.

Do you wish to Claim Veterans' Preference? Yes No

*If Yes, it is your responsibility to submit Documentation (DD form 214) or comparable documents that serve as a certificate of release or discharge at the time of application.

If eligible, which Veterans' Preference category are you claiming? (Please Circle Appropriate Number) 1 2 3 4 5.

AUTHORIZATION AND CONSENT FORM

I certify that answers given herein are true and complete to the best of my knowledge. I hereby authorize the Town of Surfside (the "Town") to verify all information contained herein. I authorize my current and former employers, references, registration and licensing boards and educational institutions listed on my application for employment to provide the Town with any job-related information requested. I also release all past employers and references from any and all liability for the release of information to the Town.

I understand that all job offers from the Town are conditioned on the successful completion of a criminal background check, drug screening (if applicable for the position applied), credit check (if applicable for the position applied), reference check, past employment verification and proof of education (collectively referred to as a "background check"). By signing this application, I authorize the Town to conduct a background check and, if applicable, a consumer report to be procured for employment purposes.

This application for employment shall be considered active for a period of time not to exceed six months. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I understand that neither this document nor any offer of employment from the Town constitutes an employment contract unless a specific document to that effect is executed by the Town and employee in writing. In consideration for my employment I agree to conform to the rules and regulations of the Town. I acknowledge that rules may be changed, withdrawn, added or interpreted at any time, at the Town's sole option and without prior notice to me.

Colin Donnelly

Printed Name of Applicant

7/25/2014

Date

Colin Donnelly

Signature of Applicant (Must be in ink)



Collection and Use of Social Security Numbers

In accordance with FSS 119.071, The Town of Surfside's purpose for collecting your social security number is:

Check those that apply:

- Employment Application Process
- Payroll Eligibility Verification
- Identification and Verification
- Employment Benefits
- Income Reporting
- Other

ACKNOWLEDGMENT: I Colin Donnelly, hereby confirm that I have received a copy of this written statement describing the purpose(s) for collecting my Social Security Number as required by FSS 109.071(5)(a)(3).

By: *Colin Donnelly*
(Signature)

7/25/2014
(Date)

Name: _____

(Witness)

(Date)



Collection and Use of Social Security Numbers

In accordance with FSS 119.071, The Town of Surfside's purpose for collecting your social security number is:

Check those that apply:

- Employment Application Process
- Payroll Eligibility Verification
- Identification and Verification
- Employment Benefits
- Income Reporting
- Other

ACKNOWLEDGMENT: I Colin Donnelly, hereby confirm that I have received a copy of this written statement describing the purpose(s) for collecting my Social Security Number as required by FSS 109.071(5)(a)(3).

By: *Colin Donnelly*
(Signature)

7/25/2014
(Date)

Name: Go

(Witness)

(Date)

Yamileth Slate-McCloud

From: Bill Evans <bevans@sibfl.net>
Sent: Monday, June 30, 2014 10:35 AM
To: Yamileth Slate-McCloud
Subject: Town Manager employment opportunity
Attachments: evans william resume NEW.odt

Good Morning Yami,

I am formally throwing my hat in the ring for the Town Manager's position. I have attached my resume and my current salary with benefits is 140,000/year. I am sure there are a number of qualified people for this position but I think my knowledge of the Town along with my relationships with both employees and residents make me a good fit for the position. I would welcome the opportunity to come back to work for the Town, a place I hold near and dear to my heart.

If you need anything please don't hesitate to call me on my cell phone, 786 350 8190.

Thank you in advance for your consideration.

Bill Evans
Assistant City Manager
City of Sunny Isles Beach
Sunny Isles Beach Government Center
1070 Collins Avenue, 3rd Floor
Sunny Isles Beach, Florida 33160
(305) 792-1773
(305) 792-1614 fax



PLEASE NOTE: FLORIDA HAS A VERY BROAD PUBLIC RECORDS LAW. MOST WRITTEN COMMUNICATIONS TO OR FROM CITY OFFICIALS REGARDING CITY BUSINESS ARE PUBLIC RECORDS AVAILABLE TO THE PUBLIC AND MEDIA UPON REQUEST. YOUR E-MAIL COMMUNICATIONS MAY THEREFORE BE SUBJECT TO PUBLIC DISCLOSURE.

William H. Evans

3920 94th Ave. Cooper City FL, 33024
786-350-8190
bevans@sibfl.net

CAREER BACKGROUND

City of Sunny Isles Beach, FL
Assistant City Manager

January 2013-Present

Employees supervised: 4 Departments encompassing Public Works, Capital Improvement, Planning/Zoning, and Building

Duties

- Performs the operational oversight of assigned departments.
- Processes complaints by the citizens; handles problems and requests brought to the attention of the City Manager; channels the requests to the proper department or individuals for solutions.
- Coordinates the preparation of the annual operating budget; monitors implementation of the operating budget which includes approving administrative transfers and processing budget amendments.
- Collaborates with the City Manager in carrying out inter-governmental relations with other agencies.
- Collaborates with the City Manager in the coordination between departments and supervises assigned department directors.
- Serves as the City's Labor Relations Officer which includes responsibility for contract negotiations, grievance resolution, and contract implementation.
- Collaborates in the disciplining of employees.
- Collaborates with the City Manager in strategic planning for the City.
- Collaborates in policy development for the City.
- Handles other general management related items assigned by the City Manager.
- Acts in the capacity of the City Manager in the absence of the Manager.
- Performs related work as required.

Town of Surfside, FL

2011-2013

Public Works Director

Employees supervised: 30-35 (3) Supervisors, (3) Project Managers, (2) Water/Sewer Technicians, (20) Sanitation Workers, (3) Engineering Consultants, (3) Administrative Staff Members

Duties

- Directed and oversaw all aspects of the Public Works Department. Organized, implemented, and supervised activities related to city streets, parks, water and sewer system, storm water system, solid waste, buildings and grounds maintenance, fleet maintenance and hurricane preparedness. Oversaw all capital improvement programs from design to actual construction.

Tenex Enterprises Inc., FL

2010-2011

Vice President

Employees supervised: 40-45 (4) Superintendents, (2) Estimators, (30-40) Laborers (2) Project Managers, (2) Engineering Consultants, (3) Administrative Staff Members

Duties:

- Oversaw day to day construction operations on multiple capital improvements projects. Implemented efficient business practices to increase work flow and streamline operations. Supervised project management and superintendent activities to insure completion of projects within budget and on schedule.

City of Sunny Isles Beach, FL

2008-2010

Public Works Director

Employees supervised: 20-25 (4) Working Foreman, (20) Laborers, (3-5) Engineering Consultants, (2) Administrative Staff Members

Duties:

- Directed and oversaw all aspects of the Public Works Department. Organized, implemented, and supervised activities related to city streets, parks, storm water system, buildings and grounds maintenance, fleet maintenance and hurricane preparedness. Oversaw all capital improvement programs from design to actual construction.

Southland Paving Inc. CA

2007-2008

Senior Estimator and Project Management Lead

Employees supervised: 8 (4) Superintendents, (2) Junior Estimators/Project Managers, (2) Administrative Staff Members

Duties:

- Lead estimator and senior project management lead on the capital improvement side of the company. Worked closely with government officials along with owners to ensure successful completion of each project for all parties involved.

Virginia Department of Transportation

2006-2007

Senior Project Management Analyst (9 months)

Employees supervised: Project Managers throughout the State of Virginia

Duties:

- Worked on creating an environment of uniformity in the field of project management throughout the State of Virginia. Helped to develop a training module for the creation of schedules on all projects throughout the state. Trained a multitude of project managers on effective project management techniques pertaining to need, schedule and budget.

Assistant Residency Administrator (one year)

Employees supervised: 10(2) Contract Administrators and (4-6) Project Managers

Duties:

- Oversaw, supervised and coordinated the management of all stages of construction projects, including capital improvement projects within the Hampton Roads District; coordinated assigned activities with various divisions, outside agencies, and the general public; provided highly responsible and complex staff assistance to senior management.
- Managed preliminary engineering office in the Williamsburg Residency to ensure quality transportation projects were completed within budget and on schedule.
- Customer liaison for local government and citizens on all transportation matters.
- Worked with counties to develop and finance their secondary improvement programs.
- Administered personnel policies/procedures and counseled employees to facilitate their growth and development.
- Participated in and/or conducted meeting with various public agencies and citizens groups to disseminate or gather information
- Oversaw and coordinated VDOT Agency/District/Residency goals and objectives which contributed to a highly motivated customer service driven agency.
- Responsible for compliance with Commonwealth's Asset Accounting to include, major equipment, building infrastructure inventory, computer equipment inventories, road and store inventories.
- Knowledge of federal, state, and/or transportation rules, regulations and policies as well as working knowledge of engineering principles and practices. Developed goals and objectives related to the management of a large-scale public service operation including developing, monitoring and managing budgets; prioritizing and scheduling projects, staff planning, contract training and problem solving.

City of Escondido, CA

1999 – 2006

Construction Projects Manager (three years)

Employees supervised: 14+ (2) Administrative Assistants, (1) Field Engineering Supervisor, (1) Survey Party Chief, (2) Survey Technicians, (9) Inspectors, and Consultant Project Managers as needed.

Duties:

- Oversaw, supervised and coordinated the management of all stages of construction projects, including capital improvement projects within the Public Works Department.
- Coordinated assigned activities with various divisions, outside agencies, and the general public; provide highly responsible and complex staff assistance to senior management.
- Assumed responsibility for assigned services and activities related to the management of construction projects, including capital improvement projects within the Public Works

Department including design, bid, and post bid inspection, construction, and related functions and professional contracts; ensured completion of projects within budgetary, regulatory, and time constraints.

- Coordinated, managed, and monitored the organization, staffing, and operational activities for the assigned division's construction and inspection programs; responded to questions and inquires form the general public, developers, contractors, engineering professionals and City staff regarding Public Works construction projects.
- Participated in the development and implementation of goals, objectives, and policies; recommended and implemented resulting policies and procedures.
- Identified opportunities for improving service delivery methods and procedures, resource needs, ensured construction files and records were appropriately maintained.
- Directed, coordinated, and reviewed the work plan for Public Works construction and inspection services and activities; assigned work activities and projects to staff, organized and scheduled the work of professional and paraprofessional engineering staff and private contractors, monitored work flow, reviewed and evaluated work products, methods, and procedures, met with staff to identify and resolve problems.
- Reviewed the design of assigned construction projects for clarity and constructability; directed the preparation and/or review of plans, specifications, estimates, and contracts for assigned projects. Selected, trained, supervised, motivated, and evaluated assigned personnel; provided or coordinated staff training; worked with employees to correct deficiencies; recommended and implemented discipline and termination procedures; selected and oversaw contract employees.
- Participated in the development and administration of assigned program budget; forecasted funds needed for staffing, equipment, materials and supplies; monitored and approved expenditures, recommend adjustments as necessary.
- Performed a variety of construction conflict resolution duties, resolved engineering problems in the construction phase with advisement from the design engineer; acted on behalf of the City in resolving construction and inspection problems with project contractors, private engineers, owners, and developers.
- Attended and participated in professional group meetings staying abreast of new trends and innovations in the field of Public Works construction management.
- Responded to and resolved citizen inquiries and complaints.

Assistant Field Engineer (two years)

Employees supervised: 6+ (2) Administrative Assistants, (4) Inspectors, (2-3) Consultant Inspectors as needed.

Duties:

- Supervised assignments reviewed and participated in the work of staff responsible for construction inspection services and activities for a wide variety of projects. Ensured work quality and adherence to established policies and procedures. Performed the technical and complex tasks relative to assigned areas of responsibility.
- Established schedules and methods for providing construction inspection services. Identified and reviewed resource needs with appropriate management staff, allocated resources accordingly.
- Coordinated activities with other City departments and with outside agencies. Conferred with project engineers and City staff to resolve major complaints and/or concerns about

construction projects. Participated in the development of goals and objectives as well as policies and procedures. Made recommendations for changes and improvements to existing standards, policies, and procedures. Participated in the implementation of approved policies and procedures. Monitored work activities to ensure compliance with established policies and procedures.

- Participated in the selection of assigned staff. Provided and coordinated staff training. Worked with employees to correct deficiencies, implemented disciplinary procedures.
- Participated in the preparation and administration of the assigned program budget. Submitted budget recommendations, monitored expenditures.

Field Engineering Inspector (two years)

Duties:

- Inspected construction of all types of Public Works projects, both public and privately funded improvement, including grading, street improvements, storm drains, underground utility systems and irrigation systems.
- Inspected the construction of surface street improvements (paving, curb and gutter, sidewalk, etc.) bridges, storm drains and boxes, underground utility systems (lift stations, reservoirs, pressure stations, and force mains) parks, grading and private street systems, streetlights and traffic signals. Inspected pipe installation for alignment, grade, jointing, fittings and materials. Inspected sub grade and base grade for compaction, alignment, grades and materials. Reviewed detour plans, haul routes, erosion control plans. Performed quality control testing of concrete as required. Enforced ordinances pertaining to permits, dust control, erosion control, grading and public improvements. Maintained logs, records, record drawings (as-built). Prepared and checked progress payments, reduction and releases of securities, Notices of Completion, and minor engineering reports.
- Checked required State and Federal records pertaining to wages and minority goals.
- Maintained records concerning operations and programs including project records. Prepared progress estimates, reports on operations and activities including compiling information for reports on citizen complaints and engineering problems.
- Performed independent constructability reviews and performed project management. Assumed responsibility for implementing change orders.
- Prepared contract cost estimates and staff reports for items requiring City Council approval. Reviewed plans and specifications for upcoming projects.
- Performed construction conflict resolution, resolved engineering problems in construction phase and worked to ensure contractor compliance with all rules, regulations, and guidelines.
- Reviewed compaction reports, pad certifications, geotechnical reports and traffic control plans. Dealt directly with the public to address citizen's concerns.
- Monitored encroachment permit administration for utility companies and other public entities working in the City right of-way. Coordinated with state board for compliance with mandated SWPPP program. Attended and participated in professional group meetings. Maintained awareness of new trends and developments in the field of construction inspection and incorporated new developments as appropriate into programs.
- Served as acting Construction Projects Manager as assigned and performed related duties as required.

ATCS, PLC, VA

1997-1999

Project Manager

Employees supervised: 3 to 4 Project Managers

Duties:

- Supervised and directed project managers in the execution of VDOT maintenance and construction contract work.
- Reviewed third party appeals for FEMA headquarters. Participated in presenting ATCS to obtain future VDOT contract work. Assisted in the development of the inspection program/contract management for the newly developed division within ATCS.
- Conducted constructability reviews for various projects. Provided staff assistance to senior management as it pertained to upcoming construction management for various projects. Attended and participated in professional group meetings, keeping current with innovations in the field of construction management. Reported to senior FEMA management staff in the area of claim review and disaster relief.

Parsons Project Services, CA

1996-1997

Senior Field Inspector

Employees supervised: 4 to 5 Consultant Inspectors

Duties:

- Supervised and directed consultant inspectors, monitored project plans, specs and standards. Inspected foundation, preparation, roller compacted concrete, cut-off wall construction.
- Inspected the construction of surface street improvements (paving, curb and gutter, sidewalk, etc.) bridges, storm drains and boxes, underground utility systems. Inspected pipe installation for alignment, grade, jointing, fittings and materials. Inspected sub grade and base grade for compaction, alignment, grades and materials.
- Enforced ordinances pertaining to permits, dust control, erosion control, grading and paving. Maintained logs, records, record drawings (as-built). Prepared and checked progress payments, Notices of Completion, and minor engineering reports. Communicated and conferred with project engineers and/or superintendents on problems arising from inspections.

Fairfax County Water Authority, VA

1992-1996

Senior Engineering Inspector

Employees supervised: (1-2) Inspectors

Duties:

- Inspected the installation and construction of pump stations, treatment facilities, water mains and appurtenances. Handled contractors pay requests and contract change orders.
- Inspected pipe installation for alignment, grade, jointing, fitting and materials. Kept records and prepared reports as needed.
- Communicated and conferred with project engineers and or superintendents throughout the course of the project. Dealt tactfully and effectively with all members of the public often in stressful situations. Established and maintained working relationships with customers, agency officials, local government staff; and others contacted in the course of work. Monitored state issued encroachment permits and regulations for compliance with

each project. Resolved routine engineering problems. Interpreted construction contracts, special provisions and specifications applying them correctly for each project.

Virginia Department of Transportation
Senior Inspector

1989-1993

Employees supervised: 2 Inspectors

Duties:

- Under supervision, inspected highway construction and directed and oversaw the daily activities of a team of inspectors responsible for monitoring and documenting the contractors' work on a wide range of roadway projects.
- Applied independent judgment and technical expertise to resolve construction issues.
- Monitored EEO/DBE compliance developed and reviewed project documentation.
- Trained and coached inspection personnel, performed inspection duties and assisted the Project engineer as required. Worked in emergency situations adjusting work schedules and overtime. Applied knowledge of highway construction inspection techniques, methods, procedures, practices, materials, and equipment. Applied knowledge of road and bridge construction standards, specifications, MUTCD, environmental regulations, safety requirements, DBE/EEO guidelines, and related rules and regulations, terms and symbols. Inspected a wide variety of roadway, structure, and bridge construction projects.
- Operated field engineering and testing equipment. Applied mathematical formulas and engineering principles to determine field adjustments. Managed and applied quality control standards and cost control measures to road and bridge construction projects and prepared related documentation. Knowledge of Federal and State Labor Regulations. Read and interpreted roadway and structure and bridge construction plans and contracts. Provided technical supervision, leadership, and training to other inspectors.

EDUCATION

James Madison University

1984-1986

Other:

- FHWA trained in project management, FEMA trained in project management and debris removal, trained in the methodology of PMP, erosion and sediment control trained, SWPPP trained, OSHA trench safety trained, workplace sensitivity trained, management academy trained.

References available upon request.

TOWN OF SURFSIDE

9293 Harding Avenue
 Surfside, Florida 33154
 Tel: 305-861-4868
 Fax: 305-861-1302

EMPLOYMENT APPLICATION

The Town of Surfside (the "Town") is an equal opportunity employer and considers applications for all positions without regard to race, color, religion, sex, national origin, age, marital status, disability, or other legally protected status.

Please print in INK. Although a resume may be attached, all sections of the employment application must be FULLY completed for consideration. Use blank paper if additional space is needed.

Type of Position you are available for: Full Time Part-Time

Position applying for: (You could list more than one position) <i>Town Manager</i>	Date of application: <i>7/25/14</i>
How did you learn about the Town?	
<input type="checkbox"/> Advertisement <input type="checkbox"/> Walk-in <input checked="" type="checkbox"/> Other <input type="checkbox"/> Employment Agency <input type="checkbox"/> Friend <input type="checkbox"/> Relative	

Last Name: <i>Evans</i>	First Name: <i>William</i>	Middle Name: <i>Herbert</i>
Street Address: <i>3920 NW 94th Ave.</i>	City: <i>Cooper City</i>	State: <i>FL.</i>
Telephone: Home: <i>(786) 350 8190</i>	Social Security Number: 	
Cellular: <i>(786) 350 8190</i>	Zip Code: <i>33024</i>	
Email: <i>bevans@sbfl.net or Sarahbevans@gmail.com</i>		

* Driver's License Type: <input checked="" type="checkbox"/> Operator Class E <input type="checkbox"/> Commercial Drivers License (CDL) <input type="checkbox"/> None
* Driver License No: State: <i>Florida</i>
*Only required for jobs that require the operation of a motor vehicle.
If you are under 18 years of age, can you provide required proof of your eligibility to work? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever filed an employment application with the Town before? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If "Yes" give date:
Have you ever been employed by the Town before? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If "Yes" give date: <i>Feb. 11 to Jan 13'</i>
Are you currently employed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
May we contact your present employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If hired, can you provide proof that you are authorized to work in the United States? (Proof of citizenship or immigration status will be required upon employment) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any friends or relatives employed by the Town? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If so, indicate name and relationship:
Have you ever been convicted of a felony or first degree misdemeanor? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes," please explain (Note: This will not automatically disqualify an applicant from employment. The nature of the offense, how long ago it occurred, relationship to job applying for, etc., are taken into consideration.)

EMPLOYMENT EXPERIENCE (Must be completed for consideration)

Please list the names of your present and previous employers in chronological order starting with the present or most recent employer. Be sure to account for all periods of time including military service and any periods of unemployment. Use additional pages if needed.

Employer: <i>City of Sunny Isles Beach</i>	Address: <i>18070 Collins Ave., FL 33160</i>	Phone#: <i>305 792-1773</i>
Job Title: <i>Asst. City Manager</i>	Length of Services (Specify Dates): From: <i>Jan 13'</i> To: <i>Present</i>	Hourly Rate/Salary: <i>130k/yr.</i>
Supervisor's Name: <i>Chris Russo</i>	Supervisor's Phone: <i>305 792-1776</i>	Reason for Leaving: <i>Career Advancement</i>
Duties Performed: <i>Oversee and Manage the overall Service Division to include all capital improvements</i>		

Employer: <i>Town of Surtside</i>	Address: <i>9293 Harding Ave FL 33154</i>	Phone#: <i>305 861-4863</i>
Job Title: <i>Public Work Director</i>	Length of Services (Specify Dates): From: <i>Feb 11'</i> To: <i>Jun 13'</i>	Hourly Rate/Salary: <i>114k/yr.</i>
Supervisor's Name: <i>Roger Carlton</i>	Supervisor's Phone: <i>305 861-4863</i>	Reason for Leaving: <i>Career Advancement</i>
Duties Performed: <i>Over saw and managed the PW Dept. along with capital improvement.</i>		

Employer: <i>Tenex Enterprises INC.</i>	Address: <i>850 SW 14th Ct. Pompano FL 33060</i>	Phone#: <i>954 788-8100</i>
Job Title: <i>Vice President.</i>	Length of Services (Specify Dates): From: <i>2010</i> To: <i>2011</i>	Hourly Rate/Salary: <i>125k/yr.</i>
Supervisor's Name: <i>Harold Favaldi</i>	Supervisor's Phone: <i>954 788-8100</i>	Reason for Leaving: <i>Business in decline</i>
Duties Performed: <i>Over saw all operations to include bidding & construction</i>		

Employer: <i>City of Sunny Isles Beach</i>	Address: <i>18070 Collins Ave., FL 33160</i>	Phone#: <i>305 792 1773</i>
Job Title: <i>Public Works Director</i>	Length of Services (Specify Dates): From: <i>2008</i> To: <i>2010</i>	Hourly Rate/Salary: <i>109k/yr.</i>
Supervisor's Name: <i>Rick Conner</i>	Supervisor's Phone: <i>305 792-1773</i>	Reason for Leaving: <i>Career advancement.</i>
Duties Performed: <i>Over saw and Managed the PW Dept along with all capital improvements.</i>		

EDUCATION

	Name	Diploma/Degree	Course of Study
High School	<i>Washington & Lee Manross VA.</i>	<i>Yes Advanced</i>	<i>Advanced</i>
Technical/Vocational School			
Undergraduate College/University	<i>James Madison Univ.</i>	<i>No.</i>	<i>Project Management.</i>
Graduate School			

Knowledge/Skills/Abilities- Describe all knowledge, skills and/or abilities you possess and believe relevant to the position(s) you seek, such as computer skills, supervisory or management certificates, operation of certain equipment, etc. *Well versed in Microsoft Suite, Management Graduate trained, Very familiar with the Town of Saltville and its residents and the issues the Town faces.*

Are you able to perform all the essential functions of the position(s) for which you are applying for? Yes No
 If "No" is there a reasonable accommodation that can be made?

FOREIGN LANGUAGES

Indicate foreign languages you speak, read, and write.

Fluent in English no other languages

	Fluent	Good	Fair
Speak			
Read			
Write			

REFERENCES

Provide name, address and phone number of three references who are not related to you and are not previous employers.

Name	Address	Phone Number
<i>Roger Carlton</i>	<i>NC.</i>	<i>305-903-3002</i>
<i>Doug Hoag</i>	<i>Mich</i>	<i>248-425-8084</i>
<i>Paul Jonkowski</i>	<i>Palm Beach / Mich</i>	<i>561-484-0303</i>

VETERANS' PREFERENCE CLAIM

Listed below are the five Veterans' Preference categories.

1. Disabled veteran who has served on active duty in any branch of the Armed Forces and who: (a) has a presently existing service-connected disability which is compensable under public laws administered by the VA; or (b) is receiving compensation, disability retirement benefits, or pension by reason of public laws administered by the VA and the Department of Defense.
2. The spouse of any person: (a) who has a total and permanent service-connected disability and who, because of this disability, cannot qualify for employment; or (b) who is missing in action, captured in line of duty by a hostile force, or forcibly detained or interned in line of duty by a foreign government or power.
3. A veteran of any war who has served at least one day or more during a wartime period; and who was discharged or separated there from under honorable conditions from the Armed Forces. Active-duty for training is not allowable.
4. The unmarried widow or widower of a veteran who died of a service-connected disability.
5. Any Armed Forces Expeditionary Medal, as well as the Global War on Terrorism Expeditionary Medal.

Do you wish to Claim Veterans' Preference? Yes No

If Yes, it is your responsibility to submit Documentation (DD form 214) or comparable documents that serve as a certificate of release or discharge at the time of application.

If eligible, which Veterans' Preference category are you claiming? (Please Circle Appropriate Number) 1 2 3 4 5.

AUTHORIZATION AND CONSENT FORM

I certify that answers given herein are true and complete to the best of my knowledge. I hereby authorize the Town of Surfside (the "Town") to verify all information contained herein. I authorize my current and former employers, references, registration and licensing boards and educational institutions listed on my application for employment to provide the Town with any job-related information requested. I also release all past employers and references from any and all liability for the release of information to the Town.


I understand that all job offers from the Town are conditioned on the successful completion of a criminal background check, drug screening (if applicable for the position applied), credit check (if applicable for the position applied), reference check, past employment verification and proof of education (collectively referred to as a "background check"). By signing this application, I authorize the Town to conduct a background check and, if applicable, a consumer report to be procured for employment purposes.

This application for employment shall be considered active for a period of time not to exceed six months. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I understand that neither this document nor any offer of employment from the Town constitutes an employment contract unless a specific document to that effect is executed by the Town and employee in writing. In consideration for my employment I agree to conform to the rules and regulations of the Town. I acknowledge that rules may be changed, withdrawn, added or interpreted at any time, at the Town's sole option and without prior notice to me.

William H. Evans
Printed Name of Applicant

7/25/14
Date


Signature of Applicant (Must be in ink)



Collection and Use of Social Security Numbers

In accordance with FSS 119.071, The Town of Surfside's purpose for collecting your social security number is:

Check those that apply:

- Employment Application Process
- Payroll Eligibility Verification
- Identification and Verification
- Employment Benefits
- Income Reporting
- Other

ACKNOWLEDGMENT: I William H. Evans, hereby confirm that I have received a copy of this written statement describing the purpose(s) for collecting my Social Security Number as required by FSS 109.071(5)(a)(3).

By: [Signature]
(Signature)

7/25/14
(Date)

Name: _____

(Witness)

(Date)

Yamileth Slate-McCloud

From: Jay Henry <jay_henry@live.com>
ent: Tuesday, July 22, 2014 11:10 AM
To: Human Resource
Subject: Town Manager Recruitment
Attachments: Surfside Cover Letter.docx.pdf; Long Resume.pdf; Jay Henry Salary History.pdf

Dear Ms. Slate-McCloud:

Please forward my attached Cover Letter, Salary History and Resume to Mayor Dietch and the Town Commission for review.

Thanks and best wishes,

Jay Henry
(541) 591-2575

Jay A. Henry
ICMA Credentialed Manager

Cell Phone (541) 591-2575
E-mail: jay_henry@live.com

1213 SW 16th Ave.
Ontario, Oregon 97914

July 22, 2014

Via e-mail

RE: TOWN OF SURFSIDE CITY MANAGER

Please accept my application for Town Manager of Surfside. My education includes a Bachelor's degree in Civil Engineering Technology, an MBA with an emphasis in Organizational Effectiveness, and I am a graduate of the Harvard Kennedy School of Government's Senior Executives in State and Local Government program. I consider myself a life-long learner. I have been selected by my peers in Oregon to serve on the Oregon City/County Management Association Board of Directors as well as the Ethics Committee.

I have 14 years of local government experience. I am an International City Management Association Credentialed Manager and I possess the Oregon Local Government Management Certification. As you review my work experience you will see that despite having some short tenures, I have been very effective at the positions that I have managed. I have often been called upon to be the change agent, and I have extensive experience in diagnosing and improving organizations. Change, especially in government, can be perilous for the implementer but I have been very fortunate to build valuable experience and to learn from each jurisdiction that I have served.

I have excellent leadership skills. I have extensive experience with labor unions and Human Resources issues. I am technologically savvy. I am very experienced in dealing with land use issues and community development. I have very strong budgeting and finance skills. Also, throughout my career I have emphasized and facilitated Economic Development to the maximum extent possible.

I hope to find a long-term home where my experience and skills are appreciated and where my coworkers are smart, ethical and passionate about their city. I'm searching for a city where I can truly make a difference for the better.

Thank you for reviewing my application.

Sincerely,

Jay A. Henry

Jay A. Henry

ICMA Credentialed Manager

Cell Phone (541) 591-2575
E-mail: jay_henry@live.com

1213 SW 16th Ave.
Ontario, Oregon 97914

EXECUTIVE SUMMARY

14+ years of successful local government leadership experience. Every organization I have managed has quantifiably improved, including during times of fiscal distress and limited resources. My goal is stable, long-term employment in which I can meaningfully contribute to the enduring good of the community.

EXPERIENCE

City Manager, Ontario, Oregon

July 2012 – March 31, 2014

Ontario is a full service city with a permanent population of 11,465 and a daytime population of over 50,000. The annual budget is \$33,223,903 with General Fund expenditures of \$9,608,351. In 2012 the city had 104 FTE and three unions. Including interims, Ontario has had six managers in the last eight years. During my tenure and without raising fees the City:

- Has benefitted from a savings of \$1,435,240 in the Ending Fund Balances according to our audit. That's over \$1.4 million of available cash that was budgeted but not spent. At the same time, the city has decreased its long-term debt by over one million dollars, implemented our first ever Streets Reserve Funds of \$320,000, implemented Public Works and Emergency Vehicle Reserves of \$285,000, and we have increased our General Fund Operating Contingency by almost \$200,000. This was accomplished without raising fees and without significant increases in revenue.
- Implemented change from a biannual to an annual budget, resulting in much better control over the budget.
- Oversaw change from outdated financial software to latest cloud-based version (Springbrook). We are the 38th city in the nation to utilize this cutting edge technology.
- Discovered over \$4 million that was overspent, under-billed, or misappropriated into the wrong fund by previous management. Implemented financial controls and procedures to prevent further errors.
- Entered into a public-private partnership for operations of the Golf Course.
- Oversaw implementation of 911 Center consolidation with Malheur County.
- Implemented Council's direction to close the structurally failing Aquatic Center and to place savings into an Aquatics Reserve Fund for future rebuilding of the center.
- Executed Council direction to unilaterally implement the Teamster's Labor Contract.
- Implemented increased random drug testing for employees.
- Corrected health insurance coverage for non-represented employees, providing parity with represented.
- Implemented Health Savings Accounts/High deductible health plans for all full-time employees.
- Rewrote City Employee Handbook as well as most City Job Descriptions and Evaluations.
- Applied for, received and implemented \$680,000 Airport Grant for taxiway reconstruction and replacement of the rotating beacon.

- Received \$2.9 million in STIP Funds for transportation projects.
- Annexed and rezoned 200 acres of farm ground (EFU) to Industrial by utilizing a unique rationale with the State of Oregon, which has some of the most restrictive land use laws in the nation. Rezoned and annexed 100 acres for future housing needs. Began the process of rezoning and annexing an additional 300 acres from EFU to Rail Dependent Industrial.
- Began providing staff with accurate monthly budget variance reports, which they had been lacking.
- Implemented Council's guidance of reducing city credit cards from 93 to 16.
- Remodeled the Police Evidence Room in conjunction with evidence re-cataloging, recounting and audit.
- Implemented year-round prescription drug take back disposal.
- Awarded \$60,000 FEMA Grant for Fire Department turnout suits.
- Awarded \$349,000 Grant for new pumper truck.
- Completed public safety radio communication study for the area.
- Began extensive operational and functional audit of Water Treatment Plant.
- Began extensive review of Police and Fire Department operations utilizing ICMA Public Safety Consulting.
- Reorganized staffing and reporting relationships in the Finance, Human Resources, Public Works, Planning, Facilities Management, Information Technology, Parks, Cemetery, Golf, Airport, and Aquatic Center Departments.
- Successfully recruited Public Works Director, City Engineer, Finance Director, Assistant Finance Director, Facilities Manager, and Planner.

In Transition

June 2011 – July 2012

City Manager, Talent, Oregon

August 2008 – June 2011

- Council annual evaluation average of 3.65 on a 4.0 scale over two years of evaluations. Four new councilors (a majority) took office in 2011 and chose to select a new manager.
- Achieved council's top priority of bringing an ailing and unsustainable city budget back to a healthy state by conducting a comprehensive budget assessment, emphasizing economies wherever possible, maximizing available funding, and selectively reducing staff without adversely impacting service levels. This was accomplished without increasing fees.
- In my three years the city increased the Ending Cash Balance for our General Fund by 266% to \$650,000, tripled Contingency Funds to \$750,000, increased fund reserves by \$120,000, and doubled Capital Construction funding to \$3.3 million (including increasing the parks construction budget five-fold). This was accomplished during the worst recession in many years.
- Collaborated with the Rogue Valley Area Commission on Transportation as well as ODOT, in an effort to upgrade the last non-improved major route in Talent during my tenure (Hwy 99S) resulting in a further \$1.8 million in funding scheduled for FY 15.
- Directed effort resulting in Talent receiving its first ever Community Development Block Grant of \$849,000 as well as grant funding of \$345,000 for a green paving project.
- Codification of all city ordinances.
- Utilizing insurance proceeds along with a minimal city investment, we took advantage of a structural fire to refurbish the city IT system with three new servers, enabling future on-line bill payment, increased public access, and new VOIP phone system reducing monthly costs by 50%.

- Successfully recruited Police Chief, Planning Director, Public Works Director/City Engineer Asst. City Recorder and Asst. Finance Director.

Initial City Manager, City of Polson, Montana

July 2007 – August 2008

- Implemented impact fees for parks, water, sewer and fire departments as well as policy to recover development engineering fees.
- Rewrote the City Personnel Policy and all managerial Job Descriptions and developed policies for budgeting and purchasing, city investments, City Council procedure, code enforcement, and development and engineering.
- Collaborated with local tribes to implement construction of a new city beach on Flathead Lake.
- Cooperated with the surrounding county during rewrite of Polson Development Code.
- Led development of first City Engineering Design Standards. Initiated inventory of city right of ways as well as city-wide GIS maps.
- Launched process with Montana Department of Commerce to designate Polson as a Resort Community, which was the first step in implementing a local resort tax.
- Although happy in Polson, I left Montana due to a family crisis.

Klamath County

December 1999 – July 2007

Klamath County had a population of over 70,000, a \$166 million budget, and 400 FTE.

- **Director of Klamath County Community Development Dept.** March 2003-July 2007
- Promoted from within to form and lead a large reorganization effort. CDD was comprised of six departments with 53 employees. I reported directly to the County Commissioners, as the county had no administrator.
- Reduced numerous customer complaints to near zero in the Building, Planning, Code Enforcement and On-Site Wastewater divisions while addressing low employee morale and teamwork. CDD was also the contract Building Department for 13 incorporated cities, including the county seat (Klamath Falls). The Development Department was newly formed in 2003 because of extensive customer complaints and poor staff performance. Concurrent with this reduction in complaints, permit volume more than doubled.
- Improved permit lag times from 9 weeks to 2 weeks by writing and implementing policies to streamline and improve the overall permit process.
- Led process improvements including implementing new permitting software, updating County Land-Use Code, credit-card acceptance, improved filing system and permit forms, cross-training for employees, web access for customers, and concurrent permitting.
- During my eight years with Klamath County I successfully recruited the Building Official, Planning Director, CDD Office Manager, Parks/Solid Waste Supervisor and Operations Manager.

Parks and Solid Waste Supervisor, Klamath County Public Works

1999-2003

- Turned around the performance of the Parks and Solid Waste departments, including 26 facilities, resulting in my promotion to form and lead the Community Development Department.
- Implemented policies addressing operational efficiencies and internal controls resulting in Landfill Site Reserve more than doubling (from \$1.9 million to \$4.2 million) and Solid Waste Net Working Capital more than tripling (from \$260,000 to \$890,000).
- Reduced funds spent on solid waste heavy equipment maintenance by 64%.

- Increased Klamath County's recycling percentage from 15% to 31%.
- Successfully managed multiple landfill closure projects. Saved over \$430,000 on engineer's estimates of costs of constructing a secondary transfer station facility and landfill closures.
- Increased Parks grant funding from \$151,583 to \$505,000.
- Led the successful negotiation, permitting, and contract management of a multi-modal solid waste transfer station including a \$21 million contract for the export of solid waste.

Oregon Army National Guard

1984-1994

- Promoted through the ranks from Private to Captain. This experience was a turning point in my life. As a young rancher/farmer I had learned to manage tight budgets and knew the satisfaction of doing a difficult job well, but this opportunity enabled me to discover that I really enjoyed the challenge of leading and managing people.
- Although I did not have a college degree at the time, I was promoted from the enlisted into the officer ranks and then promoted rapidly due to my job performance and leadership.
- Responsible for 124 men as an Infantry Company Commander. Awarded two Army Achievement Medals and a meritorious advanced promotion to Captain for outstanding unit performance and leadership. Honorable Discharge 1994.

EDUCATION

- **Senior Executives in State and Local Government, Harvard University, Cambridge, MA** (June 2011).
- **Master of Business Administration, Marylhurst University, Marylhurst, OR** (June 2004). Emphasis on Organizational Effectiveness.
- **Bachelor of Science, Civil Engineering Technology, Oregon Institute of Technology, K. Falls, OR** (June 2000). Dual emphasis on Structural and Environmental Engineering.

PROFESSIONAL AFFILIATIONS

- International City Management Association (ICMA Credentialed Manager).
- Oregon City/County Management Association (OCCMA) Board of Directors
 - OCCMA State Ethics Committee
 - Coaching/Mentoring Committee
 - Chair of ICMA Liaison/Manager Credentialing Committee
- Local Government Management Certification (140 credit hours in 10 core areas; awarded by the League of Oregon Cities in 2011).
- Oregon Building Official Certification #5438BO (inactive)
- Oregon Municipal Finance Officers Association.
- Snake River Correctional Institute (State Prison) Advisory Board.

Jay A. Henry
ICMA Credentialed Manager

Cell Phone (541) 591-2575
E-mail: jay_henry@live.com

1213 SW 16th Ave.
Ontario, Oregon 97914

Klamath County, OR:	Starting \$39,612/year	Final \$63,048/year
Polson, MT:	Starting \$65,000/year	Final \$65,000/year
Talent, OR:	Starting \$80,000/year	Final \$83,280/year
Ontario, OR:	Starting \$95,000/year	Final \$103,000/year

TOWN OF SURFSIDE

9293 Harding Avenue
Surfside, Florida 33154
Tel: 305-861-4863
Fax: 305-861-1302

EMPLOYMENT APPLICATION

The Town of Surfside (the "Town") is an equal opportunity employer and considers applications for all positions without regard to race, color, religion, sex, national origin, age, marital status, disability, or other legally protected status.

Please print in INK. Although a resume may be attached, all sections of the employment application must be FULLY completed for consideration. Use blank paper if additional space is needed.

Type of Position you are available for: X Full Time Part-Time

Position applying for: (You could list more than one position) Town Manager	Date of application: July 28, 2014
--	---------------------------------------

How did you learn about the Town? X <input type="checkbox"/> Advertisement <input type="checkbox"/> Walk-In <input type="checkbox"/> Other <input type="checkbox"/> Employment Agency <input type="checkbox"/> Friend <input type="checkbox"/> Relative

Last Name: Henry	First Name: Jay	Middle Name: A	
Street Address: 1213 SW 16 th Avenue	City: Ontario	State: Oregon	Zip Code: 97914
Telephone: Home: () _____ Cellular:(541)591-2575 _____	Social Security Number: [REDACTED]		
Email: jay_henry@live.com			

* Driver's License Type: <input type="checkbox"/> Operator Class E <input type="checkbox"/> Commercial Drivers License (CDL) <input type="checkbox"/> None	State: OR
* Driver License No: [REDACTED]	
*Only required for jobs that require the operation of a motor vehicle.	
If you are under 18 years of age, can you provide required proof of your eligibility to work?	X <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever filed an employment application with the Town before? If "Yes" give date:	<input type="checkbox"/> Yes X <input type="checkbox"/> No
Have you ever been employed by the Town before? If "Yes" give date:	<input type="checkbox"/> Yes X <input type="checkbox"/> No
Are you currently employed?	<input type="checkbox"/> Yes X <input type="checkbox"/> No
May we contact your present employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If hired, can you provide proof that you are authorized to work in the United States? (Proof of citizenship or immigration status will be required upon employment)	X <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any friends or relatives employed by the Town? If so, indicate name and relationship:	<input type="checkbox"/> Yes X <input type="checkbox"/> No
Have you ever been convicted of a felony or first degree misdemeanor? If "Yes," please explain (Note: This will not automatically disqualify an applicant from employment. The nature of the offense, how long ago it occurred, relationship to job applying for, etc., are taken into consideration.)	<input type="checkbox"/> Yes X <input type="checkbox"/> No

EMPLOYMENT EXPERIENCE (Must be completed for consideration)

Please list the names of your present and previous employers in chronological order starting with the present or most recent employer. Be sure to account for all periods of time including military service and any periods of unemployment. Use additional pages if needed.

Employer: City of Ontario		Address: 444 SW 4 th Street		Phone#: 541-881-3223
Job Title: City Manager			Length of Services (Specify Dates): From: July 2012 To: March 31 2014	Hourly Rate/Salary: \$108,000/year
Supervisor's Name: City Council	Supervisor's Phone:	Reason for Leaving: Voluntarily resigned		
Duties Performed:				

Employer: City of Talent		Address: Talent, OR		Phone#:
Job Title: City Manager			Length of Services (Specify Dates): From: August 2008 To: July 2011	Hourly Rate/Salary: \$83,280/year
Supervisor's Name: City Council	Supervisor's Phone:	Reason for Leaving: Majority of new Councilors took office and decided to select their own manager		
Duties Performed:				

Employer: City of Polson		Address: Polson, MT		Phone#:
Job Title: City Manager			Length of Services (Specify Dates): From: July 2007 To: Aug 2008	Hourly Rate/Salary: \$65,000/year
Supervisor's Name: City Council	Supervisor's Phone:	Reason for Leaving: Family crisis (death of son)		
Duties Performed:				

Employer: Klamath County		Address:		Phone#:
Job Title: Community Development Director			Length of Services (Specify Dates): From: Dec. 1999 To: July 2007	Hourly Rate/Salary: \$63,048/year
Supervisor's Name: Board of County Commissioners	Supervisor's Phone:	Reason for Leaving: To become a city manager		
Duties Performed:				

EDUCATION

	Name	Diploma/Degree	Course of Study
High School	Lost River High School	H.S. Diploma	
Technical/Vocational School			
Undergraduate College/University	Oregon Institute of Technology	B.S. Civil Engineering Technology	Structural and Environmental emphasis
Graduate School	Marylhurst University	MBA	Organizational Effectiveness

Knowledge/Skills/Abilities— Describe all knowledge, skills and/or abilities you possess and believe relevant to the position(s) you seek, such as computer skills, supervisory or management certificates, operation of certain equipment, etc.

Are you able to perform all the essential functions of the position(s) for which you are applying for? X Yes No

If "No" is there a reasonable accommodation that can be made?

FOREIGN LANGUAGES

Indicate foreign languages you speak, read, and write.

	Fluent	Good	Fair
Speak			
Read			
Write			

REFERENCES

Provide name, address and phone number of three references who are not related to you and are not previous employers.

Name	Address	Phone Number
Rex Turner		541-591-1738
Tom Crist		541-883-4294
Mike Long		541-891-2967

VETERANS' PREFERENCE CLAIM

Listed below are the five Veterans' Preference categories.

1. Disabled veteran who has served on active duty in any branch of the Armed Forces and who: (a) has a presently existing service-connected disability which is compensable under public laws administered by the VA; or (b) is receiving compensation, disability retirement benefits, or pension by reason of public laws administered by the VA and the Department of Defense.
2. The spouse of any person: (a) who has a total and permanent service-connected disability and who, because of this disability, cannot qualify for employment; or (b) who is missing in action, captured in line of duty by a hostile force, or forcibly detained or interned in line of duty by a foreign government or power.
3. A veteran of any war who has served at least one day or more during a wartime period; and who was discharged or separated there from under honorable conditions from the Armed Forces. Active-duty for training is not allowable.
4. The unremarried widow or widower of a veteran who died of a service-connected disability.
5. Any Armed Forces Expeditionary Medal, as well as the Global War on Terrorism Expeditionary Medal.

Do you wish to Claim Veterans' Preference? Yes* No

*If Yes, it is your responsibility to submit Documentation (DD form 214) or comparable documents that serve as a certificate of release or discharge at the time of application.

If eligible, which Veterans' Preference category are you claiming? (Please Circle Appropriate Number) 1 2 3 4 5.

AUTHORIZATION AND CONSENT FORM

I certify that answers given herein are true and complete to the best of my knowledge. I hereby authorize the Town of Surfside (the "Town") to verify all information contained herein. I authorize my current and former employers, references, registration and licensing boards and educational institutions listed on my application for employment to provide the Town with any job-related information requested. I also release all past employers and references from any and all liability for the release of information to the Town.

I understand that all job offers from the Town are conditioned on the successful completion of a criminal background check, drug screening (if applicable for the position applied), credit check (if applicable for the position applied), reference check, past employment verification and proof of education (collectively referred to as a "background check"). By signing this application, I authorize the Town to conduct a background check and, if applicable, a consumer report to be procured for employment purposes.

This application for employment shall be considered active for a period of time not to exceed six months. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I understand that neither this document nor any offer of employment from the Town constitutes an employment contract unless a specific document to that effect is executed by the Town and employee in writing. In consideration for my employment I agree to conform to the rules and regulations of the Town. I acknowledge that rules may be changed, withdrawn, added or interpreted at any time, at the Town's sole option and without prior notice to me.

Jay A. Henry

Printed Name of Applicant

July 28, 2014

Date



Signature of Applicant (Must be in ink)



Collection and Use of Social Security Numbers

In accordance with FSS 119.071, The Town of Surfside's purpose for collecting your social security number is:

Check those that apply:

- Employment Application Process
- Payroll Eligibility Verification
- Identification and Verification
- Employment Benefits
- Income Reporting
- Other

ACKNOWLEDGMENT: I Jay A. Henry, hereby confirm that I have received a copy of this written statement describing the purpose(s) for collecting my Social Security Number as required by FSS 109.071(5)(a)(3).

By: Jay A. Henry
(Signature)
Name: Jay A. Henry

July 28, 2014
(Date)

(Witness)

(Date)

Yamileth Slate-McCloud

From: John Schneiger <john.schneiger@yahoo.com>
Sent: Friday, July 25, 2014 4:34 PM
To: Human Resource
Subject: Town Manager
Attachments: Surfside, Schneiger, John Cover .doc; Surfside Resume.docx

Dear Yamileth,

Please accept my cover letter/salary history and resume in order that I may be considered for the position of Town Manager, for which I discussed with the current Town Manager last weekend. Thank you for your consideration.

Sincerely,

John Schneiger

P.S. W.D. Higginbotham, Jr. told me to tell you hello.

John R. Schneiger

1012 Marlin Lake Circle #622
Sarasota, Florida 34232

Phone: 727.510.9799
Email: john.schneiger@yahoo.com

July 25, 2014

Mayor & Town Commissioners
C/o Human Resource Department
9293 Harding Ave.
Town of Surfside
Surfside, FL 33154

Dear Mayor Dietch & Town Commissioners,

Please find attached my resume and salary history for the position of Town Manager of Surfside, FL. I believe that my extensive senior level management experience in local government, and the fact that I am a "hands on" manager, with a "can do" attitude and strong diplomatic skills, make me uniquely qualified for this challenging opportunity.

In total, I have over twenty five years of professional service as a local government manager. The communities I have managed have been recognized for excellence in city services, maintaining and improving the quality of life, economic development, downtown revitalization, public/private partnerships, community development, tourism marketing and development, strategic planning, smart growth and long-range planning.

I bring a proactive, collaborative and strategic leadership style, sound financial management and budgeting skills, as well as strong community relations and customer service skills. I also have a track record of professionalism, ethical behavior, trustworthiness, transparency, openness and integrity.

As a seasoned executive with a passion for city management, I place a high priority on openness when partnering with elected officials, am highly visible and openly communicating with everyone, foster a positive and team oriented work environment and achieve positive results through mentoring and coaching of department heads.

I want to disclose to you upfront, that I have been on a sabbatical from city management since late in 2012, as well as dealing with family business, with my mother passing in May 2014. I sincerely look forward to the opportunity of discussing this position with you in the near future and am available to do so at your convenience. Thank you for your consideration.

Sincerely,

John R. Schneiger

Attachment: Resume

John R. Schneiger

1012 Marlin Lakes Circle #622
Sarasota, FL 34323

Phone: 727.510.9799
Email: john.schneiger@yahoo.com

SUMMARY

Over twenty-five years of experience in senior level local government leadership positions specializing in financial management/budgeting, community & economic development, current/long-range, strategic planning, public/private partnerships, operations management, downtown development, current and long range planning, smart growth and customer service. Accomplished problem solver, supervisor, change agent, consensus builder, implementer and facilitator. Generally known as a "results oriented, collaborative, pro-active, creative, approachable, honest, team oriented manager and caring individual. Recipient ICMA 25 Year Service Award.

PROFESSIONAL HISTORY

CITY MANAGER/COMMUNITY REDEVELOPMENT DIRECTOR

City of New Port Richey, New Port Richey, FL

2010 – 2012

Managed redevelopment and economic development programs and responsible for restructuring finances and downsizing the organization in order to build a fiscally sustainable organization for full service city under significant financial distress with 215 employees and 2 bargaining units (18,000 pop.). Championed development of City's first formal strategic plan, launched 5-year financial forecasting model and capital improvement program. Overhauled insolvent CRA developing new plan and direction. Conducted comprehensive financial review and analysis of finance department, developed strategies for cost containment and pursued revenue generation opportunities. Received city's first Distinguished Budget Award from the Municipal Finance Officers Association.

DEPUTY CITY MANAGER/COMMUNITY REDEVELOPMENT DIRECTOR

City of Eustis, Eustis, FL

2008 – 2010

Responsible for economic development and redevelopment, including advancement of \$7M downtown streetscape and storm water projects and securing of \$4M in grants for a full service city with 230 employees (19,000 pop.). Oversaw business retention/expansion, brownfield development, wayfinding/gateway signage, development of Downtown and CRA Plans and management of numerous consultants. Directed process to build credibility and trust with disenfranchised African American Community and became driving force for desired improvements. As interim director for development services, supervised 15 employees in building, planning and code enforcement.

COMMUNITY DEVELOPMENT DIRECTOR/COMMUNITY REDEVELOPMENT DIRECTOR

City of Palm Coast, Palm Coast, FL

2006 – 2007

Formalized land development policies and programs for newly incorporated city that formerly operated as a master planned community (75,000 pop.). Managed development of dynamic 1500-acre town center projected to generate 100% increase in business revenue upon completion. Directed project to acquire 400 acres of commercial and residential property. Collaborated with city management and economic development to guide long-range planning. Secured approval of various grants. Forged collaborative working relationships with national and state development firms, and instilled higher level of discipline and accountability for timely submission of plats.

CITY MANAGER

Built high-performance organization through consolidation of departments and promoting improved teamwork and communication among 175 employees in full service city (18,000 pop.). Systematized processes in planning, finance, human resources and administration to eliminate unaccountable bureaucracy. Launched comprehensive strategic plan with coherent direction and required human, financial and time resources. Addressed major infrastructure deficiencies, including water, sewer, parks, transportation and downtown revitalization, by assembling aggressive citizen driven 6-year capital improvement program and acquiring \$25M in grants and federal appropriations. Designated "Main Street Community", won "Small Community of the Year" for economic development and "Governor's Award for Downtown Excellence".

City Manager

City of Fruita, Fruita, CO

1992 – 2000

Provided visionary leadership and developed management team for full service community (6,500 pop.) leading to major turnaround from a poor image and history of severe economic distress, in area that lost 400 high paying jobs, into a tourist destination and residential "hot spot" with growth exceeding 7-8% annually. Developed successful commercial and industrial expansion plans, attracting \$25M in commercial development, Fortune 500 Company and State Park/Campground. Restored financial integrity by doubling size of general fund budget to \$15M and restructured excessive debt service with major savings on interest and opportunity for early payoff. Developed capital improvement program and secured \$8M in local, state, federal and private grants with 80-90% success rate. Initiated and managed major projects that facilitated community transformation including: construction of \$2.5M public/private partnership regional paleontology center; redeveloped large historic elementary school and grounds to community civic center/downtown anchor, won state and national designation for scenic and historic byway after recruiting 50 public/private bi-state partners and completed major downtown revitalization project. Winner of four "Governor's Smart Growth", American Planning Association, Clean Air Colorado, "Chancellor's Tourism, University of Colorado, and "Top Tourism Development Organization" Awards.

ASSISTANT TOWN MANAGER

TOWN OF WINDSOR, WINDSOR, CO

1989 -

1992

Assisted Town Administrator and Town Board of full service city (5,000 pop.) in close proximity to Fort Collins, Loveland and Greeley. Implemented new integrated financial software, facilitated Council goal setting retreats, developed capital improvement program, oversaw various planning projects including, Windsor Lake Downtown Trail, and successfully secured wide variety of grants. Initiated public/private partnership with Windsor Chamber of Commerce and facilitated development of Economic Development Strategic Plan. Oversaw development of new personnel policies, job descriptions, pay plan and employee recognition program.

PRIOR EXPERIENCE

Advanced through progressive management and planning roles including circuit rider manager/planner for two Colorado mountain resort communities, executive director of large affluent Denver area umbrella homeowners association and engineering management consultant. Completed major water and public works capital projects, managed innovative public/private transportation partnership, secured grants for downtown, train depot, town hall and park development and improved public relations and customer service programs. Implemented maintenance management system/software in Western United States National Parks.

EDUCATION/TRAINING

MBA, Management, Colorado State University, Fort Collins, CO (1988)
MS, Urban & Regional Planning, University of Wisconsin, Madison, WI (1981)
BA, Political Science, University of Wisconsin, Madison, WI (1978)

SPECIALIZED TRAINING

NIMS Training, FEMA

Redevelopment Academy Program, Florida Redevelopment Association (2012)

Brownfield Redevelopment Management Courses, U. S .Environmental Protection Agency (2008-2010)

Senior Executives State & Local Government Program, Harvard Kennedy School of Government (2004)

Australia International City Manager Exchange Program, ICMA (2003)

Rocky Mountain Program for Senior Executives, University of Colorado-Denver (1985)

HONORS

Member FCCMA

ICMA, 25 Year Service Award (2012)

Executive Board Member, Colorado Community Revitalization Association (2003-2005)

Adjunct Faculty Member, Mesa State College of Business, CO (2003-2005)

Ruth B. Wyper Award, Major Contribution to Fruita Community (2000)

Executive Board Member, Colorado Municipal League (1998)

Salary History

City Manager, City of New Port Richey, FL	\$110,000
Deputy City Manager, City of Eustis, FL	\$104,000
Community Development Director, City of Palm Coast, FL	\$96,000

JOHN R. SCHNEIGER

1012 Marlin Lakes Circle #622
Sarasota, FL 34323

Phone: 727.510.9799
Email: john.schneiger@yahoo.com



SUMMARY

Over twenty-five years of experience in senior level local government leadership positions specializing in financial management/budgeting, community & economic development, strategic planning, public/private partnerships, operations management, tourism marketing and development, smart growth & planning, downtown development and customer service. Accomplished problem solver, supervisor, change agent, consensus builder, implementer and facilitator. Generally known as a "results oriented, collaborative, pro-active, creative, approachable, honest, team oriented manager and caring individual. Recipient of ICMA 25 Year Service Award.

PROFESSIONAL HISTORY

CITY MANAGER/COMMUNITY REDEVELOPMENT DIRECTOR CITY OF NEW PORT RICHEY, NEW PORT RICHEY, FL


2010 – 2012

Managed redevelopment and economic development programs and responsible for restructuring finances and downsizing the organization in order to build a fiscally sustainable organization for full service city under significant financial distress with 215 employees and 2 bargaining units (18,000 pop.). Championed development of City's first formal strategic plan, launched 5-year financial forecasting model and capital improvement program. Overhauled insolvent CRA developing new plan and direction. Conducted comprehensive financial review and analysis of finance department, developed strategies for cost containment and pursued revenue generation opportunities. Received city's first Distinguished Budget Award from the Municipal Finance Officers Association.

DEPUTY CITY MANAGER/COMMUNITY REDEVELOPMENT DIRECTOR CITY OF EUSTIS, EUSTIS, FL

2008 – 2010

Responsible for economic development and redevelopment, including advancement of \$7M downtown streetscape and storm water projects and securing of \$4M in grants for a full service city with 230 employees (19,000 pop.). Oversaw business retention/expansion, brownfield development, wayfinding/gateway signage, development of Downtown and CRA Plans and management of numerous consultants. Directed process to build credibility and trust with disenfranchised African American Community and became driving force for desired improvements. As interim director for development services, supervised 15 employees in building, planning and code enforcement.



COMMUNITY DEVELOPMENT DIRECTOR/COMMUNITY REDEVELOPMENT DIRECTOR CITY OF PALM COAST, PALM COAST, FL


2006 – 2007

Formalized land development policies and programs for newly incorporated city that formerly operated as a master planned community (75,000 pop.). Managed development of dynamic 1500-acre town center projected to generate 100% increase in business revenue upon completion. Directed project to acquire 400 acres of commercial and residential property. Collaborated with city management and economic development to guide long-range planning. Secured approval of various grants. Forged collaborative working relationships with national and state development firms, and instilled higher level of discipline and accountability for timely submission of plats.

CITY MANAGER CITY OF MONTROSE, MONTROSE, CO

2000–2005

Built high-performance organization through consolidation of departments and promoting improved teamwork and communication among 175 employees in full service city (18,000 pop.). Systematized processes in planning, finance, human resources and administration to eliminate unaccountable bureaucracy. Launched comprehensive strategic plan with coherent direction and required human, financial and time resources. Addressed major infrastructure deficiencies, including water, sewer, parks, transportation and downtown revitalization, by assembling aggressive citizen driven 6-year capital improvement program and acquiring \$25M in grants and federal appropriations. Designated "Main Street Community", won "Small Community of the Year" for economic development and "Governor's Award for Downtown Excellence".



**CITY MANAGER
CITY OF FRUITA, FRUITA, CO**

1992 – 2000

Provided visionary leadership and developed management team for full service community (6,500 pop.) leading to major turnaround from a poor image and history of severe economic distress, in area that lost 400 high paying jobs, into a tourist destination and residential "hot spot" with growth exceeding 7-8% annually. Developed successful commercial and industrial expansion plans, attracting \$25M in commercial development, Fortune 500 Company and State Park/Campground. Restored financial integrity by doubling size of general fund budget to \$15M and restructured excessive debt service with major savings on interest and opportunity for early payoff. Developed capital improvement program and secured \$8M in local, state, federal and private grants with 80-90% success rate. Initiated and managed major projects that facilitated community transformation including: construction of \$2.5M public/private partnership regional paleontology center; redeveloped large historic elementary school and grounds to community civic center/downtown anchor, won state and national designation for scenic and historic byway after recruiting 50 public/private bi-state partners and completed major downtown revitalization project. Winner of four "Governor's Smart Growth", American Planning Association, Clean Air Colorado, "Chancellor's Tourism, University of Colorado, and "Top Tourism Development Organization" Awards.

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TOWN OF WINDSOR, WINDSOR, CO**

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Ruth B. Wyper Award, Major Contribution to Fruita Community (2000)
Executive Board Member, Colorado Municipal League (1998)

TOWN OF SURFSIDE

9293 Harding Avenue
Surfside, Florida 33154
Tel: 305-861-4863
Fax: 305-861-1302

EMPLOYMENT APPLICATION

The Town of Surfside (the "Town") is an equal opportunity employer and considers applications for all positions without regard to race, color, religion, sex, national origin, age, marital status, disability, or other legally protected status.

Please print in INK. Although a resume may be attached, all sections of the employment application must be FULLY completed for consideration. Use blank paper if additional space is needed.

Type of Position you are available for: Full Time Part-Time

Position applying for: (You could list more than one position) Town Manager	Date of application:
How did you learn about the Town? <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> Walk-In <input type="checkbox"/> Other <input type="checkbox"/> Employment Agency <input type="checkbox"/> Friend <input type="checkbox"/> Relative	

Last Name: Schneiger	First Name: John	Middle Name: R	
Street Address: 1012 Marlin Lakes Circle #622	City: Sarasota	State: FL	Zip Code: 34232
Telephone: Home: (727) 510 - 9799 _____ Cellular: (727) 510 - 9799 _____	Social Security Number: [REDACTED]		
Email: john.schneiger@yahoo.com			

* Driver's License Type: <input checked="" type="checkbox"/> Operator Class E <input type="checkbox"/> Commercial Drivers License (CDL) <input type="checkbox"/> None	State: FL
* Driver License No: [REDACTED]	
*Only required for jobs that require the operation of a motor vehicle.	
If you are under 18 years of age, can you provide required proof of your eligibility to work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever filed an employment application with the Town before? If "Yes" give date: 2013	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been employed by the Town before? If "Yes" give date:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are you currently employed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
May we contact your present employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If hired, can you provide proof that you are authorized to work in the United States? (Proof of citizenship or immigration status will be required upon employment)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any friends or relatives employed by the Town? If so, indicate name and relationship:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Have you ever been convicted of a felony or first degree misdemeanor? If "Yes," please explain (Note: This will not automatically disqualify an applicant from employment. The nature of the offense, how long ago it occurred, relationship to job applying for, etc., are taken into consideration.)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

EMPLOYMENT EXPERIENCE *(Must be completed for consideration)*

Please list the names of your present and previous employers in chronological order starting with the present or most recent employer. Be sure to account for all periods of time including military service and any periods of unemployment. Use additional pages if needed.

Employer: City of New Port Richey		Address: 5919 Main St, New Port Richey, FL 34652		Phone#: 727-853-1021
Job Title: City Manager			Length of Services (Specify Dates): From:06/2010 To: 10/2012	Hourly Rate/Salary: \$110,000 Annual
Supervisor's Name: City Council		Supervisor's Phone: 727-853-1021	Reason for Leaving: Change in City Council	
Duties Performed: CAO for a full service community of 17,000 people with \$55 million budget and 210+ full-time and 40+ part-time employees and seasonal. Utility service areas covered 45,000 people. Oversee police, fire, recreation & aquatic center, parks, public works, utilities, library, IT, human resources and development.				

Employer: City of Eustis		Address: 4 N Grove St, Eustis FL 32727		Phone#: 352-483-5460
Job Title: Deputy City Manager			Length of Services (Specify Dates): From:01/2008 To: 05/2010	Hourly Rate/Salary: \$104,000 Annual
Supervisor's Name: Paul Berg		Supervisor's Phone: 352-483-5460	Reason for Leaving: Career Advancement	
Duties Performed: Community of 19,000 residents in Orlando Metropolitan area. Primary responsibility included management of the Community Redevelopment Area (CRA) and Economic Development. Oversaw development and implementation of Downtown Master Plan and CRA Master Plan Projects.				

Employer: City of Palm Coast		Address: 2 Commerce Blvd., Palm Coast, FL 32164		Phone#: 386-986-3710
Job Title: Community Development Director			Length of Services (Specify Dates): From:03/2006 To: 12/2007	Hourly Rate/Salary: \$ 96,500 Annual
Supervisor's Name: Richard Kelton		Supervisor's Phone: 386-483-5460	Reason for Leaving: Belief in International City Management Code of Ethics	
Duties Performed: Community of 73,000 in one of the fastest growing counties in the United State. Supervised 22 employees and managed a dynamic 1,500 acres redevelopment area (new town center). Initiated affordable housing program, processed major mixed use developments and rewrote land development code				

Employer: City of Montrose		Address: 433 S. 1st, Street, Montrose, CO 81401		Phone#: 970-240-1441
Job Title: City Manager			Length of Services (Specify Dates): From: 09/2000 To:05/2005	Hourly Rate/Salary: \$92,000 Annual
Supervisor's Name: City Council		Supervisor's Phone: 970-240-1441	Reason for Leaving: Change in City Council	
Duties Performed: CEO of \$53 million budget and 175 employees. Duties included implementation of Council policies, growth management, strategic planning, financial planning & budgeting, economic development & community building.				

EDUCATION

	Name	Diploma/Degree	Course of Study
High School	S. Milwaukee H.S.	Yes	
Technical/Vocational School			
Undergraduate College/University	University of WI - Madison	BS Masters	Political Science Urban and Regional Planning
Graduate School	Colorado State University	Master	Business

Knowledge/Skills/Abilities— Describe all knowledge, skills and/or abilities you possess and believe relevant to the position(s) you seek, such as computer skills, supervisory or management certificates, operation of certain equipment, etc.

Microsoft office Suite.

Are you able to perform all the essential functions of the position(s) for which you are applying for? Yes No
If "No" is there a reasonable accommodation that can be made?

FOREIGN LANGUAGES

Indicate foreign languages you speak, read, and write.

	Fluent	Good	Fair
Speak	Some Spanish		
Read	N/A		
Write	N/A		

REFERENCES

Provide name, address and phone number of three references who are not related to you and are not previous employers.

Name	Address	Phone Number
W D Higginbotham	9123 Cherry Trace, Seminole, FL 33777	727-214-8673
Doug Hagg (Former Finance Director - New Port Richey)	City of St. Clair Shores, MI	248-425-8884
Mike Werner	18138 N. 64th Drive, Glendale AZ 85308	623-297-0738

VETERANS' PREFERENCE CLAIM

Listed below are the five Veterans' Preference categories.

1. Disabled veteran who has served on active duty in any branch of the Armed Forces and who: (a) has a presently existing service-connected disability which is compensable under public laws administered by the VA; or (b) is receiving compensation, disability retirement benefits, or pension by reason of public laws administered by the VA and the Department of Defense.
2. The spouse of any person: (a) who has a total and permanent service-connected disability and who, because of this disability, cannot qualify for employment; or (b) who is missing in action, captured in line of duty by a hostile force, or forcibly detained or interned in line of duty by a foreign government or power.
3. A veteran of any war who has served at least one day or more during a wartime period; and who was discharged or separated there from under honorable conditions from the Armed Forces. Active-duty for training is not allowable.
4. The unmarried widow or widower of a veteran who died of a service-connected disability.
5. Any Armed Forces Expeditionary Medal, as well as the Global War on Terrorism Expeditionary Medal.

Do you wish to Claim Veterans' Preference? Yes No

*If Yes, it is your responsibility to submit Documentation (DD form 214) or comparable documents that serve as a certificate of release or discharge at the time of application.

If eligible, which Veterans' Preference category are you claiming? (Please Circle Appropriate Number) 1 2 3 4 5.

AUTHORIZATION AND CONSENT FORM

I certify that answers given herein are true and complete to the best of my knowledge. I hereby authorize the Town of Surfside (the "Town") to verify all information contained herein. I authorize my current and former employers, references, registration and licensing boards and educational institutions listed on my application for employment to provide the Town with any job-related information requested. I also release all past employers and references from any and all liability for the release of information to the Town.

I understand that all job offers from the Town are conditioned on the successful completion of a criminal background check, drug screening (if applicable for the position applied), credit check (if applicable for the position applied), reference check, past employment verification and proof of education (collectively referred to as a "background check"). By signing this application, I authorize the Town to conduct a background check and, if applicable, a consumer report to be procured for employment purposes.

This application for employment shall be considered active for a period of time not to exceed six months. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I understand that neither this document nor any offer of employment from the Town constitutes an employment contract unless a specific document to that effect is executed by the Town and employee in writing. In consideration for my employment I agree to conform to the rules and regulations of the Town. I acknowledge that rules may be changed, withdrawn, added or interpreted at any time, at the Town's sole option and without prior notice to me.

John Schneiger
Printed Name of Applicant

7-29-14
Date

John Schneiger
Signature of Applicant (Must be in ink)



Collection and Use of Social Security Numbers

In accordance with FSS 119.071, The Town of Surfside's purpose for collecting your social security number is:

Check those that apply:

- Employment Application Process
- Payroll Eligibility Verification
- Identification and Verification
- Employment Benefits
- Income Reporting
- Other

ACKNOWLEDGMENT: I John Schneider, hereby confirm that I have received a copy of this written statement describing the purpose(s) for collecting my Social Security Number as required by FSS 109.071(5)(a)(3).

By: John Schneider 7-29-14
(Signature) (Date)

Name: John Schneider

[Signature] 07/29/14
(Witness) (Date)