



**SPECIAL CITY COMMISSION MEETING
CITY OF ST. PETE BEACH
COMMISSION CHAMBERS**

155 Corey Avenue
St. Pete Beach, FL 33706

Thursday, April 11, 2024
4:00 PM

Call to Order
Pledge of Allegiance
Roll Call

REGULAR MEETING

1. Audience Comments - *Public participation is encouraged. If you wish to address the City Commission, please fill out a speaker's card and provide it to the City Clerk. Once you are called, please come to the podium and state your name and address for the record. Comments shall be limited to 3 minutes.*
2. Public Interviews of Five City Manager Finalists -

- **Glen Adams**
- **Kevin Cowper**
- **Jim Harriott**
- **Micah Maxwell**
- **Frances Robustelli**

3. Action Items -

a. Selection of City Manager Finalist

Requested Action: I move to select _____ for the position of City Manager.

b. Authorization to Enter into Negotiations with the Selected City Manager Finalist

Authorizing the City Attorney to negotiate a proposed contract with the selected candidate.

Requested Action: I move to authorize City Attorney Dickman to negotiate the contract for the new City Manager for City Commission consideration.

4. Adjournment -

APPEAL: In accordance with 286.0105, Florida Statute (Notices of meetings and hearings must advise that a record is required to appeal), if a person decides to appeal any decision made by this committee, board, agency, or commission with respect to any matter considered at this meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. **AMERICANS WITH DISABILITIES ACT (ADA):** In accordance with the Americans with Disabilities Act and Florida Statutes, if any person with a disability defined by the ADA needs special accommodation to participate in this proceeding, then not later than two business days prior to the proceeding, he or she should contact City Hall at (727) 367-2735.

PUBLIC COMMENT INSTRUCTIONS FOR THOSE NOT PHYSICALLY PRESENT:

The City has made accommodations for those who cannot be physically present or do not feel comfortable appearing in person. If a member of the public would like to provide comments for the meetings, they may do so in the following ways:

- Email the City Clerk by 12:00 p.m. on the day of the meeting at cityclerk@stpetebeach.org
- Leave a voicemail message by calling **727.363.9225** by 12:00 p.m. the day of the meeting
- Upload or submit a video or audio file online by 12:00 p.m. the day of the meeting at <https://www.stpetebeach.org/PublicComment>

In your three (3) minute or less comment, please be sure to include your name and address for the record.

The public is cordially invited to attend this meeting.

All agenda material is available for review at City Hall or www.stpetebeach.org.

**CITY COMMISSION MEETING
CITY OF ST. PETE BEACH
COMMISSION CHAMBERS**

Agenda Report

Action Request: I move to select _____ for the position of City Manager.

Strategic Objective: N/A

Date: April 11, 2024

Prepared By: Ginny Bodkin, Deputy City Clerk

Through: Wayne Saunders, Interim City Manager

Summary of Issue: The five candidates will be interviewed individually by the Commissioners on April 10, 2024.

There will be a public reception on April 10th at the Community Center for the public to speak with the candidates.

Funding: N/A

Attachments:

**CITY COMMISSION MEETING
CITY OF ST. PETE BEACH
COMMISSION CHAMBERS**

Agenda Report

Action Request: I move to authorize City Attorney Dickman to negotiate the contract for the new City Manager for City Commission consideration.

Strategic Objective: N/A

Date: April 11, 2024

Prepared By: Ginny Bodkin, Deputy City Clerk

Through: Wayne Saunders, Interim City Manager

Summary of Issue: Authorizing the City Attorney to negotiate a proposed contract with the selected candidate.

The Commission may choose another option.

Funding: N/A

Attachments:



**CITY OF ST. PETE BEACH, FL
CITY MANAGER**

RECOMMENDED CANDIDATES

March 2024

**CITY OF ST. PETE BEACH, FL
CITY MANAGER**

RECOMMENDED CANDIDATES

Glen Adams

Executive Manager, The Berkley Group, LLC

Kevin Cowper

City Manager, City of Dothan, AL

Jim Harriott

Director of Engineering – Transportation, Causseaux, Hewitt & Walpole, Inc (CHW)
Professional Consultants, FL

Micah Maxwell

Chief Innovation Officer, City of Clearwater, FL

Frances Robustelli

City Manager, City of San Leandro, CA

GLEN T. ADAMS

3723 Avenue S, Santa Fe, TX 77510, Cell (678) 588-3869

gtadams67@gmail.com

PROFESSIONAL EXPERIENCE

2023- present	The Berkley Group, LLC Executive Manager
2023- 2023	City of Martinsville, VA Interim City Manager
2023- 2023	Town of Purcellville, VA Interim Town Manager
2021- 2023	Retired
2020- 2021	City of Santa Fe, TX City Manager
2015 - 2020	White Sands Missile Range, White Sands, NM Chief of Staff
2012 - 2015	Property Magic, LLC, Peachtree City, GA Owner
2014 - 2015	Water and Sewage Authority, Peachtree City, GA Board Member

EDUCATION

1989	Bachelor's, General Studies and Psychology, Washington State University, Pullman, WA
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SKILLS & KNOWLEDGE:

- Strategic planner and visionary
- Vibrant economy & business focus
- Expert staff manager and developer
- Public speaking and consensus builder
- Financial manager / programmer
- Positive leader and mentor
- Analytical and innovative
- Program manager

PROFESSIONAL EXPERIENCE:

Leadership: Empowering, positive, and inclusive leadership.

- Forge strong relationships with all taxing entities, businesses, community leaders and elected officials, creating teams to solve tough issues.
- Inspire the community, business, and developer involvement in community issues, efforts, and long-term vision.
- Honed the art of breaking complex issues down to understandable and easily executed terms.
- Hands on leadership; I go see issues with citizens and/or employees then resolve them together... following up to ensure the issue was resolved and no new issues were created.
- Led organizations with 9 divisions, 40+ departments, and over 1400 employees supporting a 6,000-person industrial base and have led 1200 Soldiers in Combat.
- Live my father's legacy "...it is always cheaper and easier to do it right the first time!" and "Hire hard and lead easy!"

Budgets: I understand the value of the dollar and know how to stretch it; defining real requirements, maximizing partnerships, and mutually supporting efforts.

- Develop budgets with menu options which allow leaders to focus efforts across a shared strategic vision.
- As a City/Town Manager re-focused the budget on long term fiscal management, independent and viable enterprise budgets, and responsible capital improvement programs.
- As the Chief of Staff of White Sands Missile Range, managed and programed a \$240 million annual budget while sustaining a 45% reimbursable rate.
- My empowered teams always find new strategies and solutions to deliver better services at reduced rates. My teams innovate!

Managing Human Resources:

- As a principle-based leader I expect my team to treat everyone with dignity and respect.
- Respect is found in one's actions, learning about each other without judging, and then solving issues based on the merits of the solutions not on passions or pre-conceived notions.
- At White Sands Missile Range, we developed strong leadership development, mentoring, resume writing, interviewing, and public speaking programs. These programs led to a 40% higher internal promotion rate in nationally competitive positions, resulting in higher morale, retention, and increased efficiencies across the organization.

Creating Vision, Strategic Planning, and Communications:

- Open and honest governance is critical to trust, I focus strategic communication which underpins government actions. When COVID-19 hit, I live streamed a daily program called “Santa Fe Live” on Facebook. Talking through issues, holding myself accountable to the citizens, and resolving issues discussed. We had over 46,000 daily hits in a city of 15,000.
- My staff creates or updates the community vision, mission, and comprehensive plan. Then uses them to make all budgetary and capital improvement plans.
- I routinely coordinated with local, state, federal elected officials, and private organizations, synchronizing seemingly disconnected interests into mutually supporting concepts.
- At U.S. Forces Japan, managed \$1B annually, in Japanese funded construction supporting 85 installations and 102,000 Service members and their families.

EMPLOYMENT HISTORY

Glen is a highly effective leader who inspires a high level of discipline, competence, and accountability. In a short time, his management style has raised morale, improved synergy, and is creating a more cohesive culture. - Mayor LC Jones

Executive Manager, The Berkley Group, LLC

June 22, 2023 - Present

Interim City Manager, Martinsville, VA

July 10 – October 26, 2023

City Population: 13,500 / Annual Budget \$83M / Workforce 331 FTE

Martinsville is an independent city, having the authorities of both a city and a county. The previous council was working towards reversion, making the city into a Town under Henry County. When the new Council took charge 3 Directors left and the City Manager was allowed to retire without hiring their replacements.

Relevant Achievements:

- Pulled the Council together for multiple strategic planning discussions often including directors in order to create an executable short-term plan while we hire a new city manager, community development director, and the public works director.
- Created an environment where tough business discussions led to a financially strong future.
- Stabilized the staff, re-energized cross talk, and teaming across all directorates.
- Worked with community organizations, sharing the council’s strategic plans for the short term which includes community involvement, creating a shared vision, mission, and goals while developing opportunities to grow businesses and housing.
- Set up monthly discussions with the School Superintendent to re-establish a working relationship between the city and its schools.

Though Mr. Adams’ tenure was short for us, he earned the respect of the community, the town’s staff, and members of the Council. He showed us the path to long term economic growth. - Councilmember Mary Jane Williams

Interim Town Manager, Purcellville, VA

April 28, 2023 – June 6, 2023

Town Population: 9,040 / Annual Budget \$27M / Workforce 86 FTE

Purcellville's City Council was divided and going against decades of documented, well-coordinated, and engineered capital improvements funded by the County and the State. The budget had not gotten to consensus and violated good financial practices. Violations of "Open Meetings Act" requirements were such that the previous interim manager resigned during a Council Meeting.

Relevant Achievements:

- Stabilized staff and morale during an extremely turbulent time.
- Provided tough advice and counsel to a newly elected and divided Town Council.
- Worked with the Town Council to pass the Town's \$27M budget and to include finding compromises which included raising utility rates and stabilizing the reserve against the debt.
- Met with each Councilmember weekly / bi-weekly depending on availability to resolve issues, find areas of consensus, and build a relationship with each of them.
- Started repairing relationships with the county.

In my 38 years in local government, I have never seen a manager come in and reach out and successfully unite a battered and demoralized staff and community in such a short period. You did an amazing and ethically positive thing that few managers would have had the courage and fortitude to do but the Town Council needed to hear. This community is a train wreck under the current Mayor and Town Council. Please hold your head high and know how much you helped the Town of Purcellville find stable footing and was appreciated by many.

- Rob Lohr, member Virginia Municipal League

Attempted Retirement:

November 23, 2021- April 27, 2023

"Glen's citizen and staff engagement was second to none, he was hands on, going to the site of issues with the appropriate staff and meeting with citizens. They would discuss options and work on solutions, then follow up to ensure that things were resolved. I truly enjoyed his leadership and his team building with council and staff."

- Mayor Jason Tabor

City Manager, Santa Fe, TX

February 2020 – November 2021

City Population: 15,000 / Annual Budget \$7.3M / City Workforce: 70 FTE

Relevant Achievements:

- Routinely met with Council Members to ensure the city is meeting expectations and incorporated their ideas into the City's future efforts, budget, and communications plan.
- Worked with businesses to find best practices to help existing businesses grow and help new businesses succeed. Worked with Council to change codes and Community Development process to support recommended changes. Sales tax revenue grew every month I was there even through the pandemic.
- Created a coalition of 2 adjacent cities, Galveston County, and the Water District which re-worked entire drainage plans which resolved all routine flooding in Santa Fe, and part of two cities and county areas, all within normal budget planning.

- Developed the Police Department's leaders into a more flexible and responsive organization.
- Removed Union animosity by integrating them into the annual budget cycle.
 - The Polices Officer's Association found efficiencies with new association policies that saved the city tens of thousands of dollars a year.
 - No Police turnover during my tenure.
- Won the 2020 Texas Municipal League Excellence Award for the Public Works Division for the populations under 25,000 for the City's Therapeutic Garden.
- The Chamber of Commerce voted the City of Santa Fe as the "Best Small Business" in 2020.

"Glen has the unique qualities needed to be an effective Chief of Staff, compassion, high expectations, and fairness. He runs the organization so I can command it!"
- Brigadier General Eric L. Sanchez

Civilian Chief of Staff - White Sands Missile Range, NM July 2015 – January 2020

Population: 6,000 / Annual Budget \$240M / Workforce: 1,400 FTE

Primary Responsibilities – ***Similar to a Deputy County Manager.*** Principal advisor to the Commander, charged with acting as the Commander when absent. Support the Commander's role by teaming with all Tenant organizations including Army, Navy, Air Force, Government, and Non-Government Organizations across and around the White Sands Missile Range's 2.2-million-acre installation.

Relevant Achievements:

- Ran all operations to allow the commander to command.
- Stood up and developed a brand-new Staff; developing personnel from mixed backgrounds to understand and perform duties within their staff organization.
- Managed the command's Human Capital, including recruiting highly competent personnel, ensuring continuous development through a leadership development and training program, and constantly recognizing the workforce for their excellence.
- Pushed my Plans, Operations, and Systems Engineering staff to lead the production of a 30-year vision (Comprehensive Plan) for White Sands Missile Range, which was published in August of 2016.
- My G2 Section managed intelligence efforts, security threats, and secured the Army's only nuclear reactor.
- Extensive public engagement as part of Strategic Communications Plan, speaking and presenting information to the Secretary of the Army and Air Force, Assistant Secretary of the Navy, Congressman, and public forums such as local Chambers of Commerce.
 - Kept 2 states, 6 counties, and 14 cities informed on important issues and requirements for the installation.
 - Public Affairs and G5 Strategic Communications attended Council/Commission meetings with government organizations as well as participated in quarterly luncheons to provide updates on our mission. I often supported these events as well.
- My G6 Information and Technology Department ensured the installation's communication backbone always functioned and was secure from threat. They won numerous awards for their management and passed all inspections with a commendable rating.

- Protected the range from encroachment through communications with 2 States Federal Congressional Representatives, elected officials from 6 counties and 14 cities. Staff attended and briefed City and County organizations, both government and non-government and we hosted quarterly luncheons inviting all the above to attend.
- I managed all union issues for the command. Developed quarterly meetings to enhance communications and ensure no issues go un-addressed.

Board Member - Water and Sewage Authority, Peachtree City, GA 2014 – 2015

Provide safe and affordable water and sewerage for more than 10,000 residential, commercial, and industrial customers. The board re-worked improper bond management and made the organization fiscally compliant.

Owner, Property Magic, LLC, Peachtree City, GA 2012 – 2022

Acquire, renovate, and manage properties / averaged 28% profit/year. The company still has one property, but I have not actively ran the company since the summer of 2022.

In September 2011 I retired after 26.5 years of total service in the U.S. Army. My final two years I managed facilities for U.S. Forces Japan, managing requirements of all four Services across 85 installations and 102,000 Servicemembers and their families. At U.S. Forces Command I managed the 40,000 Soldier Engineer Regiment for the Army, the equivalent of a Chief Operations Officer for a large company. The quotes below support my service performance.

“Glen masterfully set the conditions that fostered trust between all services, directly contributing to successful bi-lateral agreements, which improved the operational capabilities and quality of life for U.S. service members in Japan.”

- Brigadier General William B. Crowe

“LTC Glen Adams is among the top 2 of 56 officers I senior rate, a consummate professional and always accomplishes the most challenging missions with superior results.”

- Major General John Yingling

“I give Glen the toughest missions because I can count on Glen to deliver results where others may falter. There are some who believe they can “will” things to happen, Glen is one of the few who can!”

- Colonel Edward C. Cardon

“Glen built the equivalent of three cities from which over 20,000 V Corps and 3rd Infantry Division Soldiers lived, staged, and deployed from. The Deputy Commanding General of the 101st Airborne Division personally recognized him for establishing an 8,000 Soldier airfield.

- LTC Joseph “JT” Hand, 2003

“Glen is the single officer under me that has had the greatest impact on our mission, a sentiment echoed by four senior service commanders I rate. He is a skilled leader that takes the “bull by the horns” and gets the difficult missions done.”

- Colonel Daniel G. Daily, 2002

OTHER QUALIFICATIONS

BA General Studies and Psychology, Washington State University, Pullman, WA. 1989

U.S. Army: Basic Engineer Officer School, Airborne School, Ranger School, Air Assault School, Sapper Leader Course, Engineer Officer Advanced Course, Combined Arms Services Staff School, Psychological Operations School, Civil Affairs Course, Regional Studies Course, Contracting Officer's Representative Course, Occupational Safety and Health Administration 80-hour Ground Safety Course, Command and General Staff College, and the U.S. Army Force Management Course.

Glen T. Adams
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678-588-3869; gtadams67@gmail.com

Dear Mayor and Commissioners,

March 9, 2024

It is with great pleasure that I submit this cover letter and resume for your review. After a thorough study of the wonderful community of St. Pete Beach, I am confident that I can be the engaged, teaming, and dynamic leader you are looking for! I am astute at developing individuals and teams who actively communicate and are able to innovate and find solutions to even the toughest issues.

I attempted retirement, but I find I am happiest when I work and serve communities. Last year I served as an interim Town Manager for Purcellville, VA., and the interim City Manager of Martinsville VA. The latter as an Executive Manager of The Berkley Group.

So why me? I have over 30 years of leadership experience, most of those at the executive level. I am a team builder that knows how to collaborate, find wins for all parties, and will face even the toughest issues head on and deal with them through my principle-based leadership. I understand city budgets and am a strong advocate of a conservative budget management style but understand when there are smart opportunities that I need to present to the Commission for discussion. When I arrived as the interim manager for the City of Martinsville, they hadn't let the outgoing manager hire the empty Assistant City Manager, Community Development Director, Public Works Director, and City Engineer positions. The new Council had stopped the multiyear reversion efforts of the previous Council to move from a city back to a town. The community was not sure where we were going as a community and what direction to move, the Economic Development, Uptown Development, and the West Piedmont Planning District all were stopped in their tracks. We held strategic planning meetings, I met with the Council individually, and I started communicating the Council's Direction to everyone. We began to re-building trust with the County that surrounded us, and we rebuilt lines of communication as well as partnerships which were severely strained due to the reversion process. I quickly rebuilt the trust with the Council, and they allowed me to start hiring Directors. I kept the directors involved and briefed them frequently, which re-building trust of the entire staff. I am a positive and empowering leader, I am hands on, so I get out into the community as well as every part of the city's workforce. I empower at every level, growing a team of people that are experts in their field. I encourage mentorship and do so by mentoring my Directors, I counsel them monthly at first and quarterly once we are comfortable with each other's duties, expectations, and workload. Those counseling sessions require my directors to provide candid feedback on my performance, including where I could be failing them and what they need from me. Then I hold myself accountable for what we agree on as I hold them accountable as well. The staff took on the positive atmosphere and the pride in service permeated at every level. The best example of this is a Facebook post from the Vice Mayor Aaron Rawls:

<https://www.facebook.com/100080433011354/posts/pfbid02ZAXcuXmgkN6SLc8RoWKNC6tGWgQjSabPJhbYK4EgBQGN8tybB6ZFTdPxrxWBhXnXI/>

My leadership style has always created a strong retention rate, except for members of the workforce moving on due to promotion and attaining professional goals. I have never had to fire anyone that I have hired and more importantly I can mentor, train and develop the majority of those I haven't hired, but there are always some that won't perform to standard and must move on. The staff will quickly learn that I don't pretend to know everything, but I do go out and learn

It's always cheaper and easier to do it right the first time!

Glen T. Adams

7148 Skyline Dr, Pell City, Alabama 35128

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what the issues are and team to resolve them. What I am exceptionally good at is mentoring, training, and developing my team; then putting the right person in the right roll with all the proper support to solve issues others would never even have a clue on resolving. I have a strong track record of working with the business community, being approachable and discussing options with the staff and if needed the Commission which will allow us to grow existing business and provide opportunities to new businesses. Over time we as a team will be connecting businesses, government opportunities, non-profits, and volunteers to find solutions to our community's most difficulty problems.

I simply ask for the opportunity to interview and let me prove I'm the right person to join the St. Pete Beach's leadership team.

Respectfully,

Glen T. Adams

It's always cheaper and easier to do it right the first time!

KEVIN COWPER

101 Culloden Court, Dothan, AL 36305, Phone (334) 332-8312

Email KevinCowper3@gmail.com

PROFESSIONAL EXPERIENCE

- | | |
|----------------|--|
| 2019 - present | City of Dothan, AL
City Manager |
| 2007 - 2019 | City of Auburn, AL
Assistant City Manager/Chief Operating Officer |
| 2001 – 2007 | City of Pensacola, FL
Community Development Director |
| 1995 - 2001 | Baldwin County, AL
Director of Planning and Zoning |
| 1991 - 1995 | Shelby County, AL
Land Development Planner |
| 1989 - 1991 | Regional Economic Development Center, Memphis, TN
Research Assistant |

EDUCATION

- | | |
|------|---|
| 1991 | MA, City and Regional Planning, University of Memphis, TN |
| 1988 | BS, University of South Alabama, Mobile, AL |

KEVIN A. COWPER
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Dothan, Alabama 36305
(334) 332-8312
KevinCowper3@gmail.com

PROFESSIONAL PROFILE

Dynamic professional with extensive local government executive management experience and proven record of accomplishment in:

Community Planning • Growth Management • Economic Development • Redevelopment • Neighborhood Development & Relations • Budgeting & Financial Management • Capital Planning & Budgeting • Project Management • Organizational Change & Development • High Performing Organizations • Strategic Planning •

Management - Highly responsible self-starter with strong work ethic, enthusiastic attitude and excellent management skills. Decisive leader and creative problem solver with inclusive management style. Strong budgeting and financial management skills. Experienced in managing organizational change.

Communication - Persuasive communicator with well-developed presentation, facilitation, and negotiation skills. Ability to present complex information in a concise and understandable manner and to build consensus among diverse and competing interest groups. Able to develop productive relationships with elected and appointed officials, colleagues, citizens, media and staff at all levels.

Strategic Planning - Comprehensive strategic thinker with ability to see the big picture, establish goals and design specific programs and actions to produce desired results.

Leadership - Highly regarded and accomplished leader with vision and skill to lead large organization.

EXPERIENCE

City Manager – City of Dothan, Alabama. 2019 to the present.

- Currently serving as City Manager for the City of Dothan (population 71,000+), a full-service city that is the economic center of the Wiregrass Region of Alabama, Georgia, and Florida.
 - Serve as the administrative head of the City and oversee all operations and programs of thirteen (13) departments with 1,376 employees (1,006 full time, 48 part time and 222 seasonal) and budgets of \$300 million. The City of Dothan currently holds a bond rating of Aa2 from Moody's and AA from S&P. The current Capital Improvement Plan includes \$90 million in various projects.
 - Introduced the *Love Dothan* initiative to focus resources on infrastructure development, growth management, public safety, downtown redevelopment, neighborhood development, economic development, customer service enhancements, employee development, communication, neighborhood relations and transparency.

Assistant City Manager / Chief Operating Officer – City of Auburn, Alabama. 2007 - 2019.

- Served as Assistant City Manager / Chief Operating Officer for the City of Auburn (population 76,000+ and home to Auburn University) overseeing approximately 800 employees in 15 departments with budgets totaling over \$160 million.
 - Coordinated with departments to develop annual work programs, biennial operating budgets, capital budgets, and six-year capital improvements plan. Aligned budgets with department goals, work programs and adopted plans, and evaluated assigned department directors based on results achieved.
 - Oversaw capital planning program and major capital improvement projects from conception through design and construction utilizing inter-departmental project teams.
 - Oversaw redevelopment activities for downtown and aged commercial corridors.
 - Implemented a citywide reorganization plan including functional responsibilities and personnel to better align department resources with the City's strategic objectives. Promoted the High Performance Organization (HPO) model as a means of improving employee and organizational performance.

Community Development Director - City of Pensacola, Florida. 2001 – 2007.

- Served as Community Development Director in the historic coastal City of Pensacola, home to Pensacola NAS and the central city of a half-million metro area population.
 - Administered all operations and directed all programs of the Community Development Department including planning, environmental, inspections, economic development and neighborhood development programs as well as the Pensacola Community Redevelopment Agency (CRA).

Director of Planning and Zoning - Baldwin County, Alabama. 1995 - 2001.

- Served as the first planning director for Baldwin County, a high growth coastal county, located on the Gulf of Mexico in the Mobile metropolitan area.
 - Established the Planning & Zoning Department and all operating procedures, Drafted amendments to the County's Planning and Zoning Enabling Legislation enacted by the State Legislature as Act No.98-665 and wrote the *Baldwin County Zoning Regulations* adopted by the County Commission in 1999 to manage and support sustainable growth and development.

EARLY CAREER

Planner - Shelby County, Alabama. 1991 - 1995.

Research Assistant - Regional Economic Development Center. Memphis, Tennessee. 1989 to 1991.

Planning Intern - Shelby County, Alabama. June 1989 to August 1989.

Planning Intern - Mobile, Alabama. March 1988 to May 1988.

EDUCATION & TRAINING

Master of City and Regional Planning

University of Memphis, Memphis, Tennessee (1991).

Bachelor of Science

University of South Alabama, Mobile, Alabama (1988).

ICMA Emerging Leaders Development Program
(2008).

Leading, Educating, and Developing Program (LEAD)

Weldon Cooper Center for Public Service at the University of Virginia, Charlottesville, Virginia (2013).

PROFESSIONAL ASSOCIATIONS

- Member of the International City/County Management Association (ICMA) since 2000.
 - ICMA Credentialed Manager (ICMA-CM) 2010-2020.
 - Member of the Alabama City/County Management Association since 2007. President 2017-2018.
 - Member of the American Institute of Certified Planners (AICP) since 1994 (Certificate No. 10626).
 - Member of the American Planning Association since 1988.
 - Member of the Urban Land Institute since 2018.
-

Kevin A. Cowper
101 Culloden Ct.
Dothan, AL 36305
(334) 332-8312 Cell
KevinCowper3@gmail.com

March 10, 2024

S. Renée Narloch, President
S. Renée Narloch & Associates

Dear Ms. Narloch:

Please accept this letter as my application for the position of St. Pete Beach City Manager. As demonstrated on my resume, I have over 32 years of experience in city and county government including more than 27 years in executive management positions at the department director level and above. My background includes extensive management and budgeting experience as well as significant experience in infrastructure development, community planning, growth management, neighborhood development, redevelopment, and economic development that I believe will be an asset to St. Pete Beach. I have excellent management and leadership skills together with vision, a strong work ethic, high moral character, and commitment to public service. Throughout my career, I have worked closely with elected and appointed officials, business leaders, developers, community leaders, neighborhood organizations and employee groups. My track record is one of achievement and effectiveness and my wide-ranging experience uniquely qualifies me for this position.

As City Manager for the City of Dothan, Alabama, I oversee all operations and programs of the City including 13 departments and over 1,300 employees. I am responsible for overseeing the preparation of the biennial budget and have introduced a capital fund, solid waste fund and permanent reserve to the budget process. Dothan is a full-service City with all traditional services including a city owned and operated electric utility. I am currently overseeing a large-scale capital program focused on downtown redevelopment, transportation enhancements, water and wastewater system improvements, neighborhood improvements and recreation projects. I have extensive experience in all matters related to land development, redevelopment and economic development as well as linking capital plans to strategic plans, budgets and planning programs. I have led numerous planning and visioning efforts and have undertaken multiple operational evaluations and strategic initiatives to improve organizational effectiveness. I have challenged employees to be innovative, strategic, collaborative and customer service focused and established a team-oriented project management approach that has been highly successful in delivering quality infrastructure projects that have improved the appearance of the City as well as the overall quality of life.

As Assistant City Manager for the City of Auburn, Alabama, I served as Chief Operating Officer overseeing several departments and programs including capital planning and downtown redevelopment. Prior to my appointment as Auburn Assistant City Manager, I spent approximately 12 years working on the Gulf Coast in Baldwin County, Alabama and Pensacola, Florida. I worked extensively on downtown and waterfront redevelopment, neighborhood development and hurricane recovery projects during my tenure in Pensacola. As Planning

Kevin A. Cowper
City of St. Pete Beach
City Manager Position

Page 2

Director in high growth Baldwin County, I was responsible for establishing a planning and zoning program from the ground-up to promote sustainable growth and development.

I have been instrumental in managing organizational change in my current and previous positions as well as promoting the high-performance organization model as a means of improving employee and organizational performance.

In addition to my work-related experience, I am heavily involved in professional and community activities. I hold a Master of City and Regional Planning Degree and am certified by the American Institute of Certified Planners (AICP). I am also a member of the International City/County Managers Association (ICMA). I am seeking a challenging position in a progressive organization where I can contribute to the long-term success of the community. I believe that I have the personal and professional skills necessary to serve as St. Pete Beach City Manager. I have attached my resume for your review and would welcome the opportunity to discuss my qualifications further in an interview. Thank you for your consideration and I look forward to hearing from you.

Sincerely,

Kevin A. Cowper

Kevin A. Cowper

JAMES HARRIOTT, JR., P.E.

415 SW 132nd Terrace, Newberry, FL 32669, Phone (941) 650-9167

Email email:james.harriott@gmail.com

PROFESSIONAL EXPERIENCE

- 2021 - present **Causseaux, Hewitt, & Walpole, Inc (CHW) Professional Consultants, Gainesville, FL**
Director of Engineering - Transportation
- 2014 - 2021 **Alachua County Board of County Commissioners, Gainesville, FL**
Deputy County Manager
- 1996 - 2014 **Sarasota County Government, Sarasota, FL**
Capital Projects, Transportation and Real Estate
Executive Director and County Engineer (2008-2014)
Public Works Department
Executive Director and County Engineer (2006-2008)
Mobility
General Manager (2003-2006)
Transportation Planning
Manager/Senior Engineer/Engineer (1996-2003)

EDUCATION

- 1998 Master of Engineering, University of Florida, Gainesville, FL
- 1992 Bachelor of Science, Civil Engineering, University of Florida, Gainesville, FL

James K. Harriott, Jr., P.E.

415 SW 132nd Terrace
Newberry, Florida 32669
(941)650-9167

Email Address: email.james.harriott@gmail.com

PROFESSIONAL QUALIFICATIONS AND EXPERIENCE

- Leads strategic policy discussions with elected board and community for a variety of community projects and efforts.
- Implements context sensitive design solutions for civil engineering projects, including low impact design and complete streets.
- Develops funding strategies for roadway capital improvement projects to meet elected board's directives.
- Managed key reorganization efforts to meet the organization's budget and staffing objectives.
- Implemented public works decision making through process re-engineering, use of Graphic Information System, and digital data management.
- Introduced performance management techniques for delivery of the capital improvement program.

KEY SUCCESSES

Benderson Park/ North Cattlemen Road –

Developed funding strategy, permitted to Federal standards, and included modifications to incorporate a world class rowing venue.

Tower Road – Led policy discussions, resulting in modified design requirements allowing for improvements to Tower Road, this resulted in immediate programming of the project.

Honore Avenue Corridor – Developed funding strategy through public-private partnerships to advance the project.

Legacy Trail – Led the effort to acquire the 10-mile railroad corridor and developed the implementation strategy to fund and construct a multi-use recreational trail.

\$96 million Transportation/18 Month CIP – Directed the completion of 5 major roadway projects totaling \$96 million; completed a total of 340 days early and \$6.2 million under budget.

Honore Avenue Corridor – Led policy discussion to build a two lane urban major arterial, developed P-3 funding plan, developed design concepts, and oversaw project implementation.

Alachua County Regional Sports Venue – Led project coordination and negotiating team for creating a public-private partnership for the development of the County's indoor sports venue.

Sarasota County Area Transit – Oversaw comprehensive route optimization and planning effort resulting in a 15% increase in ridership.

Public-Private Partnerships – Involved in over \$50 million in partnerships resulting in the design or construction of roadways, development of parks, and exchange/acquisition of real property.

Capital Improvement Program Centralization – Reorganized four separate capital improvement programs into a single effort, including standardizing processes, procedures, and performance measures.

CORE COMPETENCIES AND SKILLS

- Served as County Engineer for Sarasota County and Alachua County.
 - Vision and policy development.
 - Center for Creative Leadership graduate.
 - Public speaker.
 - Experience in transportation planning, transit, and traffic operations.
 - Project management oversight.
 - Innovative problem solver.
 - Organizational development.
-

PROFESSIONAL EXPERIENCE

Director of Engineering - Transportation

April 2021 – present

Causseaux, Hewitt, & Walpole, Inc. (CHW) Professional Consultants

Responsible for implementing corporate strategies to identify and develop new business opportunities and expanding the brand presence through north central Florida for transportation projects. Serves as the lead for client relationships and advocacy, develops partnerships, and identifies new markets and emerging trends in the transportation project marketplace. Oversees the Transportation Department business administration, management, and human resource efforts across all three corporate offices. This includes overseeing dozens of transportation type projects simultaneously through a staff of project managers, engineers, designers, and administrators.

Management Responsibilities:

- \$2 million operating budget and 12 employees, managing an average of 24 capital projects annually.
- Strategic planning and business development for the department throughout north central Florida.

Selected Achievements:

- Project Manager for the Jacksonville Beach Urban Trails Master Plan, a municipal wide multi-use trail plan and policy framework to meet the City's objective of providing an infrastructure for pedestrians, joggers, skaters, and bicyclists. Responsible for directing the project tasks through a team of over 20 members with various professional disciplines.
- Lead Transportation Engineer for the Newberry Village Traditional Neighborhood Development, a development consisting of almost 1,000 dwelling units and over 150,000 square feet of commercial and office land uses. The project involves analyzing and justifying Comprehensive Plan changes that address antiquated policies to meet the Board of County Commissioners' goals and objectives for development within the urban service boundary.
- Served as Engineer of Record on the SW 43rd Street Widening and Sidewalk Project, which will result in improved transportation infrastructure and traffic flow through a constrained right-of-way. New sidewalk segment and drainage improvements were included. As Engineer of Record, oversaw project design and multiple subconsultants necessary to complete the design.
- Guided multiple projects through Florida Department of Transportation, Water Management District, Department of Environmental Protection, and Army Corp of Engineers permitting.

Deputy County Manager

October 2014 – April 2021

Alachua County Board of County Commissioners

Oversight of a multi-department portfolio that included Public Works, Environmental Protection, Facilities, Solid Waste and Resource Recovery, Growth Management. Responsible for ensuring Board directed policy was implemented across all departments. Directed the delivery of the County's capital improvement program. Served in the role of County Manager in the absence of the County Manager.

Management Responsibilities:

- \$38 million operating budget and 319 employees.
- Over 30 capital improvement projects totaling over \$70 million.

Selected Achievements:

- Negotiated a \$30 million public-private partnership for a regional sports venue, that could result in a \$50 to \$70 million community asset and an increased County economic benefit of \$1.2 billion and 1,500 jobs over 30 years.
- Improved the County's pavement management program and approach to rehabilitating and resurfacing by guiding the Board through new implementation policies.
- Engaged the community with thoughts on redesigning/reconstructing NW 23rd Avenue. The result was a change in Board policy for the corridor and design concept for a two-lane walkable corridor. The County has secured funding through the FDOT work program.
- Implemented the Florida Department of Transportation's complete streets concept in a new corridor design through downtown Waldo. The concept is now being reviewed by FDOT for funding in the FDOT work program.
- Created a Sustainability/Climate Change policy framework and project list for a possible Infrastructure Surtax referendum.
- Part of the County Administration team that has guided the County through six years of budgeting that has resulted in increased services as well as reduced ad valorem tax rates, including implementing the rollback rate two years in a row.
- Negotiated an equitable gas tax distribution between the County and the City of Gainesville which resulted in new transit service, capital funding for a County roadway serving the City, and operations funding that minimized disruptions to both governments.

Executive Director and County Engineer

March 2008 – October 2014

Sarasota County Government, Capital Projects, Transportation and Real Estate

Directed the Transportation Planning Division, Traffic Operations Division, and the County's Capital Construction Program. Led strategic transportation policy and planning discussions with the Board of County Commissioners and the community. Directed the implementation of Sarasota County's capital improvement program with the programming, design, and construction of County infrastructure including:

- | | |
|--|------------------------------|
| ➤ Transportation Facilities | ➤ County Facilities |
| ➤ Stormwater Systems | ➤ Parks |
| ➤ Water and Wastewater Utility Systems | ➤ Beach and Coastal Projects |

Management Responsibilities:

\$20 million operating budget and 75 employees.
300 capital improvement projects totaling \$800 million.

Selected Achievements:

- Negotiated or assisted in negotiating over \$50 million in public-private partnerships.
- Achieved long time Board goal of creating additional north-south arterial corridor; completed decades before anticipated.
- Identified State/Federal funding opportunity for the \$17 million North Cattlemen Road corridor and directed the completion of the redesign and permitting of the corridor for federal compliance.
- Directed installation of the 200 signal Advanced Traffic Management System, including the effort to secure \$23 million in funding for the system.
- Added a GIS based infrastructure management system using Carte'Graph software. The effort included updating and maintaining management systems for bridges, signs, signals, and pavement.
- Developed a multi-modal transportation plan which included bicycle and pedestrian elements, access management, concurrency management, and impact fees/mobility fees.
- Directed the development of the "Projects In Your Neighborhood" public website that displays project information and schedules through direct links to the project management software.
- Implemented a context sensitive approach to roadway design and construction for the \$17 million

James K. Harriott, Jr., P.E.

Page 4

Honore Avenue corridor resulting in reduced neighborhood impacts, use of Low Impact Design methods for stormwater mitigation, and addition of multimodal/walk-ability enhancements.

Department Performance:

96 contracts awarded and \$62.9 million encumbered	97% of projects within budget (Target=100%)
28 projects closed-out totaling \$113 million	84% of roadways meet LOS (Target=80%)
91% of projects on schedule (Target = 85%)	Roadway condition index of 69 (Target: OCI = 60)
82% of project milestones met (Target = 80%)	2 crashes/100 residents (Target rate = 3/100)

Executive Director and County Engineer

January 2006 – March 2008

Sarasota County Government, Public Works Department

Directed and managed the Public Works divisions of Mobility, Sarasota County Area Transit, County Facilities and Fleet Operations. Oversaw the County's transportation and facilities capital improvement programs.

Management Responsibilities:

- \$54 million annual operating budget with 440 employees.
- \$75 to \$100 million annual capital improvement program.

Selected Achievements:

- Improved and expanded transit service, 15% ridership increase, eclipsed 2 million passengers annually.
- Led multi-dimensional team in developing and adopting the Sarasota County Trails Master Plan.
- Implemented and completed the largest single year transportation capital improvement program in Sarasota County history.
- Implemented a performance management approach to transit planning using GIS and census data.
- Successfully and positively negotiated new transit labor contract.
- Procured electric hybrid vehicles for both transit operations and County fleet, including branding effort for identification around the community.
- Created a cost accountability reporting system for County fleet management.

General Manager

November 2003 – January 2006

Mobility, Sarasota County Government

Directed and managed the Public Works Mobility group, which included the divisions of Transportation Planning, Road Program, Traffic Operations, Real Property, Road and Bridge, Forestry, and Sarasota County Area Transit.

Management Responsibilities:

- \$36 million annual operating budget and 240 employees.

Selected Achievements:

- Decreased project delivery time of the transportation capital improvement program.
- Delivered a one year, \$78 million transportation capital program.
- Coordinated the \$10 million purchase of the 13 mile railroad corridor for Legacy Trail.
- Reduced paratransit ridership and increased fixed route ridership by 14%.

Manager / Senior Engineer / Engineer

April 1996 – November 2003

Transportation Planning, Sarasota County Government

Led policy discussions with the Board of County Commissioners for issues relating to traffic concurrency, access management, and transportation impact analysis for future development. Directed or performed transportation impact studies for development reviews (approximately 60 transportation studies completed annually). The studies included roadway and intersection level of service analysis, capacity analysis, signal timing optimization, traffic signal warrant analysis, and auxiliary lane warrant analysis. Presented the results of traffic studies to the Board of County Commissioners and planning advisory boards.

EDUCATION

Master of Engineering ♦ University of Florida, Gainesville, Florida

Bachelor of Science in Civil Engineering ♦ University of Florida, Gainesville, Florida

REGISTRATION AND PROFESSIONAL AFFILIATIONS

Professional Engineer ♦ State of Florida, No. 57473

Florida Department of Transportation ♦ Pre-Qualified Work Groups

2.0 – Preliminary Design and Environmental Studies

3.1 – Minor Highway Design

6.1 – Traffic Engineering Operations – Traffic Engineering Studies

6.2 – Traffic Engineering Operations – Signal Timing

13.4 – Planning – Systems Planning

13.5 – Planning – Subarea/Corridor Planning

13.6 – Planning – Land Planning and Engineering

Team Member – FDOT Complete Streets Implementation Plan Development

Member of the America Public Works Association (Inactive)

Member of the Institute of Transportation Engineers (Inactive)

Member, Florida Association of County Engineers and Road Superintendents

James K. Harriott, Jr., P.E.

415 S.W. 132nd Terrace
Newberry, Florida 32669
(941) 650-9167

Email Address: email.james.harriott@gmail.com

March 10, 2024

Renee Narlock, President
S Renee Narlock & Associates
info@smsearch.com
(850) 391-0000

Ms. Narlock,

Thank you for accepting this resume in response to the advertisement for the St. Pete Beach, Florida City Manager position. As you can see from my resume, I have considerable local government experience in Florida, supporting communities with the development and implementation of various policies and programs. My public and private sector experience spans almost 30 years with 25 of those years in local government. I am excited at the possibility of serving St. Pete Beach.

Of specific relevance to St. Pete Beach, much of my career has focused on serving another coastal community, Sarasota County. During that period, I worked on many key beach and tourism related projects, including overseeing the Siesta Key Beach renovation project, the design and construction of new restroom facilities at Manasota Beach and Casperson Beach, and the sand renourishment of Turtle Beach.

As Executive Director of Public Works with Sarasota County, I was charged with supervising public works through storm preparation and, when necessary, storm recovery, for multiple tropical storms and hurricanes that came through the Gulf of Mexico affecting southwest Florida.

While with Alachua County, serving as Deputy County Manager, I oversaw the Public Works, Solid Waste, Environmental Protection, Growth Management, and Government Facilities departments. My duties also included being involved with many of the general government functions as well as serving as the acting County Manager when necessary.

Two key projects in Alachua County under my purview were a public-private partnership to develop a regional indoor sports venue and the County's Stormwater Master Plan to improve legacy flooding problems around the county. The stormwater projects included large-scale flood mitigation projects as well as interim projects to minimize the flooding impacts on the community.

I have a proven track record as a problem solver and innovative thinker, with a passion for ethics, fairness, and accountability. I have succeeded in implementing Board policy through inter-departmental coordination and cooperation. This is demonstrated through the positive outcomes of various projects and efforts I have been fortunate to work on throughout my career. Through my experience, I possess an understanding of the expectations and demands that residents, seasonal residents, and tourists have of a coastal community.

Thank you for considering my resume. I look forward to speaking with you about what I can offer St. Pete Beach, Florida. Please feel free to contact me at (941) 650-9167.

Sincerely,
James K. Harriott, Jr., PE

MICAH MAXWELL

Saint Petersburg, FL, 33703, Phone (727) 647-7486

Email micahmaxwell31@gmail.com

PROFESSIONAL EXPERIENCE

- 2017 - present **City of Clearwater, FL**
Chief Innovation Officer (2022-2024)
Assistant City Manager (2017-2022)
- 2004 - 2017 **Town of Belleair, FL**
Town Manager (2006-2017)
Assistant Town Manager COO/CFO (2005-2006)
Assistant to the Town Manager CFO (2004-2005)

EDUCATION

- 2001 M.P.A., University of South Florida, Tampa, FL
1999 B.S., Political Science, University of Florida, Gainesville, FL

Micah L. Maxwell

Saint Petersburg, FL 33703 | 727-647-7486 | micahmaxwell31@gmail.com | linkedin.com/in/micah-maxwell-cm

EXECUTIVE LEADERSHIP

Analytical Leader with extensive executive level experience in organizations of varying size. I am committed to establishing an organizational culture built around trust, clarity, and curiosity. Recognized for successfully leading organizations through periods of both turbulence and calm by remaining thoughtful and authentic, while modeling how best to evolve the how, what, and why of the necessary workflow for driving results.

AREAS OF EFFECTIVENESS

Executive Leadership | Change Management | Strategic Alignment | Leadership Development | Board Management | Crisis Management | Emotional Intelligence | Policy Analysis | Government Administration | Economic Development | Capital Budgeting | Intergovernmental Affairs | Legislative Relations

PROFESSIONAL EXPERIENCE

CITY OF CLEARWATER FLORIDA, Clearwater, FL

2017 - 2024

Chief Innovation Officer, 2022 - 2024

Led change management through collaboration with executive and departmental leadership to create and drive the organizational strategic vision. Directly oversaw sustainability and neighborhoods efforts for the city.

- Facilitated efforts with the city's twenty departmental leadership teams to assist with aligning around the who, what, how, and why of all workflows including the development of departmental "playbooks" to help maintain clarity around organizational roles.
- Established the city's first innovation framework and initial implementation plan including collaborating with departments to identify opportunities to create employee capacity through innovation.
- Overhauled the organizational and operational structure of the Solid Waste department following the removal of the department's leadership team.

Assistant City Manager, 2017 - 2022

Operated as the Chief Operating Officer for the organization and collaborated with the City Manager to balance the level of service requirements of the elected body with the regulatory requirements and functional realities of the city. Direct oversight of fifteen of the city's twenty departments.

- Oversaw shifts in key service delivery systems during COVID-19, including building permitting and inspections, solid waste pick up, recreational and library programming, and local COVID relief programs for residents and businesses. Overhauled policies and procedures of the city prior to and during the pandemic to account for remote work, safety protocols for employees and citizens, and shifts in regulatory requirements for local businesses.
- Oversaw budget creation (FY19-FY23) while supporting the enhancement of citywide services and successfully reducing or maintaining the property tax rate during this time frame by focusing on departmental master planning efforts, organizational efficiencies, reallocation of unused funding, and capital project management.
- Transitioned the city leadership, due to the sudden death of the previous longtime City Manager, to the newly selected City Manager by serving for three months as the Interim City Manager, collaborating with staff, elected officials, and citizens to implement a leadership transition plan while managing significant organizational trauma.

Micah L. Maxwell

micahmaxwell31@gmail.com

Page Two

TOWN OF BELLEAIR FLORIDA, Belleair, FL

2004 - 2017

Town Manager, 2006 - 2017

Led the Town of Belleair as Chief Executive Officer, providing leadership to staff, managing expectations of elected officials, representing the town in intergovernmental relations, and setting strategic direction for the organization.

- Created and implemented a long-term infrastructure repair and replacement program necessitated by several decades of neglect of the transportation, drainage, and water distribution systems of the town. Balanced existing and new data to create a prioritized plan and funding strategy to rebuild the town's infrastructure resulting in the completion of four of the six foundational projects with the remaining two on track for funding prior to exiting the organization.
- Restructured the values and culture of the organization through intentional efforts to invest, empower, and trust employees at all levels of the organization by the following: valuing professional development to create a feeling of inclusiveness; investing in attracting applicants with advanced degrees for high level positions; and intentionally shifting from a heavy focus on technical skills to balancing these skills with the inclusion of leadership and management skills.

Assistant Town Manager, 2005 - 2006

Served as Chief Operating/Financial Officer for the Town of Belleair. Oversaw the strategic management of town department leads, all finance staff and financial reporting including the generation and management of the Town's operating and capital budgets.

Assistant to the Town Manager, 2004 - 2005

Served as the Chief Financial Officer for the Town of Belleair. Managed the finance staff and financial reporting for the Town including the generation and management of the Town's operating and capital budgets.

EDUCATION

Master of Public Administration (MPA)

University of South Florida, Tampa, FL

Bachelor of Science (BS), Political Science

University of Florida, Gainesville, FL

Certificate, Senior Executive Institute

University of Virginia, Darden School of Business, Charlottesville, VA

PROFESSIONAL AFFILIATIONS

Florida City and County Management Association (FCCMA), 2004 - Present

President, 2020 – 2021 | Executive Committee, 2018 – 2022 | Board of Directors, 2015 - 2022

If You Care Your Do Award, 2017 | Ethics Committee, 2022 – Present | ICMA 2025 State Planning Taskforce, 2024

Florida League of Cities, 2021 – 2022 | Board of Directors

International City/County Management Association (ICMA), 2003 - Present

Conference Planning Committee, 2021 – 2022 | Conference Evaluation Committee, 2016 - 2017

Micah Maxwell
3400 Overlook Dr
Saint Petersburg, FL 33703

March 11th, 2024

Renee Narloch
President
S. Renee Narloch & Associates
2910 Kerry Forest Parkway
Suite D4-242
Tallahassee, FL 32309

Dear Ms. Narloch,

Please accept my application for the position of City Manager for the City of St. Pete Beach, FL. Based on my knowledge of the city and the information outlined in the recruitment brochure, I feel like my experience and skills can be beneficial to the community. I believe that my passion for organizational alignment and leadership development could be particularly helpful as the city moves forward.

My most recent position as Chief Innovation Officer in Clearwater had a particular focus in the areas process improvement, benchmarking, community building, and sustainability, all of which have been identified as important to the city. Additionally, my experience in Manager/Assistant Manager roles has included management of financial and budget challenges such as the recessionary period of the early 2010's, large scale redevelopment projects such as the Belleview Biltmore Hotel redevelopment, and disaster management related to storms in coastal communities and the pandemic. I believe that having the opportunity to deal with these types of issues at small and large organizations has evolved my perspective and approach to management, and I hope to share more with the staff, community, and Council moving forward.

I have also had the honor of serving in leadership roles with the Florida City and County Management Association (FCCMA), culminating in my service as President of FCCMA in the 2020-2021 program year. This was a wonderful opportunity to better understand the successes and challenges of my fellow managers, while also providing me with the unique opportunity of serving in an elected position. While there are substantial differences between operating as an elected official for a professional association and doing so for a municipal government, the experience did help me better understand the perspectives of elected officials.

Thank you for taking the time to review my application, resume and cover letter, and I hope to speak to you further as the selection process continues. Please feel free to contact me if you need any clarification or supplemental materials to this application packet. I can be reached by phone at 727-647-7486 or by e-mail at micahmaxwell31@gmail.com.

Sincerely,

Micah Maxwell

FRANCES ROBUSTELLI

810 Paseo Roble Court, Walnut Creek, CA 94597, Phone (925) 413-4493

Email Frances.marierobo@gmail.com

PROFESSIONAL EXPERIENCE

- | | |
|----------------|---|
| 2020 - present | City of San Leandro, CA
City Manager (2021-present)
Interim City Manager (2020-2021) |
| 2020 - 2020 | City of Clayton, CA
Interim City Manager |
| 2019 – 2020 | City of Napa, CA
Assistant City Manager |
| 2014 - 2019 | City of Walnut Creek, CA
Assistant City Manager (2015-2016; 2017-2019)
Interim City Manager (2016-2017)
Director of Human Resources (2014-2015) |
| 2010 – 2014 | City of Hayward, CA
Director of Human Resources |
| 1997 – 2010 | Dublin San Ramon Services District, Dublin, CA
Manager -Human Resources Division (2002-2010)
Chemist and Human Resources Analyst II (1997-2002) |

EDUCATION

- | | |
|------|---|
| 2016 | MPA, University of Missouri – Harry S Truman School of Public Affairs, MO |
| 1993 | B.A., Biology, University of South Florida, Tampa, FL |

Frances Robustelli

**810 Paseo Roble Court Walnut
Creek, CA 94597**

925-413-4493

Frances.marierobo@gmail.com

A progressive and visionary leader, who possesses over 25 years of generalist experience in local government with over 14 years at the executive level seeking an opportunity to provide leadership in a dynamic organization. Excel in a challenging work environment where my talents as a leader can help the Mayor and City Commission reach their strategic objectives through a combined relationship and results oriented approach, as well as meaningful management of all resources. Possess outstanding communication and interpersonal skills with a proven ability to motivate employees and establish internal and external relationships resulting in professional, creative, and productive outcomes. Possess extensive knowledge and management experience in the areas of economic development, long-range financial planning, organizational strategic planning, budgeting and municipal finance, community engagement strategies, sustainability and sea level rise, emergency and risk management, enterprise system implementation, succession planning, employee development and engagement programs, employee and labor relations including contract negotiations, grievance and dispute resolution.

Summary of Professional Accomplishments

As City Manager established excellent relationships with the Mayor and City Council Members, helping to facilitate policy decisions related to the setting of Council Priorities, complex land-use and planning policy, pension funding solutions, long-term financial forecasting and budget, infrastructure planning and financing, disaster management and coordination with FEMA, homelessness and affordable housing solutions within local control, improved relationships with the development community and city staff, facilitating race and equity work in the organization and community and responsible for an annual general fund of \$135M and a two-year capital budget of \$40M.

Plan, organize and direct all departments in a full-service City, including Police, Fire, Community Development, Finance, Human Resources, Information Technology, Community Development, Recreation and Parks, Human Services, Wastewater and Stormwater, Public Works and City Clerk. Demonstrated ability to support and build high performing leadership teams that are well respected by each other, their employees, elected/appointed officials and the community.

Successfully led three different organizations through the pandemic at different phases including support to my current City of comprehensive recovery efforts for both the community and business members. Led the efforts to secure millions of dollars in federal and state grant funds for renovation/replacement of a city library, all-abilities park, navigation center to support the un-housed and road safety improvements to support the City's Vision Zero policies.

Managing a mixed-used shoreline development to provide housing, recreation and parks, hotels and a golf course to provide a premier upgrade to existing infrastructure in the neighborhood, increased housing all while mitigating sea-level rise and stormwater challenges to preserve the long-term viability of use of the coastline.

Designed and implemented a comprehensive award-winning employee engagement program titled CARE which contributed to a 30% increase in employee engagement survey in a 12-month period and lead the implementation of the same initiative at the City of Napa. Currently leading these same initiatives in San Leandro resulting in transformational culture change resulting in increased engagement and accountability.

Provided vision for a progressive coaching model for employee development and performance management to eliminate traditional performance evaluation system. Highly skilled at successfully leading change management initiatives of any scope or size.

Managed an annual department budget as large as \$10.3M for a mid-size organization (800 employees), serving a City population of approximately 160,000 residents. Budget responsibilities included core department services, retiree healthcare and a self-funded Worker's Compensation Program. Through programmatic changes, reduced operating budget by 22% in Worker's Compensation Program.

Served as Chief Labor Negotiator for four Cities (both directly elected Mayor and rotational Mayor format), including four consecutive fiscal years of successful agreements with labor groups to achieve savings through concession bargaining, contributing to a balanced budget and saving the City over \$35M in labor costs. Led labor strategy development and execution of communication plan in coordination with budget process including communication to elected officials. Successfully negotiated agreements which include employee cost sharing for retirement and health and welfare benefits.

As the executive project manager, worked with directly elected Mayor to lead the Economic Development strategic planning efforts for Hayward and successfully completed their first 5 year strategic plan which was unanimously approved by Council and which identified economic goals throughout the community, geographically and across business and industry sectors. Led as Assistant City Manager, the completion and adoption of a 5-year economic development strategic plan for the City of Walnut Creek.

Served as a member on the Executive Steering Committee at three City organizations overseeing the procurement and implementation of a City-Wide Enterprise Resource Planning system to support business process redesign, gain organizational efficiency, improve internal controls, and increase organizational accountability.

Partner with outside jurisdictions to form a County-wide Leadership Academy in both Alameda and Contra Costa Counties to support succession planning efforts, to date successfully completed multiple academies. Key presenter in the program for employee engagement and mentoring and coaching future leaders. Co-presenter for Ethics in the Local Governance Summer Institute at Stanford University.

As a member of the League of California Cities Employee Relations Policy Committee, served as an integral resource to the League's lobbying efforts related to PEPPA pension reform legislation.

JOB HISTORY

CITY of San Leandro, San Leandro, CA (05/21 – Present) **City Manager**
(Staff = Approximately 432 employees; Budget = ~\$135M)

CITY of San Leandro, San Leandro, CA (12/20 – Present) **Interim City Manager**
(Staff = Approximately 432 employees; Budget = ~\$117M)

CITY of Clayton, Clayton, CA (7/20 – 12/20) **Interim City Manager**
(Staff = Approximately 27 employees; Budget = ~\$13M)

CITY OF NAPA, Napa, CA (6/19 – 6/20) **Assistant City Manager 1-year**
(Staff = Approximately 250 employees; Budget = ~\$50M)

CITY OF WALNUT CREEK, Walnut Creek, CA (8/15 – 12/16 & 8/17 to 6/19) - 3 years
Assistant City Manager (Staff = 14; Budget = ~\$18.5M)

CITY OF WALNUT CREEK, Walnut Creek, CA (12/16 – 8/17) - 8 months
Interim City Manager (Staff = 365; Budget = ~\$124M)

CITY OF WALNUT CREEK, Walnut Creek, CA (3/14 – 7/15) - 1 year 4 months
Director of Human Resources (Staff = 8; Budget = ~\$2M)

CITY OF HAYWARD, Hayward, CA (3/10 – 3/14) - 4 years
Director of Human Resources (Staff = 11; Budget = ~\$10M)

DUBLIN SAN RAMON SERVICES DISTRICT, Dublin, CA - (3/02 – 2/10) - 7 years 11 months
Manager - Human Resources Division (Staff = 7; Budget = ~\$1M)

DUBLIN SAN RAMON SERVICES DISTRICT, Dublin, CA - (6/97 – 3/02) 4 years 9 months
Chemist and Human Resources Analyst II during date range (Staff = 0; Budget = 0)

EDUCATION

University of South Florida - Tampa, FL - Bachelor of Arts - Major in Biology; Minor in Psychology
University of Missouri - Harry S Truman School of Public Affairs, Master of Public Affairs - University
of California Berkeley – Goldman School of Public Policy – Berkeley Executive Seminar – “Strategic
Management of Public Organizations” Harvard Kennedy School – Executive Education – “Senior
Executives in State and Local Government”

CERTIFICATIONS AND LICENSES

International Personnel Management Association - Certified Professional UC Berkeley Extension
Professional Certificate Program – HR Management Certificate (Awarded with Distinction) – ICMA
Credentialed City Manager

AFFILIATIONS

International City Manager’s Association – Member Serving on the Ethics Committee and 2018
Conference Planning Committee Municipal Management Association of Northern California – Member
California City Management Foundation - Member California Public Employers Labor Relations
Association – Past Member and Conference Committee Advisor, Northern California Chapter
International Personnel Management Association – Past President and Vice President League of
California Cities – Past Member Housing, Community and Economic Development Policy Committee
Member; Past Member of Employee Relations Policy Committee St. Rose Hospital Foundation – Past
Board Member

AWARDS AND RECOGNITIONS

CALED Awards of Merit - Blue-Print for Success and Development Services Forum WESTERN
REGION IPMA – Award of Excellence for CARE Employee Engagement Program NCCIPMA
Award for Excellence in Innovation – Small Agency; CASA Award for Excellence in Innovation –
Large Agency (Mentoring Program) CALPELRA Moving Forward Award – Small Agency (Pay for
Performance Program)

Fran Robustelli
(925) 413-4493
March 9, 2024

Dear Traci Ascani,

I am writing to express my interest in the City Manager position for the City of St. Pete Beach, FL.

I am currently serving the City of San Leandro as their City Manager. Prior to that I also served the City of Clayton as their Interim City Manager, the City of Napa as the Assistant City Manager and as the Assistant and Interim City Manager for the City of Walnut Creek. I have over 25 years of professional local government experience working in diverse communities and multi-service organizations with a proven track record of building top performing teams and successful implementation and administration of strategic organizational policies, programs, and initiatives. I have accumulated a skill set and possess the qualities I believe the City Commission is looking for to lead the established strategic priorities for the community.

I believe with my comprehensive background, commitment to people and public service, as well as my approachable and transparent leadership style, that I would be a great long-term fit for the City of St. Pete Beach. As the City Manager over the last three years, I have demonstrated the ability to lead the organization through many complex issues and initiatives.

My leadership and resulting successes are a direct reflection of my ability to quickly adapt to new challenges, build strong collaborative relationships within the organization and community and consistently deliver excellent results in dynamic and demanding environments. My passion is creating a work environment that is fun yet challenging with a focus on continual program improvement to uphold Commission priorities, organizational values, the mission of the organization and ensuring high employee engagement and morale.

I passionately believe that a healthy organizational culture leads to the best outcomes for the community. My leadership style is best suited for an organization and a community that desires positive change, resists "status quo" and is open to the possibilities of always having the potential to be more forward thinking and innovative. I am effective at creating this culture while providing measurable and meaningful deliverables; fostering and building partnerships within the public we serve, ensuring transparent and open relations with elected officials and contributing to a high-performance leadership team.

Some particular strengths that have contributed to my current success include development of strong relationships with elected officials, community members, and employees, excellent negotiation, project management and process development/improvement skills, and implementing accountability-based cultures driven by objective measurable results. If asked by those who have worked for and with me, they would describe me as a leader who has very high work ethic and standards, is highly invested in relationships with others, believes in the value of mentoring others, and an excellent communicator. Lastly, it is noteworthy to mention that I am known in my field as an extremely fluent problem solver and can quickly help others work through their own specific business challenges in a supportive and collaborative manner. I would be delighted to take my experience and leadership to the City of St. Pete Beach and look forward to an opportunity for an interview with the Mayor and Commissioners.

Respectfully, Fran Robustelli

CITY OF ST. PETE BEACH, FL
CITY MANAGER
CANDIDATE LIST

CONFIDENTIAL

NAME	MOST RECENT/CURRENT POSITION	ORGANIZATION
1. Glen Adams	Executive Manager	The Berkley Group, LLC
2. Vince Akhimie	Management Consulting	Vince Akhimie, CPM
3. Sonia Alves-Viveiros	City Manager/Business Administrator	Township of Edison, NJ
4. Charles Anderson	Deputy City Manager	City of Great Falls, MT
5. Douglas Baber	City Manager	City of Crystal River, FL
6. Aaron Badia	Fiscal Assistant	Greater Wheeling Coalition for the Homeless, Wheeling, WV
7. Joshua Bake	City Manager	Roosevelt City, UT
8. D.L. Bennett	Executive Director	Atlanta Municipal Market Co., Atlanta, GA
9. Ashley Bilodeau	Senior Municipal Director	Municipality of Callander, Ontario, Canada
10. Rodney Brimlow	Director, Office of Public Safety	City of Deerfield Beach, FL
11. Kemarr Brown	Vice President of Technology Integrations	CES Consultants, Inc.
12. Todd Buchs	Executive Director	Texas Lab to Market Consortium
13. Carrie Butler	Executive Director	Transit Authority of River City, Louisville, KY
14. Patrick Comiskey	City Manager	City of Mount Dora, FL

3/19/24

CITY OF ST. PETE BEACH, FL
CITY MANAGER
CANDIDATE LIST

CONFIDENTIAL

NAME	MOST RECENT/CURRENT POSITION	ORGANIZATION
15. Frank Congine	Assistant Deputy Director	County of Napa - HHSA - Department of Behavioral Health, CA
16. David Couch	Planning and Community Development Department Business Administrator	City of Virginia Beach, VA
17. Kevin Cowper	City Manager	City of Dothan, AL
18. Jennifer Davis	Emergency Management Specialist - Incident Management Team East	U.S. Department of Health and Human Services, Acworth, GA
19. Dillon DiCorpo	Ops Manager	Walmart, Sarasota, FL
20. Cory Dilmore	Public Works Director	City of Inverness, FL
21. Dan Donham	Former Director of Planning and Development	City of Linn Valley, KS
22. Debra Doughty	Assistant Vice President of Finance - PCFO	Dynasty Financial Partners, St. Petersburg, FL
23. Stephen Doukas	Former Senior Manager, Workplace Services	Jabil Corporation, St. Petersburg, FL
24. Dennis Durham	City Manager	City of Grandville, MI
25. Paul Dyal	City Manager/Executive Director of Utilities	City of Lake City, FL
26. Ryan Elkins	Managing Director	Fortitude Advisory, LLC
27. Gregory Elliott	City Administrator	City of Adrian, MI

3/19/24

CITY OF ST. PETE BEACH, FL
CITY MANAGER
CANDIDATE LIST

CONFIDENTIAL

NAME	MOST RECENT/CURRENT POSITION	ORGANIZATION
28. Joel Erickson	City Administrator	City of Lonsdale, MN
29. Juan Escano	City Planner Director/Community Development Director	Escano & Associates, Various Locations
30. Robert Falcon	City Administrator	City of Lewiston, MN
31. Curt Freese	Community Development Director	City of Beaufort, SC
32. Joe Gaa	City Administrator	City of Marshalltown, IA
33. Shawn Gilman	Director of Programs and Development	360 Project Management LLC, Slippery Rock, PA
34. Jason Goldstein	Assistant Village Manager/Chief Innovation Officer	Village of Friendship Heights, Chevy Chase, MD
35. Darren Groth	Consultant	Groth Planning and Permitting,
36. Juan Guerra	Controller	City of Cape Coral, FL
37. James Harriott, Jr.	Director of Engineering - Transportation	Causseaux, Hewitt, & Walpole, Inc. (CHW) Professional Consultants, FL
38. Stanley Hawthorne	City Manager	City of College Park, GA
39. Scott Hechler	Former Director of Public Safety/Fire Chief/Assistant County Administrator	Hernando County, FL
40. Leonard Housley	Former Assistant City Manager	City of Sandy Springs, GA
41. Robert Hunter	Former Director - Human Resources	Seminole County Sheriff's Office, Sanford, FL

3/19/24

CITY OF ST. PETE BEACH, FL
CITY MANAGER
CANDIDATE LIST

CONFIDENTIAL

NAME	MOST RECENT/CURRENT POSITION	ORGANIZATION
42. Grant Izzi	Director, Maintenance, Logistics & Air Cargo, 437 th Airlift Wing	United States Air Force, Charleston, SC
43. Amy Jewell	Chief Executive Officer	Ashore Consulting, LLC, Boca Raton, FL
44. Jeffrey Jotz	Municipal Clerk	City of Rahway, NJ
45. Stacy Kilroy	Chief Innovative Officer	BusinessFlare, OH, KY, FL
46. Melissa Kozakiewicz	Assistant City Manager/Communications Director	City of Kansas City, MO
47. David Kushnir	Director of Corporate Security & Building Services	Professional Disposables International and Nice Pak
48. Weston Ladnow	Recruitment Manager	Stability Healthcare, Remote
49. William Lawrence	Town Manager	Town of Lady Lake, FL
50. Andrew Linko	Township Supervisor	Township of Brownstown, MI
51. John Manning	Vice President	Association (501 c6) Greater Tampa Realtors, FL
52. Patrick Marsh	Former City Manager	City of Fernley, NV
53. Douglas Maxeiner	City Administrator	City of East Moline, IL
54. Micah Maxwell	Chief Innovation Officer	City of Clearwater, FL
55. Heather McGee	Mathematics Teacher	St. Petersburg Catholic High School, St. Petersburg, FL

3/19/24

CITY OF ST. PETE BEACH, FL
CITY MANAGER
CANDIDATE LIST

CONFIDENTIAL

NAME	MOST RECENT/CURRENT POSITION	ORGANIZATION
56. Jeffrey McKittrick	Assistant Director Housing and Community Development	Pasco County Board of Commissioners, Dade City, FL
57. Lawrence McNaul	Director of Mission Capability	KBR, Inc., Houston, TX
58. Jeff Mihelich	City Manager	City of Bozeman, MT
59. Christopher Miller	Former County Administrator	King George County, VA
60. Chad Morris	Deputy City Manager	City of Niceville, FL
61. John Murphy	Assistant County Administrator - Public Safety	Pasco County, FL
62. Kathleen Murray	Grant Writer and Administrator	Village of Freeport, NY
63. Ben Newhouse	Program Coordinator	Lily's Place, WV
64. John Norris	Director of Public Works	City of Coral Springs, FL
65. Taylor O'Connor	Legal Trainee	Julianne M. Holt Public Defender's Office, 13 th Judicial Circuit, Tampa, FL
66. Pat Oman	County Administrator	Becker County, Detroit Lakes, MN
67. J. Austin Powell	Director, Workforce Development (Assistant Special Agent-in-Charge)	USDA Office of Inspector General, Office of Investigation, Vero Beach, FL
68. Sergio Purrinos	Principal Land Use Consultant	CSP City Consulting, Inc, Miami, FL
69. Scott Randall	Former City Manager	City of Centralia, IL

3/19/24

CITY OF ST. PETE BEACH, FL
CITY MANAGER
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CONFIDENTIAL

NAME	MOST RECENT/CURRENT POSITION	ORGANIZATION
70. Michael Reese	Former City Manager	City of Maplewood, MO
71. Michael Reilly	State Legislator, 62 nd Assembly District	New York State Assembly
72. Fran Robustelli	City Manager	City of San Leandro, CA
73. Tracy Roles	Assistant City Manager/Director of Public Safety	City of Bartlesville, OK
74. Don Rosenthal	Former Commercial/Redevelopment Project Liaison	Pasco County, FL
75. Charles Rudd	City Manager	City of Crescent City, FL
76. Terence Ryan	Parking Director	City of Lowell, MA
77. Jared Schumacher	Town Manager	Town of Boonsboro, MD
78. Mark Siekman	Brigadier General	U.S. Army, Fort Shafter, HI
79. James Slaton	City Manager	City of Lake Wales, FL
80. Robert Smith	Zoning Manager	Dish Wireless, Phoenix, AZ
81. Dennis Stark	Former County Manager	Lyon County, NV
82. Angela Stone	Assistant Town Manager - Community Engagement	Town of Hilton Head Island, SC
83. David Strohl	City Administrator	City of Palos Heights, IL

3/19/24

CITY OF ST. PETE BEACH, FL
CITY MANAGER
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CONFIDENTIAL

NAME	MOST RECENT/CURRENT POSITION	ORGANIZATION
84. Kevin Sweet	Town Manager	Town of Wrentham, MA
85. Michael Szlosek	Town Administrator	Town of Blandford, MA
86. Mark Taylor	Superintendent	Spotsylvania County Public Schools, Spotsylvania, VA
87. Sophia Terrelonge	Child Labor Program Administrator	Department of Business & Professional Regulation, USA
88. Chris Tiedemann, Jr.	Airport Police Sergeant, Airport Police Department	City of Lubbock, TX
89. Chris Truitt	Village Manager	Village of Biscayne Park, FL
90. Cary Vargo	Former Chief Executive Officer	ARRO Consulting, Inc., Lititz, PA
91. Fred Ventresco	Town Administrator	Town of Pinetops, NC
92. James Wehner	Owner	J-Way Architectural, Summerhill, PA
93. David Wilkinson	Town Manager	Town of Syracuse, IN
94. Kelcey Young	City Manager	City of Sweet Home, OR

3/19/24