
ATTORNEY

- Well-versed in various areas of Florida law, including Corporate Governance, Municipal Operations, Business Transactions and Real Estate development
- Extremely knowledgeable and effective negotiator with substantial experience mediating disputes and providing viable solutions for all parties
- Significant experience in transactional and litigation matters within municipal, large law firm and in-house environments
- Unique combination of solid legal skills and highly-developed business acumen

CITY MANAGER
ASSISTANT CITY MANAGER
DEPUTY CITY ATTORNEY
City of Opa-locka Miami, FL
June 2015 – August 2017

BAR ADMISSIONS

Florida

District of Columbia

ASSOCIATIONS

Broward County Bar
Association

Miami-Dade County Bar
Association

EDUCATION

**BS, Business
Administration, 1995**
Florida A&M University
Tallahassee, FL
Honors Graduate

MBA, 1999
Nova Southeastern
University
Davie, FL
Honors Graduate

Juris Doctor, 2002
University of Miami
Coral Gables, FL
UM Law Review
Published, 2002
Honors Graduate

Manage all facets of City operations, including, but not limited to vendor selection and agreement negotiations, personnel recruitment and retention, infrastructure rehabilitation and development, revenue infusion options, resident and property owner concerns, recommendation and implementation of economic improvement and development strategies, and utility service operations.

Notable accomplishments:

- Implemented plan of reduction resulting in a decrease of monthly expenditures by an average of \$1M per month
- Developed and enforced procedures resulting in an 80% increase of bazaar vendor payments
- Reorganized budget to fully fund all reserve accounts and establish working capital account for previously suspended capital improvement projects
- Reorganized personnel placements in Public Works, Community Development and CRA departments, resulting in an increase in revenue generation and initiation of CRA rehabilitative efforts
- Developed and enforced program to secure abandoned properties within the City for either City development or sale
- Negotiated with financial institutions and avoided default of City bonds
- Negotiated with collective bargaining units to realize cost-savings for City

Provided counsel to elected officials and employees relating to all legal matters of the City, drafted and negotiated all agreements for the City, ensured compliance with regulatory authorities, managed litigation efforts with general liability insurer, defended City against EEOC and labor complaints, prosecuted enforcement actions, proposed and drafted legislation and initiated revision of City Charter and City Code.

Notable accomplishments:

- Reviewed bond documents and issued an opinion resulting in the City's reclamation of \$1M of City funds
- Reviewed and opined on Public-Private Partnership (P3) proposals, with the potential of a \$10M capital infusion in the \$14M GF budget
- Successfully negotiated and settled several litigation complaints, resulting in an approximate savings of more than \$300,000
- Reviewed and revised CRA Development Plan to ensure compliance with all regulations and to prioritize slum and blighted areas needing improvement
 - Drafted and revised policies and procedures for all City departments, specifically the procurement and personnel departments

ATTORNEY

Law Office of YJ Harrell, PLLC Miami, FL
2009 – Present

Provide legal services to individuals, municipalities and corporate entities involving various practice areas. Negotiate complex corporate transactions from concept to closing. Assist clients with real estate transactions and litigation matters.

- Manage all legal matters for various corporate entities, including a national developer and construction supply business
- Negotiate development agreements and zoning exceptions with municipal governments
- Facilitate settlements in corporate and real estate matters
- Counsel clients on corporate transactions involving real estate acquisitions, special financing, and partnership buyouts
- Draft corporate organizational and operational documents for established and start-up companies
- Represent clients in litigation matters in trial and appellate courts, including defending and prosecuting all contractual disputes

GENERAL COUNSEL

Brican America, LLC Miami, FL
2009 - 2011

Managed legal department, including management of outside counsel and provided legal direction on all corporate matters. Negotiated and revised all corporate agreements with clients, vendors and various governmental agencies

- Represented company in all litigation and pre-litigation matters -- defense and prosecution
- Drafted and revised employment policies; participated in union agreement negotiations; conducted labor grievance hearings; defended EEOC complaints
- Reviewed and negotiated terms of corporate financing documents
- Drafted, reviewed and revised all corporate governance documents and vendor agreements
- Implemented policies to ensure compliance with agreement terms and regulatory agencies
- Managed defense of class-action lawsuit

CORPORATE ASSOCIATE

Ruden McClosky, Fort Lauderdale, FL
2006 – 2008

Provided counsel to corporate clients ranging from start-up entities to Fortune 500 companies. Advised clients on corporate matters involving corporate financing, asset acquisition identification, real estate matters and management-employee relations.

- Drafted and revised corporate policies and procedures
- Assisted clients with the acquisition, management, development and sale of real property
- Counseled clients on land use and zoning matters
- Negotiated collective bargaining agreements; represented clients in labor disputes
- Assisted in drafting employment policies and procedures for human resource professionals

MIGNON S.MOORE

CAREER SUMMARY

A dynamic senior manager with broad management experience spanning finance, business operations, human resources, organizational structuring, strategic planning, Anti-Terrorism/Force Protection (AT/FP) operations and compliance in multimillion-dollar, mission-critical environments. Adept problem-solver and effective communicator. Utilized exceptional communication, liaison, organizational and interpersonal skills to successfully motivate and coordinate efforts of widely varied organizations with individuals with often divergent or even competitive agendas. Highly regarded and established reputation for innovation, while achieving exceptional levels of personnel and systems productivity.

PROFESSIONAL EXPERIENCE

U.S. Army Garrison, Miami, FL

Garrison Manager

5/12 to 7/14

Served as the Garrison Manager in support of a 4-star military operation (United States Southern Command). Managed garrison operations which included the planning of all garrison activities, providing program objectives, strategic planning, policy development and program direction in support of garrison goals and mission. Effectively managed 14 Garrison directorates which strategic planning, quality management, human and financial resource management, public works, environmental compliance, technology integration, operations, training and mobilization, intelligence and security, safety, fire and emergency services, logistics, and morale welfare and recreation activities. Directed Garrison resource priorities and requirements. Supervised programming, budgeting, funding, and manpower functions. Met with several local top officials (Mayor, City councilmen), tenant organizations, and other government/community officials. Participated in several planning, financial and operational committees/boards.

Installation Management Command, NE Region, Fort Monroe, Va

Chief of Staff 301/GS15

12/10 to 5/12

Serves as Chief of Staff to 3 Special Staff and 14 Functional Chiefs. Supervises and directs a multifunctional staff of nearly 200 civilian, military and contractor personnel to facilitate 73 critical installation support elements resulting in stewardship of the Army's installations.

- Served as a principal advisor to the Director for the oversight and management of approximately 16,000 installation support personnel and actively manages the utilization of installation and base operations/resources.

- Directed and ensured optimization of resources in support of current and future operations, Army Force Generation (ARFORGEN), Base Realignment and Closures (BRAC), Joint Base transitions, Army Family Covenants, Army Community Covenants, Region reorganization, and IMCOM transformation.
- Responsible for the development, execution and supervision of programs, plans, policies and procedures to ensure installation readiness to include the following areas: Logistics, Engineering and Housing, Anti-terrorism/Force Protection Civilian and Military Personnel Management, Morale, Welfare and recreation (MWR), Family Support, Environment, EEO, Resource Management, Mobilization Support, Training, Security, and Legal coordination.
- Represented the Region Director in planning, negotiations, decision-making and coordination with external commands and higher echelons to include the Office of the Secretary of Defense (OSD), Department of the Army (DA) Staff, U.S. Army IMCOM, U.S. Navy Region Mid-Atlantic, U.S. Air Force Air Mobility Command (AMC), U.S. Air Force Air Combat Command (ACC), and Senior Commanders in U.S. Army Forces Command (FORSCOM), U.S. Army Materiel Command (AMC), U.S. Army Training and Doctrine Command (TRADOC), and the Military District of Washington (MDW)
- Supervised the allocation and execution of a \$2.1B annual operating budget in support of IMCOM, Region and Senior Commander priorities.
- Coached, taught and mentored 37 Garrison Commanders and their Deputies.

U.S. Army Garrison, Fort Eustis, Fort Eustis, Va
Deputy to the Garrison Commander 301/YC03

6/03 to 11/10

Serves as Deputy to the Garrison Commander and Chief of Staff to 14 Garrison Directorates. Supervises and directs a diverse Garrison Staff (military and civilian). Advises the Garrison Commander on garrison management. Participates in planning of garrison activities, providing program objectives, strategic planning, policy development and program direction in support of garrison goals and mission.

- Responsible for day to day operations of over 14 Garrison divisions. Develops and prioritizes courses of action to accomplish Garrison's missions. Effectively plans, directs, coordinates, evaluates and organizes staff workload consisting of: strategic planning, quality management, human and financial resource management, public works, environmental compliance, technology integration, operations, training and mobilization, intelligence and security, safety, fire and emergency services, logistics, and morale welfare and recreation activities.
- Advises Garrison Commander on resource priorities and requirements. Coordinates programming, budgeting, funding, and manpower functions. Monitors budget execution to ensure 100% obligation of \$70M-\$120M annual budget. Translates policies, objectives, and guidance and issues guidance.

Served as principle advisor to Commander, Training and Doctrine Command (TRADOC) on social problems and matters concerning personal and family adjustment. Initiated, established and directed policies and programs for Army Community Service throughout TRADOC. Army Community Service (ACS) is responsible for the prevention, identification, intervention, and reporting of child and spouse abuse; relocation assistance; family member employment assistance; personal financial counseling; debt liquidation assistance and management; assistance to special needs family members and soldier/family readiness.

- Established and chaired work group studying feasibility of implementing family support regionalization initiatives in the Hampton Roads Virginia area. Study supported the development of the "first-ever" Joint Military Family Support Center servicing all service members with a specific geographical area.
- Established effective system for TRADOC installations to report utilization data on ACS Link web site.
- Justified and managed ACS 17M budget, achieving and maintaining a 100% utilization rate.
- Championed the Hampton Roads Joint Service cooperative partnership initiative. This unprecedented initiative was sustained by the development of a Memorandum of Agreement (MOA) signed by Senior Commanders on eight Army, Navy and Air Force bases in Hampton Roads. This partnership increased efficiency by 50% through Joint Service Job Fairs, programs, classes and trainings. This collaborative effort also led to the "first-ever" Joint Service Crisis Exercise; included Reserve Components and Coast Guard participation; empowered us to assess the readiness of our family support systems.
- Initiated and established TRADOC's model for reshaping ACS programs. Model improved service delivery and facilitated maximum utilization of resources.
- Served as a member of the ACS Strategic Planning Team that developed the ACS Five-Year Plan.
- Facilitated the successful integration of family advocacy prevention and treatment funds that resulted in signed memorandum of agreement between hospital and garrison commanders within TRADOC.

EDUCATION

Graduate Certificate, Defense Leadership and Management Program (DLAMP-DoD Senior Executive Career Development Program), 2005

Master of Art in Strategic Studies, Army War College, Jun 2003

Graduate Certificate, Army Management Staff College, Apr 1995

Master in Public Administration, Troy State University, Jun 1993

Bachelor of Science in Health Education, Southwest Texas State University, Aug 1978

DR. LYDIA SMITH

QUALIFICATIONS

City Manager

My fifteen years experience in management, accounting, budgeting, financing, strategic planning, team building, leadership, project management, and demonstrating consistent record of increasing profit should be of interest to a rapidly growing company like yours. I am instrumental in reducing overhead, contributing to operational goals and personnel relations. My business experience is across industries; manufactory, entertainment, healthcare, financial, and banking. Some strengths include research, compliance, problem solving, general ledger, financial statements, financial analysis, forecasting, budgeting, cash management, internal and external reporting, and training in various capacities in company relations.

EDUCATION, PROFESSIONAL REGISTRATION

Doctor in Business Administration specializing in Finance –*Walden University*

M.B.A., Finance — *Grand Canyon University*

B.S., Business Administration — *University of Phoenix*

A.S., Business Administration — *Palm Beach Community College*

PROFESSIONAL EXPERIENCE

Chief Financial Officer/Director

2013-Present

Roxborough Medical Facility

1. Strategic Leadership

- Serve as a valued thought partner to the CEO and leadership team in developing and evaluating strategic goals and objectives, with specific ownership of financial and human resources goals
- Work with Board of Directors and act as the primary liaison to the Finance Committee to communicate complex timely information in clear and compelling ways
- Set the strategic direction and provide oversight for the organization's human capital strategy, including recruitment, retention, compensation practices and benefits management
- Lead analysis and contribute to negotiations regarding potential strategic partnerships, licensing agreements and other potential income streams

2. Financial Management

- Lead budgeting, forecasting, analysis, reporting and long-range planning
- Develop tools and systems to provide internal and external stakeholders with critical reports and analytics to inform decision-making
- Work closely with the leadership team and staff to enhance systems to accurately develop and track expenditures against grant and program budgets throughout the grant/fund period
- Lead the negotiation of cost effective coverage and contracts with multiple vendors, including insurance carriers and equipment vendors

3. Accounting

- Provide oversight of all accounting, payroll and audit activities and reporting; ensure accuracy and compliance with appropriate GAAP standards and regulatory requirements

- Lead cash flow planning and forecasting; oversee cash, investment and asset management
- Establish effective policies and processes and ensure strong internal controls over all of organizational accounting procedures

4. Human Resources

- Provide oversight of HR for an organization nearing 200 employees and 65 contractors in multiple states
- Establish the organizational personnel policies, procedures and practices, as well as compensation structures and benefits programs necessary to hire, onboard, develop and retain a superior workforce
- Oversee the organization's compliance with federal, state and local legislation pertaining to all personnel matters

5. Team Leadership

- Inspire, mentor and lead the finance and HR teams
- Clarify roles and responsibilities, establish and monitor performance goals and implement professional development to set employees up for success and professional growth
- Collaborate effectively with the leadership team to build and lead an organization that is strong, growing and dramatically changes the literacy outcomes for children

Chief Financial Officer/VP

2009-2014

Aljdaas Isles, Inc

- Manage financial, business, and accounting functions, and generating annual sales. Accountability extends to financial statements, profit flow/cash flow analysis, and management of lines of credit. Hire and supervise staff. As a company, executor, I participate in but not limited to organizational financial and business strategy, strategic budget planning, financial reporting, including expense forecasting, tax planning, capital gains and loss, risk management, operation, employee training, equipment management, sales and service, contract management, and cash management/investment strategies.
- Ensure compliance with audit requirements and financial reporting in the entertainment industry.
- Participate in development of the financial plan and strategic planning.
- Corporate liaison with lenders and auditors, accounting, budget oversight, and department compliance. Report directly to CEO.
- Manage the budgeting, forecasting, and long-term plan processes
- Analyze company performance- review variance and trending analysis and incorporate macro-economic and industry data.
- Create presentations for Board meetings and effectively communicate financial overview and strategy at quarterly meetings of the Board of Directors, which includes senior management.
- Work closely with Ad Sales to optimize results
- Identify opportunities to improve company performances
- Oversee negotiation of contracts with major vendors including real estate leases
- Provide strategic guidance and financial input on issues affecting the organization
- Work on special projects as necessary including strategic initiatives, partnerships, joint ventures, acquisitions, and investment opportunities
- Monitor cash balances and request funding as required

- Manage monthly, quarterly, and annual reporting and regulatory compliance as well as required tax filings
- Ensure the accuracy and consistent of reporting and financial analysis
- Develop positive relationship with employees, management, and the Board of Directors
- Provided financial data and accounting services in connection with change in ownership, including licensing requirements, and collaboration with attorney.
- Reduced company cost, expense category, and restructure company profitability.
- Established overhead budget to improve expense procedure.
- Financial consulting and strategic planning for the entertainment industry
- Improved relations and communication with and reduced turnover among mid-management and support staff, by implementing appropriate training.

E-Z Weld, Inc.

2008-2009

Executive, Financial Consultant

During my tenure, I was in charge of the company's biggest account, net sale over three million dollars. I demonstrated a professional and positive attitude and a passion for continuous improvement. Stellar communication abilities both written and oral. Strong time management skills. I was able to multi task and respond to requests in a professional and timely manner. I was responsible for providing credit approval for new clients and provide collections procedures. Responsibility includes, but not limited to direct relations clients, cross sales and system both local and international. Knowledgeable in accounting programs.

Port Printing, Inc

1998-2008

Chief Operation Officer

- Responsible for providing leadership and strategic direction as well as overall operational management of the facility in accordance with the mission, vision and values of the system. Acquire new sales and increase company revenues. Serves as a positive role model for ethical management behavior and promotes an awareness and understanding of positive ethical and moral principles that is consistent with these principles and provided leadership to the facility's community benefit and social accountability activities. Actively participates in community activities that promote the facility's mission, philosophy, and values.
- Attracts and retains high quality executive management personnel who will contribute to the sustained success of the facility. Creates a positive work environment for employees, including competitive wages and benefits and the consistent application of personnel policies and procedures. Maintains open, honest, and timely communications to the facility's many and varied publics including the community and employees.
- Encourages the professional growth and development of the senior management team. Develops an annual budget for the facility that is within the budgetary guidelines and timetables established by the system.
- Monitors all financial operations to ensure that the facility utilizes its resources in a fiscally responsible manner so as to assure the facility's long-term sustained success in the future.
- Authorizes purchases, distributions, contracts, and other transactions within the limits established. Submit daily financial reports to the management team. Determine overhead rates for job cost accounting. Develops and annually updates a long-range financial plan that supports the organization's overall strategic plans and objectives.
- Works closely with CEO in keeping the Board informed of major issues and activities on a regular basis, in developing a board meeting agenda, and in helping to conduct meetings of the board. Supports and actively participates in meetings, committees, activities, and programs sponsored.

Special Interest and Skills:

Some of my interests are reading, singing, drawing, writing, and spending time with family. I am efficient in researching and implementing a business, marketing, strategic or incentive plan. I have strong written and verbal communication skills. Strong understanding of GAAP, Sarbanes Oxley and SEC regulations. I am an engaging leader, whose skilled at collaborating with others to achieve business objectives. I am an effective forex trading, Risk Management, Technical and Fundamental analyst. I am proficient in taxation, laws, and maximizing company savings. I

am analytical, logical, and creative. I am skilled with technology and proficient in several software and programs, but not limited to Ms Word, Powerpoint, Excel, SPSS, Muse, Photoshop, Affinity photo and designer, After Effect, Premiere Pro, Unity, C++, Animate, Illustrator, Indesign, Maya, CAD, Quickbooks, Sage, Oracle, bill.com, Microsoft Dynamic, and Netsuite. I, also, like volunteering and being a mentor to young children through our Diamond In A Rock Foundation.

Award, Achievement and Accomplishment

Doctor in Business Management

Master in Business Management and Finance

Bachelors in Business Management, BSM

Graduated with Honors in Business Administration, Management, A.S.

Presidents List/Deans List

Phi Theta Kappa Honor Society

Director on the board of Diamond In A Rock Foundation

Summary:

If given the opportunity I will be an asset to your company. I will go above and beyond to meet the organizational needs. Some terms that best describe me are motivated, focused, multi-tasking, strategic planner, easy learner, conscientiousness, proactive, self efficacy, leadership, vision, energetic, entrepreneurial spirit, internal locus of control, self-confidence, team builder, determined, dedicated, honesty/integrity, sociability, extrovert, problem solving skills, intelligence, and accountability.

Dale S. Sugerman, Ph.D.

OBJECTIVE:

Seeking to apply significant senior level administrative experience earned in both the public and private sector with a local government that is attempting to enhance the quality of life for its residents and businesses. Extensive experience in leadership, management, strategic planning/thinking and working in regulatory environments.

PROFESSIONAL EXPERIENCE:

January, 2015 to Present

CHIEF OPERATING OFFICER, Andrew “Red” Harris Foundation, 18230 River Oaks Drive, Jupiter, FL 33458.

The Andrew “Red” Harris Foundation is a family-run foundation which was created after the tragic diving accident of their 26 year old son in the summer of 2014. The foundation funds the construction of artificial reef cell modules which are then donated to the Palm Beach County Artificial Reef program for placement on sites in the ocean off the coast of Northern Palm Beach County, Florida. This is a volunteer position on my part.

October, 2015 to May, 2016

PLANNING MANAGER, Palm Beach County Division of Emergency Management, 20 S. Military Trail, West Palm Beach, FL, 33415.

Responsible for management and supervision of the Planning Section of the Emergency Operations Center for Palm Beach County. Maintained and updated the County’s Comprehensive Emergency Management Plan as well as managed the Emergency Management Accreditation Program. Maintained and updated the division’s Multi-Year Strategic Plan. It was determined that my skills and abilities did not meet the needs of the current director, and so my employment was terminated during the probationary period.

June, 2012 to January, 2015

TOWN MANAGER, Town of Lake Park, Florida, 535 Park Avenue, Lake Park, Florida 33403.

The Town of Lake Park is a coastal community of 8,915 residents located in north Palm Beach County. It is one of the first planned communities built in the United States by the world renowned Olmstead brothers (designers of Central Park in New York City). Lake Park has a well balanced mix of residential neighborhoods with a significant commercial district and a separate industrial district. 52 full-time and 12 part-time employees make up the work

fire-rescue (both contracted with Palm Beach County), parks and recreation, public works, community and economic development, and a full-service 103 slip marina. Also served as Executive Director of the Community Revitalization Agency (CRA).

March, 2005 to June, 2011

TOWN MANAGER, Town of Highland Beach, Florida. 3614 S. Ocean Boulevard, Highland Beach, Florida 33487.

The Town of Highland Beach is a small coastal community of 4,164 residents located on the barrier island between the Atlantic Ocean and the Florida Intracoastal Waterway in South Palm Beach County. The community is 2.9 miles long and 2000 feet wide (at its widest point). Highland Beach is one of the 20 wealthiest communities (per capita) in the United States. 39 full-time and 8 part-time employees. As Town Manager, reported to a five person Town Commission, including a Mayor, all of whom were elected at-large for no more than 2– three year terms. Full-service organization including police, fire-rescue (contract), water and sewer utilities, public works, building, finance, and a municipal library.

October, 1994 to March, 2005

ASSISTANT CITY MANAGER, City of Boynton Beach, Florida. 100 East Boynton Beach Boulevard. 33425.

The City of Boynton Beach is a diverse South Florida community located on the waterways of the Atlantic Ocean. The population (2015) is 71,608 and has an annual total operating budget of \$133 million dollars. Approximately 900 full and part-time employees. Served as Acting City Manager in the absence of the City Manager. One of eight members of the City Management Leadership Team (CMLT). Held various responsibilities during entire tenure as Assistant City Manager, including direct supervision for all Enterprise Operations (municipal refuse operations, water, wastewater and stormwater utilities along with a municipal golf course), Director of Public Works, Director of Engineering, Director of Information Technology, and Human Resources Director.

July, 1992 to October, 1994

ASSISTANT CITY MANAGER, City of Palm Bay, Florida. 120 Malabar Road, Palm Bay, Florida. 32907.

January, 1991 to July, 1992

SENIOR ASSOCIATE, Management Advantage Corporation. 1935 Wilton Drive, Fort Lauderdale, Florida. 33305. (Private sector experience).

The Management Advantage Corporation was a local government consulting firm offering assistance to public agencies on a contingency fee basis. Principal activities included identifying cost savings in service delivery, avoiding budgeted or anticipated expenditures, identifying areas where non-tax revenues could be enhanced and shifting costs from the General Fund to some other non-tax supported fund or to grant fund revenues. Specific responsibilities included client development, marketing, proposal development, fieldwork, data collection and analysis, report writing, development of final recommendations and presentation of findings.

January, 1989 to December, 1990

CITY MANAGER, City of Sunrise, Florida. 10770 West Oakland Park Blvd, Sunrise, Florida. 33351.

Full-service municipality with water, wastewater, and natural gas utility systems.

March, 1982 to January, 1989

CITY MANAGER, City of Oberlin, Ohio. 85 South Main Street, Oberlin, Ohio 44074.

Full-service municipality with water, wastewater, and electric utility systems, including generation, transmission and distribution of wholesale and retail electricity. President of the Ohio Municipal Electric Association (OMEA).

March, 1979 to March, 1982

CITY MANAGER, City of Slater, Missouri. 109 North Main Street, Slater, Missouri 65349.

Full-service municipality with water, wastewater, and electric utility system, including distribution of retail electricity.

EDUCATION

2007 **DOCTOR OF PHILOSOPHY** (Ph.D.) in Global Leadership, Lynn University, Boca Raton, Florida.

1978 **MASTERS DEGREE** (MPA) in Urban Administration, L.P. Cookingham Institute of Public Affairs, University of Missouri, Kansas City, Missouri.

Completed a double major in Municipal Administration and Organizational Behavior.

1974 **BACHELOR OF ARTS (BA)** in Political Science. University of Cincinnati, McMicken School of Arts and Sciences, Cincinnati, Ohio.

University Honors Scholarship Recipient, 1972-1974.

CONTINUING EDUCATION

- 2002 Graduate- Senior Executive Institute, Weldon Cooper Center for Public Service. University of Virginia, Charlottesville, Virginia.
- 2001 Credentialed Manager (CM) - International City/County Management Association, Washington, D.C.
- 2001 "Qualified"- Myers-Briggs Type Indicator (MBTI) psychological tests and assessment administrator- Center for Applications of Psychological Type. University of Florida, Gainesville, Florida.

SPECIAL SKILLS

- ** Community revitalization and redevelopment, growth management, economic development, and public-private partnership development issues.
- ** Strategic planning, strategic thinking, organizational development, performance measurement and high performance teambuilding.
- ** Organizational behavior, interpersonal supervisory skills, personnel management and labor/management relations.
- ** Utility operations, utility regulations, cost-of-service studies, service contract and rate negotiations.
- ** Financial management, infrastructure financing, risk management, bond and insurance financing.
- ** Public relations, communications, citizen's service requests.

COMPUTER SKILLS

Proficient in PC based networked systems. In-depth familiarity with Outlook/Exchange electronic messaging systems and Microsoft Office Suite products, including Word, Excel, Project and PowerPoint. Active user of the Internet and Internet services. Extensive experience in electronic document imaging and geographic information systems (GIS).

PERSONAL

Born and raised in Cleveland, Ohio. Hobbies and interests include golf, boating, racquetball, weight lifting, running, reading and investments. Adjunct faculty member- Nova Southeastern University, Fort Lauderdale, Florida. Certified scuba diver. Retired member, International City and County Management Association, Florida City and County Management Association and the Palm Beach County City Management Association.

Date of Resume: May, 2016