

October 12, 2018

City of  
Jacksonville Beach  
City Hall  
11 North Third Street  
Jacksonville Beach  
FL 32250  
Phone: 904.247.6268  
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[www.jacksonvillebeach.org](http://www.jacksonvillebeach.org)

**NOTICE OF SPECIAL CITY COUNCIL MEETING**

**Wednesday, October 17, 2018**

**6:00 P.M. – 7:30 P.M.**

**Casa Marina Hotel**

**691 1<sup>st</sup> Street North**

**Jacksonville Beach, Florida**

The Jacksonville Beach City Council will host a reception to meet the candidates for the City Manager position.

**ATTACHMENTS**

*In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this meeting should contact the City Clerk's Office at (904) 247-6299, extension 10, no later than one business day before the meeting.*



City of

Jacksonville Beach

1460A Shetter Avenue

Jacksonville Beach

FL 32250

Phone: 904.247.6226

Fax: 904.270.1639

[www.jacksonvillebeach.org](http://www.jacksonvillebeach.org)

### MEMORANDUM

TO: Karen W. Nelson, Deputy City Manager

FROM: Ann Meuse, Director of Human Resources

DATE: October 12, 2018

George Forbes retired on August 1 after serving more than twenty-three years as the City Manager of Jacksonville Beach. The City Council engaged the services of the nationally recognized executive recruiting firm of Colin Baenziger & Associates to conduct the search for a new City Manager.

After receiving more than sixty applications for the City Manager position, Colin Baenziger & Associates recommended eight candidates to the City Council that they felt were very strong and would do an excellent job for the City. On October 1, 2018, the City Council selected the following six candidates to meet the community and participate in interviews:

James Dinneen

Fred Murry

Mike New

Mike Renshaw

Michael Staffopoulos

Susan Parker

Mike New withdrew his application for City Manager on October 11, 2018. The remaining five candidates are scheduled to go forward in the selection process. Candidate resumes are attached.

Following is the schedule for the City Manager selection process. Times and locations will be included in each Notice of Special Council Meeting.

- **October 17, 2018** – City Council hosts a reception for candidates
- **October 18, 2018** - Special City Council meeting to conduct interviews with the candidates
- **October 18, 2018** - Special City Council meeting reconvenes to discuss the next steps in the City Manager selection process. City Council may elect at this meeting to begin contract negotiations with a candidate of their choice.



## JAMES T. DINNEEN

### EDUCATION

#### Senior Executive Program, John F. Kennedy School of Government

Harvard University

Summer 2004

#### Master of Arts in Public Administration

University of Dayton

December 1977

*The degree provided extensive training in municipal management, public finance and budgeting, public service delivery systems and labor relations.*

#### Master of Arts in Urban and Regional Planning

Virginia Polytechnic Institute and State University

June 1975

*Special emphasis on public works management including capital facilities and transportation development, infrastructure management, traffic planning, citizen participation, news media relations, waste disposal, and environmental protection.*

#### Bachelor of Arts in Anthropology, Sociology, Minor in History

University of Dayton

April 1972

*Recipient of the Excellence in Education Award for anthropology, 1972.*

### PROFESSIONAL EXPERIENCE

#### County Manager, Volusia County, Florida

April 2006 – June 2018

Chief Executive Officer of a council-manager charter county, with a population of approximately **500,000**, generally concentrated in two east/west sectors over 1,263 square miles. The county is significantly urban, but somewhat rural. In the provision of **42** distinct service initiatives, the county manager is responsible for approximately **3,200** full-time employees and a total budget of **\$850 million**. The county manager is expected to help facilitate and implement county policy while ensuring that all administrative responsibilities are handled promptly and professionally. The position is responsible for communication within the community, especially in addressing business issues and citizen concerns. Volusia County services include a convention center, an international airport, water and sewer system, solid waste facilities, a jail, fire protection, emergency management, economic development, 47 miles of beach and lifeguard services, public works, community and social services, Sheriff, Property Appraiser, Elections, public transportation, libraries, parks and trails, and central services.

#### City Manager, Dayton, Ohio

August 2002 – April 2006

Chief Executive Officer in a municipal government, responsible for 16 departments and approximately **2,600** employees with a budget of **\$503 million**. Interacts with citizen groups and the business community, analyzes needs and resources of the city for resolution to urban problems, supervises the implementation of city services and policy, oversees government finances, and provides continuity and support to the mayor and four city commissioners. With a population of approximately **166,000** residents and an area of over 56 square miles, Dayton is an award winning, full-service local government known for its innovative citizen and business participatory systems. The city operation includes two airports, a convention center, a regional water system and various recreational facilities including six golf courses, in addition to such traditional services as Fire/EMS, Police, Public Works, and Redevelopment.

#### Assistant County Administrator, Montgomery County, Ohio

August 1995 – August 2002

Acts for the County Administrator in her absence. Montgomery County is primarily urban with a population of **570,000**. The county has a workforce of **4,700** employees and an annual budget of **\$708 million**. The incumbent works alongside the Administrator and the County Commissioners in

**PROFESSIONAL  
EXPERIENCE  
(Continued)**

helping manage day to day activities; representing the Administrator in various meetings and functions, and assisting in formulating county policies and strategies for areas such as personnel, budgets/expenditures, security, criminal justice, cultural affairs, economic development, public utilities, and human services. The Assistant County Administrator directly interfaces with all county services encompassing 25 different agencies, and has direct responsibility for the management of all major facility engineering and construction, including new buildings and renovations, custodial maintenance of over 1,000,000 square feet of public space, the operation of 600 acres of regional parkland, and direction of the Regional Solid Waste District.

**Director, Department of Solid Waste, Montgomery County, Ohio                      July 1992 – August 1995**

Reports to the County Administrator; administers an operating budget of **\$39 million** and manages a staff of **150** full-time and seasonal employees. Oversees a solid waste management operation that annually disposes of more than 500,000 tons of trash, while cogenerating electricity. Also serves as director for the region’s Solid Waste District for solid waste planning and recycling for **28** governments in the county. Responsible for developing and implementing county policies and plans, developing and controlling the budget and expenditures for three major funds.

**Deputy Director, Department of Public Works, City of Dayton, Ohio                      November 1985 – July 1992**

Second highest executive position in a department of approximately **500** people with a budget of over **\$32 million**. Reporting to the Deputy Director on a regular basis are the superintendents of Street Maintenance, Fleet Management, Waste Collection, Golf and Vacant Land Management. The incumbent serves as a voting member on both the Regional Solid Waste Advisory and Regional Solid Waste Management Planning Committees, as well as being the department’s representative to the city’s Environmental Advisory Board and the Main Street Project. The Deputy Director also acts as a lead information officer in communicating with the local media on Public Works projects.

**Superintendent of Fleet Management, Department of Public Works, City of Dayton, Ohio  
June 1982 - November 1985**

Hands-on responsibility for the management, maintenance and make-up of the city’s **\$30 million** fleet consisting of **1,800** units of equipment, development and implementation of vehicular replacement schedules, analysis of equipment costs and mechanic productivity, development of purchasing specifications, management of the billing process and internal service fund, direct administration of a **\$5 million** division budget and implementation of city policies.

**Senior Budget Analyst, City Manager’s Office of Management and Budget, City of Dayton, Ohio  
August 1978 – February 1979 and October 1979 – June 1982**

**Planner, Transportation, Highway and Capital Improvement, City of Virginia Beach, Virginia  
February 1979 – October 1979**

**Senior Planner, Department of Planning, City of Dayton, Ohio                      November 1975 – August 1978**

**SELECTED  
ACCOMPLISHMENTS**

**VOLUSIA COUNTY, FLORIDA**

- Developed and implemented an ongoing budget process, known as mini-budget workshops, that engages council in setting fiscal priorities and policy and providing service direction throughout the year; over 150 mini-budget workshops held during council meetings from 2007 – 2016.
- Proposed and implemented major tax reductions starting in FY 2006-2007, steering the organization toward change and austerity, while ensuring stability during an economic recession of historic proportion. Saved citizens \$200 million in taxes, while reducing the workforce by over 500 full-time positions in five years.

SELECTED  
ACCOMPLISHMENTS

(Continued)

- Developed and implemented an action plan for the next two years, known as “Go to Zero,” to achieve zero debt in general fund by October, 2018.
- Proposed and completed the consolidation of emergency dispatch services countywide, unifying 911 communications and emergency response, providing a safer system and producing significant cost savings (October 2011).
- Managed over \$500 million in infrastructure construction that included such projects as the new Ocean Center, EOC communication center, Deltona Library, 110 lane miles of roads, 50 miles of showcase trails, and over \$100 million of airport runway and terminal upgrades.
- Supported and helped broker the private-public partnership between Volusia County Halifax Urban Ministries, Volusia County Schools, and other community non-profits, to acquire and renovate a former school into a facility for homeless families and teens. In addition, also supported construction of homeless shelters in Deland and Daytona Beach (2015-2018)
- Implemented a countywide emergency transport system (EVAC) in October 2011 under the county’s Public Protection Department to increase effectiveness and efficiency, saving over \$3 million in FY 2011-2012.
- Encourages economic development via private-public partnerships with local corporate and executive think tanks (Team Volusia), area businesses (International Speedway Corporation, Boston Whaler, Tanger Outlet Mall, Raydon Corporation, Trader Joe’s), local universities (Embry-Riddle Aeronautical University, Daytona State College), and a business incubator that has become a national leader (University of Central Florida/Volusia County) (2010-2016).
- Developed and implemented a countywide Diversity and Inclusion Strategic Master Plan reinvigorating the county’s diversity and inclusion initiatives and expanding workforce recruitment and internships with local universities (2012-2016).
- Implemented the Green Volusia Program to reduce our “carbon footprint” which included increasing the use of hybrid-electric and flex fuel vehicles; reducing the use of paper by expanding the use of our document imaging and storage systems; replacing or retrofitting lighting and HVAC fixtures and devices in all county facilities; and installing GPS units on all vehicles to reduce engine idling time by half resulting in reduced fuel and maintenance costs.
- Replaced mainframe legacy systems with new, modern state-of-the-art systems to streamline processes and provide more efficient services both internally and externally. These include, for example, financial, budget, and human resources system; criminal justice system; growth management system, and public works system. The focus of these and other systems is to take advantage of new web and e-service technologies. E-services are available in all departments county-wide and continues to be expanded.
- Manage six bargaining unit agreements, which, to date, are settled within the limits established by the council (3-year limit).
- Managed four federally declared emergency disaster events including Hurricanes Matthew (2016) and Irma (2017) with a total budget impact of over \$40 million.
- Developed and had adopted by the County Council the county’s Dynamic Master Plan approach to strategic planning, which won a 2018 NACO award. This plan is both a tool and a process that respects the incremental nature of earlier council goals and accomplishments with strategies added or retired by the current council.
- Personally led county initiatives to dramatically double our marine reef program, start the

**SELECTED  
ACCOMPLISHMENTS**  
(Continued)

Daytona ½ Marathon, and initiate and organize the county, cities, and schools “Feed the Need” program resulting in 718,000 pounds of food to be collected for local food banks since 2011.

**CITY OF DAYTON, OHIO**

- Brought Dayton’s 2002 budget under control by aggressive activity that reduced a projected general fund year-end deficit of \$11.7 million to a deficit of \$540,000. Implemented a balanced 2003 general fund operating budget of \$156 million based on revenue projections \$18 million less than 2001. The plan included terminating 345 positions, a hiring freeze, overtime restrictions, new fire staffing deployments, elimination of fire apparatus, and a minimum of 10% expenditure reductions in department budgets for a total reduction of \$25.8 million.
- Embarked on the development of five housing and urban redevelopment initiatives that defined a new strategy around community anchors, building partnerships and expanding jobs, and linking adjoining neighborhoods with business districts and institutions.
- Implemented a fundamental change in Dayton’s police department with the introduction of the new Community Oriented Policing Enforcement Program (COPE). The model focused on resolution, rather than response, delegating more responsibility, authority and accountability to individual beat officers.
- Exercised executive leadership in collaboration within the region resulting in partnering in areas such as countywide dispatching, combined SWAT teams, regional prioritization of development efforts, and emergency management services.

**MONTGOMERY COUNTY, OHIO**

- Responsible for the final design, bidding, management, and construction of a regional downtown interactive park. The successful Dayton Public/Private Partnership attraction, named RiverScape, includes \$23 million worth of public facilities such as the world’s largest outdoor fountain, laser shows, art and entertainment.
- Development of a county Criminal Justice and Administrative Services Master Plan including the construction of a new \$30 million juvenile detention center and the expansion of 430 new adult jail beds.
- Implementation of a facility reinvestment and capital depreciation program including replacement scheduling.

**CITY OF DAYTON, OHIO**

- Public Works representative for all labor relations and contract negotiations.
- Strategic Planning Chairman for the General Government and Financial Services Task Force.

**PROFESSIONAL  
AFFILIATIONS**

Facilities Planning Advisory Council, Daytona State College, *Past Chairman*

ICMA (International City-County Management Association), *Member*

Team Volusia Economic Development Corporation, *Board Member; Officer (2016)*

# MICHAEL J. STAFFOPOULOS, P.E., ICMA-CM

1982 Brookstone Way, Clearwater, Florida 33760

(813) 334-7037 • mstaffop@gmail.com

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## PROFESSIONAL EXPERIENCE

### **ASSISTANT CITY MANAGER**

**City of Largo – 2007 to Present**

I am a member of Administration, with responsibility for implementing Administrative Policies and Procedures, overseeing operations, and performing additional activities as directed by the City Manager. My duties also include functioning as the City Manager in his absence. My current position requires regular interaction with the City Commission, all members of Executive Management, all levels of staff, and outside agencies. I have direct oversight of eight departments: Community Development; Engineering Services; Environmental Services (wastewater and reclaimed water); Finance; Information Technologies; Library; Public Works; and Recreation, Parks & Arts. The City of Largo is a full service municipal government, with approximately 900 full-time equivalent employees and an annual budget of approximately \$150 million.

### **MAJOR ACCOMPLISHMENTS:**

- Negotiations with the Town of Belleair, City of Belleair Bluffs, and Pinellas County for the construction of a new Fire Station No. 43 within the City of Belleair Bluffs. Negotiations resulted in three Interlocal Agreements: the construction of the new station by the City of Largo and new land lease from the City of Belleair Bluffs; reciprocal recreation programming between Belleair Bluffs and Largo; and the third amendment to the existing Fire Station No. 43. lease. Negotiations involved the Mayor of Belleair Bluffs, Town Manager of Belleair, and Pinellas County Executive Management.
- Design and construction of \$80M in wastewater capital projects to comply with a Florida Department of Environmental Protection (FDEP) consent order related to sanitary sewer overflows and effluent concentrations of disinfection byproducts. Financing included a combination of rate increases, spacing of projects, and State Revolving Loan Fund (SRF) borrowing.
- Implementation of sewer system basin investigations, including line cleaning, televising and lining operations, to reduce anthropogenic fecal coliform and nitrogen to impaired water bodies, including Tampa Bay.
- Acquisition and implementation of a Work and Asset Management System for the Environmental Services Department to track work efforts, manage assets, and move towards predictive maintenance. This system is being upgraded to an enterprise system, with the inclusion of all operational departments and their assets.
- Implementation of single-stream recycling program within Solid Waste, including marketing campaign, incorporation of RFID containers, and GPS routing.
- Expansion of Public Works services to outside agencies: commercial cardboard recycling and Fleet services to the City of Indian Rocks Beach; land lease to Indian Rocks Beach for their Public Works operations; and street sweeping services to the Town of Belleair.
- Implementation of an Economic Development Plan for the City, identifying target industries and incentive programs.
- Implementation of MicroPAVER software for tracking roadway conditions, creating Pavement Condition Index (PCI), and developing a subsequent long-term planning and funding strategy for increasing the City's PCI to acceptable conditions.
- Creation of a Brownfield corridor in partnership with Pinellas County to promote redevelopment along Ulmerton Road, a major State highway transversing the community.

- Adoption of the revised Clearwater-Largo Road and West Bay Drive Community Redevelopment District (CRD) plans, to include increased densities, incentives for redevelopment and the creation of affordable housing.
- Formation of the Historic Preservation Advisory Committee (HPAC), responsible for developing annual work programs for the identification and preservation of historic City structures.
- Adoption of updates to the City's Strategic Plan in 2007 and 2011 and 2017.
- Revisions to the City's Mission, Vision and Value statements, along with the creation of a new community brand and logo.
- Project lead for the Strategic Plan Initiatives project, which created thirteen multi-departmental teams from across the organization, working concurrently to identify action items for the organization to achieve in compliance with the Strategic Plan.
- Development of new strategic performance measurements to better evaluate organizational progress in achieving goals and objectives.
- Retrofit of the Downtown Drainage Project stormwater retention pond into a community park, with walking path, landscaping and dog park.
- Update of the City's Comprehensive Plan and adoption of new Comprehensive Development Code (CDC).
- Adoption of the City's Urban Forestry Master Plan.
- Preparation of the City's annual Capital Improvement Program (CIP) and budget.
- Implementation of city-wide project management policies and standard operating procedures to promote improved efficiency and project outcomes.
- Member of the City's Disaster Management Group (DMG), responsible for developing strategies and recommending City-wide policies for disaster response.
- Project Sponsor for the Performance Management Program project, resulting in the creation of new performance management procedures and evaluation templates for non-represented employees.
- Implementation of Project Management administrative policies and associated training.
- Facilitator for Community Conversations, utilizing the Harwood technique, to determine aspirations for the community.

## **COMMUNITY DEVELOPMENT DIRECTOR**

**City of Largo – 2003 to 2007**

Member of Executive Management, with oversight of four divisions (Building, Engineering, Housing, Planning & Development). This position required regular interaction with the City Commission, all members of Executive Management, all levels of staff, and outside agencies. Public engagement in this position consisted of: presentations on City initiatives and proposed regulations; presentations to the Board of County Commissioners and Pinellas Planning Council; and participation in community input and Neighborhood Compatibility meetings.

### **MAJOR ACCOMPLISHMENTS:**

- Function as the City's Development Control Officer (DCO), with responsibility for interpretation, modification and application of the City's Comprehensive Development Code.
- Oversight of the City's Community Redevelopment Districts, including regular presentations to the Community Redevelopment Agency (CRA), preparation of annual CRA budget, and implementation of CRA strategies (land acquisition for assembly, and sale of City owned land for redevelopment purposes).
- Negotiation of a Development Agreement for sale of City owned property and subsequent construction of West Bay Village, a development consisting of 56 town-homes, 20,000 square feet of retail space, and street-scape improvements.
- Negotiation of a Development Agreement for the sale of city owned property and subsequent construction of a Hampton Inn hotel within the City's West Bay Drive CRD.
- Initiate revisions to the Clearwater-Largo Road CRD Plan, including increased development rights and concurrency analysis for transportation and utility provision.

- Design and construction of the Clearwater-Largo Road Street-scape Improvements project.
- Negotiation of a Development Agreement for the construction of the Belleair Place Apartments within the Clearwater-Largo Road CRD, resulting in the redevelopment of an obsolete shopping plaza with affordable housing for the community.
- Adoption of the City of Largo's first Strategic Plan in August 2004.
- Adoption of the City's revised sign ordinance (2007).
- Creation of the Industrial component of the Largo Town Center, and facilitating the development review for the new Pinch-A-Penny corporate headquarter office and warehouse operations.
- Design and construction improvements for three primary drainage systems within the City of Largo: Channel I, McKay Creek, and Church Creek.
- Incorporation of the Engineering Services Division (formerly of the Public Works Department) into Community Development Department.
- Negotiation of a voluntary annexation agreement with the Bay Vista Office Park, headquarters for Tech Data (a Fortune 500 Corporation).
- Compliance with an Environmental Protection Agency (EPA) invitation for participation in a Continuous Management Operation and Maintenance (CMOM) program for the Environmental Services Department.

### **CITY ENGINEER / ASST. PUBLIC WORKS DIRECTOR      City of Largo – 1999 to 2003**

Member of Operational Management with oversight of the Engineering Services Division. Duties include functioning as the Public Works Director in the absence of the Director, including oversight of Fleet, Facilities, Solid Waste and Streets & Stormwater Divisions.

#### **MAJOR ACCOMPLISHMENTS:**

- Construction oversight of the Largo Central Park Nature Preserve, a partnership project with the Southwest Florida Water Management District (SWFWMD) and Duke Energy (formerly Progress Energy), that included restoration of a maple swamp, removal of invasive species, construction of walking trails and boardwalks, and construction of an alum injection stormwater treatment system.
- Policy development for evaluation and disposition of repetitive loss properties under the National Flood Insurance Program.
- Construction oversight of the Downtown Drainage Project and West Bay Drive Improvements Project, including construction of a new, regional drainage treatment system for downtown commercial properties, and widening of West Bay Drive (the City's downtown corridor) and associated street-scaping.
- Negotiation and acquisition of over 12 acres of land south of the Public Works facility for expansion (storage of materials, construction of Fire Training Tower).
- Design / construction of sanitary sewer, storm water, reclaimed water, and roadway projects.
- Presentations to the City Commission, community and civic groups.

### **CONSULTING ENGINEER      O'Brien & Gere Engineers, Inc. - 1990 to 1999**

Engineering design and project management of water, wastewater, stormwater, and hazardous waste projects for municipal and private sector clients.

**EDUCATION**      WPI, Worcester, Massachusetts – B.S., Civil Engineering – 1990  
Professional Engineer, State of Florida, License No. 50655 - 1996

**AFFILIATIONS**      Florida City/County Manager's Association (FCCMA, 2008 to present)  
FCCMA Scholarship and Awards Committee (2014 to present)

International City/County Manager's Association (ICMA, 2008 to present)  
ICMA Credentialed Manager (2013 to present)  
Florida League of Cities Urban Administration Committee (2009 to present)

**REFERENCES**

Available upon request.

**FREDRICK J. MURRY**  
4830 NW 43 Street Apt. B-29  
Gainesville, Florida 32606  
352-395-6449

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## **SUMMARY OF EXPERIENCE**

- Over 20 years of governmental management, administrative and fiscal experience.
- Exceptional ability to collaborate efforts with other governments and the community.
- Responsible for a budget of over \$180 million.
- Exceptional leadership and management abilities.
- Experienced in budget administration, strategic planning, employee development and team building, internal management systems, program design and implementation, policy development and implementation, liaison and public relations activities, contract development and negotiation, technical writing, grantsmanship and grant implementation, arbitration/negotiation and intergovernmental relations.

## **PROFESSIONAL EXPERIENCE**

08/07- Present

Assistant City Manager  
Gainesville, FL

- \* Oversaw all management and administrative functions of the Neighborhood Improvement Departments and Divisions including Community Planning Program, Community Redevelopment Agency, Housing and Community Development, General Services and Code Enforcement.

12/96 – 12/06

**Director of Family Success Administration Division**  
Broward County, Ft. Lauderdale, FL  
(A Joint Commission Accredited Organization)

- Oversaw all management and administrative activities of the Family Success Administration Division including Social, Refugee, Homeless and Mental Health Services and the Community Action Agency.
- Supervised 107 employees and administered a \$12 million operating budget.

10/91 – 12/96

**Director of Youth and Family Services**  
Loudoun County, Leesburg, VA

- Oversaw all financial, administrative, planning, development and delivery of services, including juvenile detention facility, Area Agency on Aging, community and employment training program and housing and youth services.
- Supervised 55 employees and administered an operating budget of \$3.2 million.

1/90 – 10/91

**Community Development Director**  
City of North Miami Beach, FL

- Directed the city’s planning, zoning, strategic planning and economic development programs.
- Supervised up to 15 employees with an operating budget of \$250,000.

4/86 – 10/89

**Housing and Grants Director** (2 ½ years)  
Lee County: Fort Myers, FL

- Directed the County’s housing, grants and economic development programs.
- Controlled a \$3 million operating budget.
- Accomplishments include the establishment of Florida’s first city/county urban homesteading program and Lee County’s first economic development/revolving loan program (\$614,000).

**Acting Assistant County Administrator** (1 year)  
Lee County: Fort Myers, FL

- Directed and coordinated the administrative, supervisory and financial activities of department directors responsible for strategic planning and growth management programs in the departments of community development, utilities, transportation and engineering and real estate.
- Supervised up to 549 employees and worked with an operating budget of \$181 million.

10/82 – 4/86

**Community Development Specialist**  
City of Pompano Beach, FL

- Assisted in directing and coordinating the City’s Community Development Block Grant (CDBG) program.
- Supervised 3 employees with an operating budget of \$647,000.

**EDUCATION**

**Master of Public Policy and Administration**  
Mississippi State University, Starkville, MS

**Bachelor of Arts – History/Pre-Law**  
Talladega College, Talladega, AL

**PROFESSIONAL MEMBERSHIPS**

National Forum for Black Public Administrators (NFBPA)  
International City Managers Association (ICMA)  
Salvation Army of Alachua County – Alachua County Board Member

**MISCELLANEOUS**

Computer Literate  
Extensive Volunteer Work

# MICHAEL R. RENSHAW

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1026 CYPERTS TRAIL, WINDER, GA 30680  
(770) 891-4499, RENSHAW588@GMAIL.COM

## CAREER OBJECTIVE

Senior management position that will benefit from my twenty five years of local government leadership and experience in program and policy evaluation, utilities operation, budgeting, strategic planning, economic development and building collaborative partnerships among diverse stakeholders.

## PROFESSIONAL EXPERIENCE

5/2/2016 TO PRESENT                      Barrow County, GA (pop. 79,500)                      *Winder, GA*

### **COUNTY MANAGER, BARROW COUNTY, GEORGIA**

- Provide management, leadership, and guidance over the daily operations of 12 county departments and 350 professional staff.
- Prepare and submit the annual budget and Capital Improvement Program and properly administer the \$84.8 million FY19 combined budget as adopted by the Board of Commissioners.
- Oversee public works operations including water distribution, wastewater collection and treatment, stormwater utilities and road construction and maintenance.
- Oversee all aspects of countywide economic development activities, including commercial and industrial recruitment and retention, workforce development, and development of various incentives.
- Implemented and currently manage the BarrowStat performance management program which tracks 30 departmental Key Performance Indicators to enhance operational efficiency and accountability.
- Negotiate and interact with a variety of federal, state, and local agencies and elected officials.
- Implemented a comprehensive employee annual evaluation program in conjunction with a Pay for Performance program beginning in FY2018.
- Skilled in leading collaborative and successful service delivery strategy and local option sales tax negotiations with municipalities.
- Evaluate existing policies and programs to ensure effective use of resources and advise elected officials via quarterly dashboard performance metrics.

12/5/2011 TO 5/2/2016                      Camden County, NC (pop. 10,300)                      *Camden, NC*

### **COUNTY MANAGER, CAMDEN COUNTY, NORTH CAROLINA**

- Provide management, leadership, and guidance over daily operations of all county departments.
- Prepare and submit the annual budget and Capital Improvement Program and properly administer the \$20.5 million FY16 combined budget as adopted by the Board of Commissioners.
- Serve as the executive Control Group member of the emergency management team during activation of the Emergency Operations Center.
- Serve as Public Information Officer for the county; respond to all media inquiries and assists the Board in developing and communicating legislative goals and objectives.
- Engage community groups and county departments in developing and implementing long range community development projects.
- Proactively market county industrial sites and coordinate economic development projects.

- Encourage innovation and creative problem solving at the staff level; review suggested departmental programs and make appropriate recommendations to the Board.

12/13/2010 TO 12/5/2011      City of Grantville (pop. 3,041)      *Grantville, GA*

**CITY MANAGER, GRANTVILLE GA**

- Manage and direct daily city operations of all departments including public safety and public utilities (electric, water, wastewater, and natural gas).
- Advise the City Council on issues and programs and recommend legislation and policies required in the public interest.
- Develop and direct the implementation of goals, objectives, policies, procedures, and work standards for the City.
- Prepare and recommend long-range plans for City services and programs; develop specific proposals for action on current and future City needs.
- Conduct research and coordinate the preparation of a wide variety of reports and presentations to the City Council or outside agencies.
- Develop and manage the annual city operating budget of \$6.5 million.

10/16/2008 TO 3/2/2010      City of Atlanta (pop. 443,000)      *Atlanta, GA*

**DIRECTOR, BUREAU OF CODE ENFORCEMENT**

- Responsible for the daily operations of the Bureau of Code Enforcement.
- Provide leadership and guidance to 47 professional code enforcement staff.
- Interpret and consistently enforce the city's zoning, housing, building, commercial, and industrial codes.
- Establish, implement, and evaluate innovative policies, programs and services.
- Draft and implement new legislation and revisions to existing city codes.
- Prepare and administer bureau budget of \$4.7 million.
- Analyze performance data and prepare and monitor ATLStat performance measures to enhance operational accountability.
- Extensive collaboration with senior management, elected officials, and media.
- Research complex issues and prepare high quality presentations and detailed written reports.

7/2/2007 TO 10/16/2008      City of Mesa (pop. 452,000)      *Mesa, AZ*

**DIRECTOR, CODE COMPLIANCE DIVISION**

- Responsible for the daily operations of the Code Compliance Division.
- Provide leadership and guidance to 25 professional staff.
- Interpret and consistently enforce the city's zoning, housing, and neighborhood preservation codes.
- Plan, develop, implement, and evaluate innovative programs and services.
- Served on Emergency Management Planning Team (Mesa Fire Department).
- Prepare and administer Code Compliance Division budget of \$2.5 million.
- Prepare and monitor MesaStat performance measures to enhance operational accountability.
- Extensive collaboration with senior management and elected officials.
- Research complex issues and prepare high quality presentations and detailed written reports.

6/13/2005 TO 7/2/2007 City of Mesa Mesa, AZ

**ACTING DIRECTOR, NEIGHBORHOOD OUTREACH DEPARTMENT**

- Manage and coordinate community meetings and planning activities.
- Design and implement creative Web resources and applications.
- Prepare and administer Neighborhood Outreach budget of \$750,000.
- Meet with neighborhood groups and facilitate problem solving exercises.
- Research and analyze data concerning Neighborhood Quality of Life Indicators.
- Extensive media contact to educate public on programs and services.

1/10/2005 TO 6/13/2005 City of Mesa Mesa, AZ

**SPECIAL ASSISTANT TO THE MAYOR**

- Coordinate special projects involving numerous city departments.
- Prepare written reports and correspondence to senior staff and local/state elected officials.
- Conduct research concerning the impact of state and federal legislation.

7/16/2001 TO 1/10/2005 City of Mesa Mesa, AZ

**NEIGHBORHOOD OUTREACH COORDINATOR, NEIGHBORHOOD SERVICES**

- Develop and manage neighborhood improvement programs and services.
- Serve as a liaison between community groups and city staff and elected officials.
- Engage in issue identification and problem solving meetings through the Neighborhood Registration Program.

4/5/1993 TO 7/16/2001 City of Glendale (pop. 192,000) Glendale, AZ

**POLICE OFFICER/POLICE DETECTIVE**

- Respond to citizen calls for service under emergency and non-emergency circumstances.
- Execute sound judgment and apply discretion when applying local ordinances and state laws.
- Conduct bank and credit card fraud investigations using financial document analyses.
- Prepare complex narrative criminal reports to be used at criminal trial.

6/10/1992 TO 4/5/1993 State of Arizona Florence, AZ

**STATE CORRECTIONAL OFFICER**

- Responsible for the supervision and security of 150 medium-security adult inmates.
- Prepared detailed reports for management concerning daily operations and incidents.

1/16/1986 TO 1/16/1992 United States Navy Norfolk, VA

**SUPERVISOR, AIRCRAFT INTERMEDIATE MAINTENANCE DEPARTMENT**

- Managed the maintenance and repair efforts of 20 personnel of the Weapons Delivery System Division.
- Responsible for accurate inventory and condition of 2,000 weapon delivery systems.
- Prepared detailed status and operational readiness reports for command staff.
- Awarded Navy Achievement Medal, Southwest Asia Campaign Medal, Kuwait Liberation Medal, and multiple unit citations and commendations.

## EDUCATION

1998-2001 Arizona State University Tempe, AZ

### **MASTER OF PUBLIC ADMINISTRATION**

- Program GPA of 3.9
- Extensive coursework in public sector management, organizational development, program evaluation, and budgeting/finance.

1993-1997 Arizona State University Tempe, AZ

### **BACHELOR OF SCIENCE, JUSTICE STUDIES**

- Graduated Magna Cum Laude, GPA 3.78

1990-1992 University of the State of New York Albany, NY

### **BACHELOR OF SCIENCE, SOCIOLOGY**

## SPECIALIZED TRAINING/CERTIFICATION

- Emergency Management Coursework, Arizona State University and FEMA Emergency Management Institute
- International City/County Manager's Association, Full Member
- Certified Public Facilitator, Institute for Cultural Affairs (2001)
- Certified Public Participation Planner, International Association of Public Participation (2004)

## REFERENCES

Excellent references are available on request.

(910) 398-4971

**Susan R. Parker**

susan.parker9@aol.com

## **SUMMARY OF PROFESSIONAL QUALIFICATIONS**

- Comprehensive experience in municipal finance, human resources, organizational development, team leadership, budgeting, financial and policy analysis, grant writing, and expense control to improve the economic health and financial stability of a municipality.
- Proven track record of initiating and building effective partnerships and identifying new business opportunities, as well as, improving and expanding all aspects of public works including an electric utility and sustainable recreational opportunities that promote community health, local businesses, and destination and sustainable eco-friendly tourism.
- Skilled in community relations and building strong alliances with federal and state agencies elected officials, staff, local businesses, non-profits and residents/visitors. These skills include advising the community through a variety of methods including website development, social media, e-alert deployment, public information officer duties and community meetings.
- Demonstrated experience with coastal development and shoreline management including VE and AE flood zones, coastal high hazard areas, Areas of Environmental Concern (ACE), Coastal Barrier Resources Act (CBRA) and emergency management related to flooding, severe weather events and post-event recovery.

### **Professional experience:**

#### **TOWN OF SUNSET BEACH, NC**

##### **TOWN ADMINISTRATOR**

*Town of Sunset Beach, North Carolina (Population 4,900 or 15,000 seasonal) 2013 – 2018*

- Efficiently managed the operations and affairs of a coastal and mainland community that consists of 44 full time employees and 15 seasonal employees with an annual combined budget of \$6 M.
- Accepted the 2018 “Outstanding Stewardship” award from the Lower Cape Fear Stewardship Development Coalition for the Sunset Beach Town Park. This award recognizes outstanding environmental stewardship through the protection, conservation, improvement, and awareness of natural resources.
- Assumed a stalled Town Park project located along the intracoastal waterway due to permit violations and successfully re-permitted project from a Coastal Area Management Act (CAMA) Minor to a CAMA Major and completed all phases of the \$800,000 project. The Town Park was completed underbudget and eligible for the full North Carolina Parks and Recreation Trust Fund reimbursement.
- Provided the leadership in the preparation of Hurricane Matthew and the storm event repair of 31 beach accesses and other public facility related damages prior to the tourist season. These expedited repairs allow for a significant Federal Emergency Management Act (FEMA) reimbursement prior to the implementation of the moratorium on federal reimbursements following subsequent hurricane events.

- Developed the Shoreline and Storm Water Management Plan request for qualifications (RFQ) to analyze the current storm water system with the intent to develop a 5-10 year capital plan, funding plan, and annual maintenance plan. Plan and Stormwater Manager position adopted in 2017 and fully funded in FY2018 without a tax increase.
- Initiated a funding partnership with a local business to construct a portion of a 50 K multi-modal path that included a \$10 K local business donation to the town.
- Negotiated two funding partnerships with North Carolina Department of Transportation to construct 4.7 miles or \$800,000 of bike lanes on both the island and the mainland.
- Developed the Pre-Dredging Analysis request for qualifications (RFQ) to survey 5 waterbodies to determine the feasibility of dredging to improve navigability, water quality, and pier head alignments. Extended the State of North Carolina's Department of Environmental Quality (DEQ) grant for \$2,779,327 and the proposed project is currently scheduled for future scoping meetings and permit approval fall 2018.
- Generated and was awarded \$100,000 federal transportation grant through the Grand Strand Transportation Committee to help fund the Main Street pervious sidewalk project.
- Developed and was awarded \$34,950 from the Duke Energy Water Resources grant dedicated to the installation of a "Living Shoreline"; a collaborative endeavor with the North Carolina Coastal Federation, and federal, state and county agencies. Project completion expected fall 2018.
- Facilitated a \$4,000 vegetative enhancement project located at the entrance of the fishing pier with the Eagle Scouts and community volunteers.
- Instituted a monthly budget and finance newsletter, "Snapshot" to share the financial health and project updates with the community. Oversaw the Website, Public, Education and Government (PEG) channel and Facebook page that shares public information to residents and visitors.
- In collaboration with staff restructured the Police department, Planning and Inspections department and Beach Patrol to improve effective service delivery to the community. Expanded Public Works required training to include certifications in mosquito spraying, ornamental and grasses spraying and the North Carolina State Stormwater Maintenance Program.

## **TOWN OF CRESTED BUTTE, CO**

### **TOWN MANAGER**

*Town of Crested Butte, Colorado (Population 1,500 or 5,000 seasonal) 2006 – 2012*

- Efficiently manage the operations and affairs of an amenities based resort community that consists of 37 full time employees and 11 seasonal employees with an annual combined budget of \$10 M.
- Negotiated an Intergovernmental Agreement and Lease with the Gunnison Library District in preparation for a \$1.3 M bond question to expand the national historical "Old Rock" library proposed for the November 2011 ballot.

- Developed first Joint Bid Document for Crested Butte and Mt. Crested Butte for Residential Refuse and Recycling Services with an estimated yearly value of \$250,000 with expanded recycling options.
- Integral member of team that acquired the following grants, Open Space Acquisition \$1.0 M, Park improvements and trails \$900,000, Historical Preservation \$ 257,000, and Safe Routes to School Program \$ 208,000.
- Successfully completed on time and within budget \$ 3.6 M of capital projects primarily funded through grants, low interest loans and “pay-as-you-go” methods that include 8<sup>th</sup> Street Paving, Wastewater Clarifier, 4-Way Project, and assorted public capital projects.
- Negotiated and implemented agreement with Gunnison Watershed RE 1J School District to transfer land for the Community School \$23 M LEED certified facility expansion and relocate and enhance Tommy Villanueva Babe Ruth Field, community gardens and restrooms.
- Negotiated and implemented 30-year lease with the Center for the Arts and integral team member in the expansion design and including the proposed addition of the children’s Trailhead Museum.
- Negotiated and implemented 20-year land lease with Public Transit Company Mt. Express for new bus maintenance barn.
- Negotiated and implemented 30-year land lease with Crested Butte Nordic Center for snow cat barn.
- With staff involvement, restructured Marshals Department, Public Works Department and Parks and Recreation Department to improve efficiencies and oversight resulting in meeting budget goals and performance expectations.
- Instituted Commercial Driver Licensing Cross Training requirement and developed cross departmental work groups to minimize need for outside contractors and reduce overtime for dirt work and snow removal.
- Initiated update of personnel manual, salary survey, safety manual and program, on-line payments for recreation programs, snow removal plan, special events process, Twitter, Facebook and e-alerts with a corresponding use policy.
- Completed 3 separate congressional meetings in Washington D.C. and several visits to Denver related to the 1872 Mining Reform Act and the need to protect our watershed from industrial development.

## **CITY OF RENO, NV**

*Placed in charge of several major projects as part of an Internal Management Development Program (2000-2006) most recent first:*

### **EMERGENCY COMMUNICATIONS MANAGER**

*City of Reno, Nevada (Population 219,636) 2003-2006*

- Managed the regional 911 center and directed all aspects of the move into a state-of-art facility. Supervised and managed 69 employees and a \$6.2 M operational budget.

- Spearheaded the development of regional 911 center and dispatch service and transitioned the division into a civilian management structure.
- Developed and updated existing policies and procedures that met national accreditation standards.
- Directed the implementation of a new 800 MHz radio system, computer-aided dispatch software upgrade process, automatic locator software and phase I and phase II of E911.
- Initiated a new training academy program from lecture base to facilitated training to reduce attrition and improve retention.
- Created an internal client satisfaction survey to improve interagency customer service delivery.

### **ANIMAL CONTROL DIRECTOR**

*City of Reno, Nevada (Population 219,636) 2002-2003*

- Managed the regional animal shelter and its field operations division with 21 employees and a \$3.4 M operating budget.
- Within six months increased revenue by 50% through efficiencies and cost reductions.
- Played a key role and partnered with the Humane Society, City of Sparks NV and Washoe County NV in securing the passage of the \$11 M Animal Shelter Bond issue.
- Consolidated regional animal field services and developed a multi-jurisdictional uniform code for better efficiencies of operations and instituted a microchip pilot program.

### **ASSISTANT TO THE CITY MANAGER**

*City of Reno, Nevada (Population 219,636) 2000-2002*

- Served as a member of the Executive and Management Team overseeing daily operations, 1,700 employees, a \$264 M budget and special projects.
- Heavily involved in the reviewing the budget for three divisions.
- Conducted research on the feasibility of Web-based community resource kiosks.
- Designed and produced a 4-page film destination site brochure.
- Analyzed feasibility of implementing a city-wide volunteer program.
- Developed and initiated candidate orientation manual and education program.
- Conducted research and provided lead staff support for the newly formed Citizen's Police Study Panel to review law enforcement racial profiling.
- Served as public relations liaison with the Community Relations office involving the \$282 M Reno Transportation Rail Access Corridor project (lowering the train rails below grade through downtown)

## **CITY OF ELROY, WI**

### **CITY ADMINISTRATOR**

*Elroy, Wisconsin (Population 1,600) 1998-2000*

- Appointed as the first City Administrator responsible for all city functions, including economic growth, finance, staff and planning. Managed a \$1.3 M operations budget and \$1.4 M utilities budget that includes wastewater, sewer and electric. Supervised 21 full time employees and 10 – 15 seasonal employees.
- Additionally, served as the clerk-treasurer, comptroller, the Community Block Grant (CDBG) Economic Loan Fund Administrator, the CDBG Housing Rehab Revolving Loan Administrator, and the CDBG Rental Housing Rehab Revolving Loan Administrator, as well as the Wisconsin Housing and Economic Development Administration Paint and Fix-up Administrator, purchasing agent, personnel, finance, public information officer, code enforcement, economic and tourism developer.
- Dissolved existing Tax Increment District (TIF) and created 4 new TIF Districts to finance future economic growth.
- Completed benefit cost analysis and initiated privatization of Refuse and Recycling Services.
- Implemented new computerized accounting, payroll and budgetary system.
- Collaborated with Library District in expansion of a Carnegie Library resulting in a successful expansion project.
- Coordinated with 3 school districts to form a single unified district.
- Worked jointly with Common Council, Redevelopment Authority and Long Range Planning Committee in developing a comprehensive plan.
- Plan a residential subdivision, street improvement plan and industrial site and municipal/safety building site plan.
- Initiated and edited a city-wide quarterly newsletter.
- Implemented a quality-based selection program for engineering services.
- Implemented a formal procurement and Request for Proposal (RFP) process.
- Developed a 3-city agreement to adopt uniform building codes, a permit process and a shared Building Inspector.
- Developed a city informational brochure and new resident welcome packet.

## **GRADUATE MANAGEMENT INTERN**

*City of Glendale, Arizona (Population 240,000) 1997-1998*

Under the supervision of City Manager Martin Vanacour, Ph.D.

## **INTERN, ASSISTANT CITY MANAGER'S OFFICE**

*City of Beloit, Wisconsin (Population 36,000) 1991-1994*

Under the supervision of Assistant City Manager Steve Gregg

## **PRESENTATIONS:**

"Linking Resident Opinion Surveys to Action – What does it really mean?", CML Annual Conference, June 2011, Panel Presenter.

"14 Landowners, \$5 Million and 5 Months to Close?" "No Problem." Conservation Excellence Conference, March 2011, Panel Presenter.

"The Cannabis Conundrum: The Science and Politics of America's Most Controversial Plant." Public Policy Forum of Crested Butte, August 2010, Panel Presenter.

Women's Leadership Conference, Western State University, 2010, Facilitator.

Gunnison Leadership Forum, 2009, 2010 and 2011, Panel Member.

"Four Steps to the Future", Innovations Group Conference, 2003, Co-Facilitator.

## **professional affiliations:**

- International City/County Management Association
- North Carolina Municipal League
- North Carolina City/County Management Association

## **EDUCATION:**

### **Master's in Public Affairs and Public Administration**

Robert M. LaFollette Institute of Public Affairs

University of Wisconsin

Madison, WI

### **Bachelor of Arts, Government and Policy Studies**

Beloit College

Beloit, WI