



TOWN OF MELBOURNE BEACH

FIRST SPECIAL TOWN COMMISSION MEETING

September 10, 2025

AGENDA PACKET

TABLE OF CONTENTS
SEPTEMBER 10, 2025

NEW BUSINESS

- A. Discuss the Interim Town Manager Candidate submissions, develop a short list of candidates for the position, and provide guidance to staff regarding interviews
- Christopher Edwards – Pages 4-9
 - Colin Donnelly – Pages 10-14
 - Gary Stevens – Pages 15-19
 - Jack Butler – Pages 20-23
 - Javion Brown – Pages 24-29
 - Lakisha Burch – Pages 30-34
 - Lisa Frazier – Pages 35-40
 - Patrick Jordan – Pages 41-46
 - Peggy Castano – Pages 47-54
 - Ron Clare – Pages 55-63
 - Taylor Brown – Pages 64-79
 - Theo Melancon – Pages 80-83

Town of Melbourne Beach

SPECIAL TOWN COMMISSION MEETING
WEDNESDAY, SEPTEMBER 10, 2025 at 5:30 p.m.
COMMUNITY CENTER – 509 OCEAN AVENUE

PUBLIC NOTICE

AGENDA

Commission Members:

Mayor Alison Dennington
Vice Mayor Dawn Barlow
Commissioner Robert Baldwin
Commissioner Anna Butler
Commissioner Tim Reed

Staff Members:

Town Manager Elizabeth Mascaro
Town Attorney Ryan Knight
Town Clerk Amber Brown

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance and Moment of Silence**
- 4. Public Comment**

After being acknowledged by the Mayor, members of the public should state their name and address for the record. The Commission encourages citizens to prepare their comments in advance. Each individual will have three (3) minutes to address the Commission on any topic(s) related to Town business, not on the Agenda. Please remember to sign the sign-in sheet provided if you will be speaking at the meeting.
- 5. New Business**
 - A. Discuss the Interim Town Manager Candidate submissions, develop a short list of candidates for the position, and provide guidance to staff regarding interviews – Town Attorney Ryan Knight
- 6. Adjournment**

PURSUANT TO SECTION 286.0105, FLORIDA STATUTES, THE TOWN HEREBY ADVISES THE PUBLIC THAT: In order to appeal any decision made at this meeting, you will need a verbatim transcript of the proceedings. It will be your responsibility to ensure such a record is made. Such person must provide a method for recording the proceedings verbatim as the Town does not do so. In accordance with the Americans with Disability Act and Section 286.26, Florida Statutes, persons needing special accommodations for this meeting shall, at least 5 days prior to the meeting, contact the Office of the Town Clerk at (321) 724-5860 or Florida Relay System at 711.

CHRISTOPHER EDWARDS

Christopher Todd Edwards
 409 Grande Sunningdale Loop
 Daytona Beach, FL 32124
 352-874-8724 email: edwardsct707@icloud.com

Executive Management/Corporate Strategist
 Innovator • Team Leader • Effective Communicator

CAREER PROFILE

An innovative and solutions-driven senior management professional with over 19 years of notable experience in effectively managing complex organizational operations, personnel, and corporate strategic planning projects and partnerships in the service areas of economic development, community redevelopment, commercial/residential real estate development and public infrastructure capital expenditure projects on time and within budget.

EDUCATION

University of West Florida, Pensacola, FL Master's Degree, Business Administration	2020
University of Central Florida, Orlando, FL Bachelor of Arts Degree, Public Administration	2005
State of Florida Division of Real Estate Licensed Real Estate Sales Associate	2017

CORE COMPETENCIES

- | | | |
|--|---|---|
| • Strategic Planning and Project Management | • Business Process Improvement Management | • Public/Private Sector Partnership Development |
| • Renovation and New Construction Project Management | • Vendor and Supplier Management | • Team Leadership |
| • Budget Planning and Management | • Contract Negotiation and Management | • Microsoft Office |
| | • Project Estimating | • Customer Resource Management |
| | | • Business and Data Analyst |
| | | • Site Due Diligence Management |

PROFESSIONAL EXPERIENCE

Align Business Logistics, LLC | Daytona Beach, FL **October 2024 to Present**
Owner/Operator

Align Business Logistics, LLC (ABL LLC) is a courier service based out of Daytona Beach, FL specializing in same day business deliveries.

City of New Smyrna Beach | New Smyrna Beach, FL **August 2020 – July 2024**
Director, Economic Development / Community Redevelopment Agency (CRA)

Accomplishments

- Increased CRA's performance metrics and taxable value from \$190 million to approximately \$400 million
- Collaborated with New Smyrna Beach Utilities on electric, water, and sewer infrastructure projects to ensure planning, design, and execution phases were completed on time and within budget
- Co-managed development planning, review, and approval process for a high-profile Deering Park Innovation Center Planned Unit Development on 1,600+ acres near one of the city's gateway corridors off I-95
- Led commercial façade/property improvement grant programs and projects (valued over \$40 million)
- Led negotiations and managed contracts with architects, engineers, contractors, and other external consultants for commercial and industrial redevelopment and new construction projects
- Effectively developed and managed public/private sector partnership agreements
- Managed cross-functional coordination across engineering, construction, vendors, and internal teams on public and private commercial property redevelopment and capital expenditure projects
- Managed and marketed land lease development projects for New Smyrna Beach Municipal Airport
- Prepared, managed, and tracked commercial and light industrial construction and renovation project budgets, including cost estimates, financial reports, and funding allocations
- Successfully managed the sale of a city-owned office building that resulted in \$1.1 million in revenue
- Recruited targeted private sector industries such as retail, healthcare, aviation, aerospace, manufacturing etc., and led business retention and expansion capital investment and job generation projects.
- Provided field construction management oversight for construction firms hired to complete the city's redevelopment/capital expenditure projects

- Co-managed the financing, vertical and horizontal construction for a \$25 million-dollar senior housing development through the Florida Housing Finance Corporation's Low-Income Housing Tax Credit Program
- Co-managed the pre-construction planning of a 100+ unit new multifamily housing development project
- Co-managed the city's development review and approval teams and served as the primary point of contact for construction general contractors and other construction consultants, and managed communications and expectations throughout the pre-construction to construction lifecycle
- Developed commercial, residential, and industrial real estate market feasibility and site due diligence reports
- Collaborated with AdventHealth on master strategic redevelopment planning for existing medical campus

Structure Commercial Real Estate | Tallahassee, FL

August 2017 – August 2020

Sales Associate

Structure Commercial Real Estate is a real estate IQ firm, in Tallahassee, that focuses on providing strategic real estate solutions to public, private, and institutional clients.

Accomplishments

- Assisted with small business development and site selection processes
- Communicated with clients to identify their needs and budget and matched to available properties
- Assisted with market research and analysis to determine competitive market prices

City of Tallahassee | Tallahassee, FL

March 2016 - July 2016

Deputy Director, Office of Economic Vitality

Accomplishments

- Led marketing efforts to encourage certified MWSBE firms' participation in multi-million-dollar City of Tallahassee and Leon County Government procurement and contracting opportunities
- Provided management oversight in the consolidation of the City of Tallahassee and Leon County Governments' Economic Development Departments and Strategic Plan
- Regularly updated senior leadership and key stakeholders on project milestones, timelines, and challenges

City of Tallahassee | Tallahassee, FL

September 2013 – March 2016

Business Advocate, Office of the City Manager

Accomplishments

- Advised real estate development and construction management firms during development review processes on the city's land development and building permitting review and approval systems, which led to increased commercial and residential real estate construction projects
- Consulted the city's various enterprise divisions such as: Utilities (Electric, Water, Gas), International Airport, Parks and Recreation etc. on their operations, programs, and capital expenditure plans.
- Led city's public/private partnership ventures to leverage the city's financial resources with community, business, and industry stakeholders toward the completion of value-added economic and community reinvestment plans and projects
- Led efforts to enhance city/corporate policies, programs, and services impacting business and industry stakeholders relative to the city's general government and enterprise service systems
- Managed the city's high-profile partnership agreement with the Urban Land Institute in delivering a master plan for a major commercial real estate corridor and adjacent residential neighborhood

Marion County Government | Ocala, FL

May 2013-- September 2013

Economic Development Liaison, County Administration

Accomplishments

- Assisted in the development of the Ocala/Marion County Economic Partnership as the County's lead Economic Development Organization
- Advised senior management on corporate strategies, new processes, and technologies (Salesforce) to support corporate growth
- Assisted in the recruitment of a foreign based manufacturing company- Krausz Industries

City of Leesburg | Leesburg, FL
Neighborhood Coordinator, Community Redevelopment Manager
Community Redevelopment and Economic Development Department

October 2006 – May 2013

Accomplishments

- Managed city's economic development and community redevelopment agency operations and strategic plans to increase commercial façade and property improvement projects (valued over \$20 million)
- Managed the planning, budgeting, and construction of a multi-phased underground electric utility conversion project valued at over \$3 million
- Supported risk mitigation, change management, and performance tracking for commercial and residential real estate development projects.
- Developed various real estate and economic development-based market and analytical reports
- Advised private real estate development and construction management firms on requirements associated with City's public utilities infrastructure (i.e., electric, gas, and stormwater). Led those firms through the city's land development and building permitting review and approval systems to assist with delivering their projects on time and within budget
- Led the corporate strategy to leverage the city's residential development project funding resources with institutions such as: Federal Home Loan Bank of Atlanta, Wells Fargo Bank, US Housing and Urban Development Department, Florida Housing Finance Corporation, and State of Florida Community Development Block Grant Program (project valued over \$10 million)
- Managed redevelopment and operations of the city's first small business development office complex, in partnership with the University of Central Florida/Florida Small Business Development Center, to strengthen business recruitment, retention, and expansion within the city
- Provided management oversight for engineering subcontractors' design efforts to ensure compliance with project requirements, timelines, and regulatory standards

NEW CONSTRUCTION AND RENOVATION SAMPLE PROJECTS WEBLINKS

Greenlawn Manor Apartments – New Smyrna Beach, FL
(new construction project sample)

<https://www.greenlawnmanor.com/>

The Bowman Center Commercial Office/Flexspace Complex- New Smyrna Beach, FL
(commercial renovation project sample)

<https://www.youtube.com/watch?v=Ntxy7hejVgg>

ASSOCIATIONS/ AFFILIATIONS

Florida City/County Management Association (Communications Committee Member)	2021 - Present
Florida Redevelopment Association	2020 - Present
Florida Economic Development Council	2020 - Present
Team Volusia Economic Development Corporation 2024 Practitioner Council (Past Chair)	2024

Christopher T. Edwards

409 Grande Sunningdale Loop
Daytona Beach, FL 32124
352-874-8724/ edwardsct707@icloud.com

PROFESSIONAL REFERENCES

Khalid Resheidat

Retired City Manager
City of New Smyrna Beach
210 Sams Avenue
New Smyrna Beach, FL. 32168
kresheidat@cfl.rr.com
(386) 334-1676
(Former Executive Supervisor- Mentor/City Manager)

Deric Feacher

City Manager
City of Daytona Beach
301 S. Ridgewood Avenue
Daytona Beach, FL 32114
feacherderic@codb.us
(863) 412-8921
(FCCMA Mentor)

Heather Shubirg

Chief Growth Officer
Ocala Chamber & Economic Partnership
310 SE 3rd Street
Ocala, FL 34471
(386) 717-9871
(Former Team Volusia EDC Executive Partner/Colleague)

Keith Norden

President/CEO
Team Volusia Economic Development Corporation (EDC)
1 Daytona Blvd. Suite 240
Daytona Beach, FL 32114
(386) 267-4307
(Former Team Volusia EDC Executive Partner/Colleague)

Christopher Todd Edwards
409 Grande Sunningdale Loop
Daytona Beach, FL 32124
(352) 874-8724/ email: edwardsct707@icloud.com

August 25, 2025

Honorable Mayor and Town Commission
City of Melbourne Beach
507 Ocean Ave.
Melbourne Beach, FL 32951

Dear Honorable Mayor and Town Commission,

The recent posting for the position of Interim City Manager indicates requirements that closely match my background and expertise. I have enclosed my resume to provide a summary of my qualifications and background for you to review.

The desired candidate must be a corporate strategist, team leader, innovator, and an overall solutions-driven community development and fiscally responsible manager among other integral proficiencies. These are the leadership and management strengths I would bring to the City of Melbourne Beach team. During my Florida management tenures in community and economic development with the City of New Smyrna Beach, City of Tallahassee, Marion County Government, and the City of Leesburg, I collaborated with senior management, elected officials, state and federal government agencies, citizens, and businesses within various industries to develop amicable and timely solutions to vital public and private-sector funded infrastructure and development projects and programs.

To successfully implement the projects and programs, I focused on strategic plans, and led collaborative teams of professionals to leverage organizational financial resources that would deliver results for established corporate goals and objectives. In my role as Interim City Manager, I would assert my core values of **integrity, accountability, professionalism, and productivity** into providing the Town Commission, town personnel, businesses, industries, and overall community citizens/stakeholders with incomparable customer service and competent management.

In advance, I appreciate your time and consideration. I look forward to meeting with you and discussing how much of an asset I can be as your Interim City Manager.

Sincerely,

Christopher Edwards

Christopher Edwards, MBA

COLIN DONNELLY

Professional ReferencesBusiness References

Dincer A. Ozaydin
Public Works Director
City of Cooper City, Florida
(954) 736-6983
akinozaydin@hotmail.com

Anne Castro
Executive Director
Dania Beach Housing Authority
1101 West Dania Beach Blvd., Ste 100
Dania Beach, Florida 33304
(954) 920-9662, Ext.102 (work)
acastro@daniabeachhousing.com

Kristin Milligan
Deputy Human Resources Director
City of Fort Lauderdale
(954) 828-5300
kmilligan@fortlauderdale.gov

Robert Baldwin
City Manager (retired)
City of Dania Beach, Florida
(954) 581-0022
Bwin1@mac.com

COLIN DONNELLY

(9 5 4) 2 0 5 - 3 9 1 6 | O n e 2 3 D o n n e l l y @ o u t l o o k . c o m

September 5, 2025

Ms. Alison Dennington
Mayor
Town of Melbourne Beach, Florida

RE: Interim Town Manager Position

Dear Ms. Dennington,

I am writing to express my interest in the interim town manager position advertised by you. With over 17 years of executive management experience in municipal government, including roles as assistant city manager and town manager, I am confident in my ability to contribute to the delivery of municipal services to residents of the Town of Melbourne Beach and to continue moving the City Commission's vision forward on an interim basis.

During my tenure as Assistant City Manager for the City of Dania Beach, Florida, I played a pivotal role in modernizing city operations, managing a diverse range of departments, and overseeing complex projects. My responsibilities included policy review, budget preparation, labor relations, grant administration, and risk management. I led key projects such as the redevelopment of a city marina and successfully negotiated contracts with public safety and service providers, enhancing community services while maintaining fiscal responsibility.

In my latest role as CIP Grants Administrator, I managed the compliance of 19 active grants and oversaw 30 capital projects in various stages. This position has honed my skills in capital planning, project management, and inter-departmental coordination, all of which have provided a better understanding of effective municipal administrative processes.

My educational background includes a Master of Public Administration from Rutgers University, complementing my hands-on experience with a solid theoretical foundation in the field of public administration. Additionally, I am engaged in professional development, seeking certification in public procurement and human resource management.

I recently returned to Florida from New Jersey to resume my career in public administration. The position of interim town manager is an excellent opportunity for me, and it will be a benefit to the Town of Melbourne Beach. I currently reside in South Florida and am therefore available to meet with your hiring committee with adequate notice.

Sincerely,



Colin Donnelly

COLIN DONNELLY

(954) 205-3916 | One23Donnelly@outlook.com

SUMMARY

Motivated public sector leader with 17 years of executive management experience. Best known for ethical leadership and a team player dedicated to systematic organization improvement. A creative solution orientated leader who is comfortable working within tight fiscal constraints. A solid, well-rounded administrator from working in complex municipalities.

PROFESSIONAL SKILLS

- Procurement
- Project Management
- Employee and Labor Relations
- Policy Creation
- Capital Planning
- Creative
- Contract Negotiation
- Grants
- Microsoft Office Suite

WORK EXPERIENCE

CIP Grants Administrator

City of Dania Beach

Sep 2019 – Oct 2024

Dania Beach, Florida

- Coordinate the development of the City's Five-year Capital Improvement Plan with staff, the Administration, elected officials, contract planners and engineers.
- Coordinate 30 active capital projects to keep design, bidding, construction, and project close-out on-schedule.
- Manage grant compliance for 19 Active Grants and liaise with finance for payments and reimbursements.
- Pair funding agencies with capital projects
- Manage contract grant writers and coordinate applications.

Consultant

Self

Apr 2019 – Sep 2019

- Grant Writing and Management; Capital Planning; and Project Management.

Assistant City Manager

City of Dania Beach

Dec 2006 – Mar 2019

Dania Beach, Florida

- Performed duties as directed by the city manager and acted as city manager in his absence. In City Manager Acting capacity for five months.
- Dania Beach is located in South Florida, with an area of 8.3 square miles and a population of 31,000.
- Directly managed HR division with the authority to recommend hiring and firing (130 FTEs.)
- Code Compliance, Parks and Recreation, Beach, and Community Development were direct reports.
- Managed the planning, design, and construction of a new city marina and acquired \$5M in grants for \$8M construction cost.
- Represented the city manager through the annual budget process that maintained consistent tax rates and improved service levels through changing economic conditions.
- Led lease negotiations for several city assets and managed contracts: fishing pier, restaurant, and marina.
- Negotiated labor agreements with general employees and fire unions.
- Authored two city branding slogans: Living in History, Preparing for Tomorrow and Sea It, Live It, Love It.

COLIN DONNELLY

Town Manager

Town of Newton

Sep 2003 – May 2006

Newton, New Jersey

- Chief executive officer with 70 providing all municipal services to 8,200 residents.
- Completed three major capital projects: public works facility, public safety building, and new water plant
- Initiated redevelopment effort to solidify long-term revenue structure. Used visionary planning to rewrite the town's master plan and create a redevelopment plan.
- Negotiated sustainable labor contracts with police and general employees that introduced cost sharing for health care benefits.
- Served as a voting member of the town's planning board.

Assistant to the City Manager

City of Belleville

Sep 1995 – Sep 2003

Belleville, NJ

- Supported town manager in all areas of municipal government.
- Supervised the Personnel Division with two direct reports.
- Managed special projects.

EDUCATION

M.P.A. : Public Administration

Rutgers Graduate School - Newark, Newark, New Jersey

May 2000

B.A.: Political Science

Rutgers University, New Brunswick, NJ

May 1991

AFFILIATIONS

- International City/County Management Association Member
- Society for Human Resources Management
- Dania Beach Quality Housing Solutions (past board member)
- Governmental Purchasing Association of New Jersey

GARY STEVENS

References

Lt Col Alejandro Breceda
4641 Charger PL, Chantilly, VA 20151
937-407-1974
Chief, Acquisition and Contract Rationalization Branch
Defense Health Agency

Dennis Alba
22 Michelangelo, San Antonio, TX 78258
210-422-5326
Chief, Budget Execution Branch
Defense Health Agency

Brad Mollander
211 2nd AVE, Melbourne Beach, FL 32951
321-831-9457
Friend/Neighbor

Tom Donovan
161 Holly Berry Lane, St Johns, FL 32259
904-608-6149
Friend

Gary F Stevens, 610 Atlantic ST, Melbourne Beach, FL 32951
240-422-4040

Aug 28, 2025

Mayor and Town Commissioners, Melbourne Beach, 507 Ocean AVE, Melbourne Beach, 32951

Dear Mayor and Town Commissioners,

As a strategic and results-oriented executive with over two decades of leadership in federal acquisition, IT governance, financial oversight, and program management, I am excited to apply for the Town Manager position and if needed, as the Interim Town Manager. My career has been defined by driving operational excellence, enhancing transparency, and aligning complex portfolios with mission-critical objectives—qualities I am eager to bring to our Town during this pivotal transition.

In my current role as Branch Chief Operating Officer within the Defense Health Agency (DHA), I provided oversight of the execution of the DHA IT portfolio exceeding \$1 billion annually, leading rationalization efforts that have eliminated contract duplication and improved oversight across 600+ contracts. I've also directed \$165 million in IT investments for Navy Medicine, establishing enterprise governance frameworks and performance metrics that enhanced accountability and decision-making. My experience in streamlining operations, managing budgets, and leading cross-functional teams has consistently delivered cost-effective, mission-aligned outcomes.

While I am not familiar with Florida's Sunshine Laws, I believe I can apply some of the principles of the Department of Defense (DoD) budgeting and governing processes to local activities. My background includes developing strategic planning tools, presenting multimillion-dollar acquisition plans to executive leadership, and advising on policy and administrative matters. I've built governance boards and dashboards that foster transparency and responsiveness—values I believe are central to our community.

My leadership has supported organizational growth through justification of requirements, including expanding the NAVMED CIO office from 5 to 30 FTEs and overseeing \$165M+ in program activity. I am confident that my experience and dedication to public service will support a smooth transition and continued progress for your Town.

Thank you for considering my application. I welcome the opportunity to discuss how I can contribute to your team and serve our residents with integrity and purpose.

Very Respectful,

Gary F Stevens

Gary F. Stevens

garyfstevens@gmail.com | 240-422-4040

Clearance: Active DoD SECRET

Education: B.A. in Computer Science & B.A. in Management Information Systems – Hood College

Professional Summary

Strategic and results-oriented executive with over 20 years of leadership in federal acquisition, IT governance, financial oversight, and program management. Expert in managing multimillion-dollar contract portfolios, streamlining enterprise operations, and aligning IT investments with defense healthcare mission objectives. Proven ability to drive governance transformation, lead cross-functional teams, and deliver cost-effective, mission-aligned outcomes across complex organizations.

Key Achievements

- Directed rationalization of 600+ contracts, improving oversight and eliminating duplication in a portfolio exceeding \$1B annually.
- Oversaw \$165M in IT investments across Navy Medicine, establishing enterprise governance and performance metrics.
- Streamlined Military Health System portfolio of 2,500+ IT investments, increasing spending visibility and accountability.
- Led transformation of NAVMED CIO office, supporting growth from 5 to 30 FTEs and \$165M+ in program oversight.
- Established performance dashboards and governance boards that enhanced decision-making across DoD health IT.

Professional Experience

Chief Operating Officer – Acquisition and Contract Rationalization

PEO Medical Systems / CIO Directorate, Defense Health Agency | Nov 2014 – Present

- Oversaw strategic planning and execution of 600+ contracts, ensuring alignment with mission priorities and federal compliance (FAR/DFAR).
- Led the Contract Rationalization Workgroup, driving cost savings and efficiency by reducing redundancies.
- Directed resource reallocation during PPBE cycles to optimize budget execution.
- Developed acquisition strategies and program baselines aligned with DoD acquisition policies.
- Presented and defended acquisition plans for multimillion-dollar IT systems at the executive level.
- Collaborated with contracting offices to ensure appropriate use and execution of services contracts.

Director – IT Governance & Portfolio Management

Bureau of Medicine and Surgery, U.S. Navy | Aug 2008 – Nov 2014

- Managed \$165M in IT investments across Navy Medicine, leading enterprise-wide governance transformation.
- Designed and implemented CPIC processes to enhance compliance, cost control, and reporting.
- Established the Metrics Governance Board and developed performance dashboards to support data-driven decision-making.
- Consolidated 2,500+ IT investments to align with digital modernization and mission readiness goals.
- Served as the primary advisor for portfolio input, financial planning, and strategic requirement prioritization.
- Authored governance policies, annual planning guidance, and reporting standards.

Executive Advisor – Consultant

KSJ and Associates | Mar 2002 – Aug 2008

Navy Medicine CIO Support:

- Developed strategic planning tools enabling office expansion and improved resource allocation.
- Created and delivered briefings to senior leadership on policy, budget, and governance strategy.
- Provided financial oversight for POM, IPR, and long-term budget cycles.

Program Executive Office (PEO) Support:

- Assisted in the integration, performance oversight, and policy development for 40+ programs totaling \$800M annually.
- Advised on the Portfolio Management Board and Annual Performance Plan formulation, ensuring alignment with strategic objectives.
- Coordinated cross-program initiatives and facilitated quarterly reviews across six subordinate program offices.

Certifications & Training

- Defense Acquisition University (DAU) Coursework – Acquisition & Contracting
- Project Management Professional (PMP – expired, previously held)

Core Competencies

- Federal Acquisitions & Contract Rationalization (FAR/DFAR)
- IT Strategy & Governance
- Budget Planning & PPBE Process
- Program Management & Oversight
- Performance Metrics & Dashboards
- Stakeholder Communication & Negotiation
- Capital Planning & Investment Control (CPIC)

JACK BUTLER

301 Avalon Road
Winter Garden, Florida 34787
August 26, 2025

Ms. Jennifer Kerr
Finance Manager
City of Melbourne Beach
via email to finance@melbournebeachfl.org

Dear Ms. Kerr:

Please accept this letter and its attachments as my application for the interim town manager position. I have extensive local and state government work experience, including at the town manager level, a bachelor's degree in business systems, and a master's degree in engineering. Based on my review of the recruitment publication and examination of your town's current activities, I respectfully submit that my specific qualifications match your requirements. An interim town manager needs to have a broad knowledge of how municipal government works in Florida. I have worked in virtually every city government department over my many years of public service. I can be productive on the first day.

My work experience includes more than 30 years of ICMA-recognized local government service. In support of my local government employment, I participated in various professional organizations. I also performed part-time government consulting services across the country and provided training on multiple local governance topics. Much of my more recent consulting work has been to support implementations of the Strong Towns philosophy of governance. Also on-point is my work developing comprehensive plans for many coastal Florida communities.

I learned something new that will help me be a better local government manager in each of these experiences. I understand the difference between management, supervision, and leadership. Although I have often been a change agent focused on transformative reimagining of local government operations, these activities have been accomplished through a positive focus on the benefits of small incremental changes rather than the imposition of "big ideas." Your immediate need, of course, is to have someone in place who can make the many day-to-day decisions that are required to keep good things happening and bad things from occurring. However, over the duration of an interim appointment, opportunities for improving current processes may be identified.

In addition to managing the city's operations, your selected candidate will need to lead multiple projects so that existing progress is not lost and to help staff gather good information so elected officials can make decisions that advance the community. My various experiences inform and express my capabilities in this regard. Even my experience developing national standards is directly applicable to this role, as it taught me how to get people from many backgrounds and with often divergent interests to work together toward a common goal. The team develops, and thereby owns, the solution.

Florida's local governments are coming under increasing financial pressures as a result of a hostile legislative environment. Melbourne Beach will need to quickly explore alternative means of financing its operating costs if property tax and sales tax revenues are cut. I have extensive personal experience crafting and applying such alternatives, like fire service fees, that can provide replacement revenues if traditional sources are lost or to offset property taxes if the worst does not occur.

Thank you for your consideration of my candidacy. I look forward to speaking with you soon about this exciting opportunity. Please let me know if you need any additional information to reach a decision.

Sincerely,
Jack A Butler, AICP

Jack Allison Butler

407-717-0247

abutler@mpzero.com

Employment Positions Held (Last 25 Years)

Interim Town Manager and Assistant Town Manager, Town of Oakland, FL, 2022-2023 —

Initially served as Assistant Town Manager to develop formal internal procedures and oversee Planning, Building Safety, Finance, Public Works, Utilities, Nature Preserve, Human Resources, and Charter Elementary School. Craft ordinances and resolutions, lead major procurement efforts, and act as town manager, when required. Created new building permitting and planning functions in less than 30 days. Serve as local planning director. Reorganized police department. Revised employee handbook. Served as Interim Town Manager during search for permanent appointee; did not apply for the permanent position.

Department Director and CIP Manager, City of Ocoee, FL, 2006-2022 —

First hired as contractor to develop and manage the City's capital investment program, including all budget and financing; became full-time employee in 2008. Seek and manage over \$5 million in state and federal grants. Create and implement new financial management process for capital expenditures. Lead historic preservation projects. Produce multiple components of the city's comprehensive plan. Serve as LAP project manager. Promoted to Director of Support Services in 2012 to manage a multi-functional department staffed by 22 positions involved in code enforcement, capital construction, telecommunications, community relations, Ocoee TV, GIS, social media, and information systems. Conduct special projects for the city manager; e.g., fire service fee, buy/sell real estate, and craft/revise city ordinances. Provide space planning services and develop design criteria packages for major public buildings. Act as owner's representative for major construction projects. Design, procure contractors, and supervise construction of major public facilities, underground utilities, and stormwater systems. Lead \$42 million downtown reconstruction.

Managing Member, Butler & Butler, LLC (self-employed), Winter Garden, FL, 2001-Present —

Provide services to government agencies and private-sector clients throughout the USA and Canada, often through a prime contractor (*part-time, 2001-2019, full time, 2023-Present*). Example projects include:

- Serve as Director of Planning for InNovo Partners, LLC (Orlando, FL), a planning and engineering firm.
- Facilitator and author for *Applications of Enterprise GIS for Transportation, Guidance for a National Transportation Framework (AEGIST)*, which is the proposed Federal standard for roadway data reporting and the foundation for State DOT analyses. Currently being implemented by 19 states.
- Lead multi-jurisdiction planning programs for Denver, Boulder County, State of Colorado, and the Liberty County (GA) Consolidated Planning Commission.
- Develop comprehensive plans and development ordinances for local governments.
- Write books on transportation GIS, planning, human resource management, and geography.
- Participate on numerous national research project panels and peer exchanges; develop and teach training programs on a variety of topics, such as traffic operations and software development.
- Edit and/or craft six national standards (transportation planning, traffic signal timing, and land records).
- Provide training for the World Bank on land management in the EU for former Soviet Bloc countries.

Public Works Division Director, Hamilton County, Chattanooga, TN, 1997-2001 —

Create and direct new entrepreneurial regional planning and engineering agency serving Hamilton County, 10 cities, 7 utility districts, joint E-911 center, local planning agencies, FEMA, GAO, TVA, several non-governmental organizations, and private-sector firms. The major accomplishments in the position were: (1) design and implement one of the highest quality GIS mapping systems in USA; (2) establish the foundation for and deploy the initial implementation of the city/county 311 system; (3) create the countywide addressing, subdivision review, and digital plat recording processes. Help develop UTC research center.

Earlier Employment Positions Held

Manager of WPA System Support, Manager Transportation Statistics Office, Internal Consultant, and Strategic Planner, Florida Department of Transportation, Central Office Planning Division.

Utility Systems/Communications Engineer (Engineering Economist), Florida Public Service Commission.

Assistant Director of Transportation, Athens-Clarke County, GA.

Senior Economic Developer, Northeast Georgia Regional Commission, Athens, GA.

Degrees and Certifications

Master of Engineering, University of Colorado Denver, focus on strategic data visualization and analysis, 2005.

Certificate in Supervisory Management, Certified Public Manager Program, Florida State University, 1998.

Bachelor of Business Administration in Business Systems (Honors), University of Georgia; governor's intern.

Certified Planner, American Institute of Certified Planners, Certificate No. 012713, Member No. 103372; 1997.

Certified Residential Contractor, State of Florida, License No. CRC1328041, 2005.

Certified Project Management Professional, Project Management Institute, No. 1975750, 2016 (inactive).

Certified Emergency Number Professional, National Emergency Number (911) Assoc., 2001 (inactive).

Certified Mapping Scientist - Geographic & Land Information Systems, American Society for Photogrammetry & Remote Sensing, No. R120GS, 1994 (inactive).

Professional Affiliations

American Institute of Building Design: Professional Member No 2460710; Director (2023-24); External Vice President (2024-26); Chair, Codes & Standards Committee (2022-26); Legislative and Advocacy Leader (2022-26); Designer of the Year (2023).

American Planning Association and American Institute of Certified Planners: Metro Orlando Chapter member.

Florida City and County Management Association: Board of Directors (2021-2023); Fiscal & Administrative and Professional Development Comm's.; symposium speaker; developer and instructor for multiple webinars.

International City/County Management Association: Governmental Affairs & Policy Committee; 30-year award for local government service.

International Code Commission: AIBD representative on Affiliated Industries Committee (2022-) and Building Codes Advisory Comm. (2024-); code proposer for the 2027 development cycle.

Urban & Regional Information Systems Association: President 2012-2013; service award recipient.

National Academies of Science: Panel member, research project NCHRP 17-26 (created the *Highway Safety Manual*); Investigator for NCHRP 20-27(3) project; reviewer and instructor for *Highway Capacity Manual*.

NASA Committee for Technology Commercialization – Safety & Security: Chair, Oversight Comm., 2001-02.

Sigma Xi: Member of Florida State University Chapter (1995), nominated by FSU Physics Department.

Interesting Personal Facts

Professional Race Car Driver: International Motor Sports Association (IMSA), Sports Car Club of America (SCCA), National Auto Sport Association (NASA) (30 years).

Professional Driving Instructor: NASA, SCCA, Car Guys, Inc., BMW Car Club of America, Road Atlanta, Sebring, Daytona Speedway, Roebing Road, Homestead (25 years).

Auto Racing Awards & Credentials: SCCA Rookie of the Year, Driver of the Year, Southeast Division Champion, Tri-Region Champion, Dixie Region Executive, Safety Steward. Sunshine Bimmers President. BMW CCA SE Region Volunteer of the Year for 2016.

Civil Air Patrol: Search & rescue team member and co-pilot.

Member: Mensa, McLeod and MacDonell of Glengarry Scottish clans, and Tennessee Valley Railroad Museum.

JAVION BROWN

Javion Brown

🏠 Lake Mary, FL 📞 813-351-0994 ✉️ javion.v.brown@gmail.com

PUBLIC SECTOR LEADER | STRATEGY & OPERATIONS LEADER

Mayor & Town Commission
Town of Melbourne Beach
Melbourne Beach, FL

Dear Mayor & Commissioners,

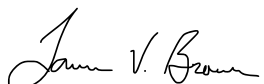
I am applying for the Interim Town Manager position with Melbourne Beach. My professional path, spanning military service, Florida law enforcement, and entrepreneurship, has been defined by leading in unfamiliar environments and producing results in high-pressure situations. Those same skills will allow me to step into this role and provide the steady leadership the town requires.

In the U.S. Army, I was entrusted with the readiness and welfare of personnel, often in conditions where clarity and discipline were essential. In law enforcement, I worked within Florida's legal framework, applying policy while remaining accountable to the public. As an entrepreneur, I built operations from the ground up, gaining practical experience in budgeting, staffing, and customer service. Each of these roles required me to quickly learn, adapt, and deliver—skills directly applicable to municipal leadership.

I also understand the importance of transparency and collaboration. I am familiar with Florida's Sunshine Laws and value open communication between the Commission, staff, and residents. My leadership style is participative and servant-focused, ensuring trust while advancing organizational goals.

I would be honored to provide stability for Melbourne Beach during this transition and to support the Commission's priorities with integrity and commitment.

Sincerely,


Ja'vion V. Brown

Javion Brown

🏠 Lake Mary, FL 📞 813-351-0994 ✉ javion.v.brown@gmail.com

PUBLIC SECTOR LEADER | STRATEGY & OPERATIONS LEADER

Adaptable leader with over a decade of experience in military, law enforcement, and entrepreneurial roles. Skilled in building systems, guiding teams through high-pressure situations, and ensuring accountability in complex environments. Known for integrity, transparency, and servant leadership, prepared to support municipal priorities during periods of transition.

Areas of Expertise

Local Government Operations - Policy Implementation - Budget Management Community Engagement - Public Relations - Conflict Resolution - Project Management - Regulatory Compliance - Intergovernmental Relations - Resource Allocation - Emergency Preparedness - Cross-Functional Collaboration

Professional Experience

Hondo Logistics, LLC, Lake Mary, FL
Owner-CEO

2020 – Present

Small Business Governance | Regulatory Oversight | Strategic Growth Planning

- Founded and led a transportation company with full responsibility for compliance, financial oversight, personnel management, and operational strategy
- Developed formal SOPs for regulatory compliance, safety, dispatch operations, and service delivery across state and federal jurisdictions
- Managed public- and private-sector contracts, maintained full FMCSA compliance, and directed internal audits and reporting
- Currently expanding the enterprise toward a public-serving infrastructure initiative, integrating digital platforms and long-range service planning

Blazing Speed Track Club, Inc, Deltona, FL
Co-Founder & Chief Administrative Officer

2017 – 2023

Nonprofit Executive Leadership | Public Policy Alignment | Interagency Coordination

- Co-led a youth-serving organization with municipal partnerships, overseeing funding, regulatory compliance, and operational execution
- Established governance frameworks, wrote organizational policies, and ensured alignment with city and county standards for public programs
- Built and sustained collaborations with public schools, law enforcement agencies, and municipal grant offices
- Oversaw annual budget cycles, strategic planning, and board engagement to ensure fiscal and programmatic accountability

Seminole County Sheriff's Office, Sanford, FL
Deputy Sheriff - Full time & Reserve

2017 – 2022

Law Enforcement Leadership | Interdepartmental Collaboration | Crisis Response

- Served as a sworn officer responsible for executing state and local law, interfacing daily with courts, municipal departments, and the public
- Delivered interagency cooperation across city, county, and judicial systems, ensuring effective service delivery under legal mandates
- Supported procedural training, internal investigations, and staff mentorship to maintain operational continuity and policy compliance
- Facilitated public communication and engagement during high-risk incidents with professionalism and transparency

The City of Sanford, Sanford, FL
Police Patrol Officer & School Resource Officer

2014 – 2017

Municipal Service Delivery | Community Engagement | Public Safety Education

- Represented the city within school and neighborhood environments, delivering consistent public safety and crisis response
- Designed and implemented localized safety plans, school emergency protocols, and city-wide safety awareness programs
- Collaborated with city administration, school officials, and community stakeholders to support the city's youth and family service priorities

Security Operations Manager
US Army Reserve

2006 – 2015

Organizational Readiness | Multijurisdictional Coordination | Tactical Planning

- Led personnel and logistical planning for base-level security and international liaison programs
- Directed team-level operations in collaboration with allied organizations, ensuring operational security, policy adherence, and mission alignment
- Applied scalable planning, risk mitigation, and after-action review processes to improve organizational performance in complex environments

Education

Master of Business Administration

Western Governors University – Salt Lake City, UT

Bachelor of Arts - Political Science

American Military University - Charles Town, WV

Professional Development & Courses

Public Safety Information Officer

FEMA

IS 5. A-Intro to Hazardous Materials – IS 29. A-Public Information Officer Awareness - IS 100-Intro to Incident Command System - IS 100.LEb-Intro to Incident Command System for Law Enforcement - IS 200. B-ICS for Single Resources and Initial Action Incident - IS 700. A-Intro to National Incident Management System - IS 701. A-NIMS Multiagency Coordination System – IS 800. D-Intro to National Response Framework

Javion Brown

🏠 Lake Mary FL 📞 813-351-0994 ✉️ javion.v.brown@gmail.com

PUBLIC SECTOR LEADER | STRATEGY & OPERATIONS LEADER

1. Lee Pratt

Sergeant

Seminole County Sheriff's Office
Sanford, FL

Phone: 407-474-5158

Email: lpratt@seminolesheriff.org

Relationship: Former Supervisor

2. Tensha Wells-Eason, Ed.S.

Curriculum Support

Seminole County Public Schools
Sanford, FL

Phone: 407-314-6598

Email: classechik33@gmail.com

Relationship: Former Colleague

3. Dr. Patrice Anderson

Behavior Interventionist

Seminole County Public Schools
Sanford, FL

Phone: 321-503-2515

Email: patriceanderson1972@gmail.com

Relationship: Former Colleague & Mentor

4. Cornelius Blue

Captain

Seminole County Sheriff's Office
Sanford, FL

Phone: 407-969-6915

Email: cblue@seminolesheriff.org

Relationship: Former Supervisor

5. Davion Hampton

Deputy

Seminole County Sheriff's Office
Sanford, FL

Phone: 321-458-1966

Email: dhampton@seminolesheriff.org

Relationship: Former Colleague

LAKISHA BURCH

Lakisha Q. Burch, MSOL, MMC
 Wellington, FL 33414
 561-294-9380
 September 1, 2025

Ms. Jennifer Kerr, Finance Manager
finance@melbournebeachfl.org
 507 Ocean Avenue
 Melbourne Beach, FL 32951

Dear Ms. Kerr,

I am enthusiastically applying for this Interim Town Administrator position because I passionately believe that a combination of my natural ability, personality, and work experience all make me an ideal candidate for this role. I have worked in the following departments such as City Manager, City/Town Clerk, Finance, and Utilities. With a solid background as a City/Town Clerk and experience in public administration, I am confident in my ability to lead and manage the operations of your town effectively.

In my role as City/Town Clerk for multiple local municipalities in Martin, Palm Beach, and Polk County, I have gained comprehensive knowledge of municipal operations, including regulatory compliance, records management, and public communication. My ability to manage multiple responsibilities and my dedication to public service have consistently contributed to the smooth and efficient functioning of the town government. Key achievements include:

- **Efficient Records Management:** Implemented a modernized records management system that improved accessibility and compliance, reducing retrieval times by 30% and enhancing data security.
- **Community Engagement:** Organized and facilitated numerous public meetings and forums, increasing citizen participation and transparency in local government.
- **Regulatory Compliance:** Ensured all municipal operations adhered to state and local regulations, maintaining a record of zero compliance issues during my tenure.

My educational background includes a masters' degree from Palm Beach Atlantic University with a major in Leadership and a bachelor's degree in Organization Management with a dual minor in Organization Behavior and Human Resources. This curriculum gives me the necessary communication and people skills that will prove beneficial in the position. This academic training, combined with my direct experience as a Town Clerk, has equipped me with a deep understanding of municipal operations, budgeting, and strategic planning. Also, while being an employee with local government for over thirty years, I am very aware of the commitment we have to our citizens, council, and fellow staff members.

I am particularly excited about the opportunity to serve as Interim Town Administrator for the Town of Melbourne Beach because of its reputation for community engagement and progressive governance. I am eager to bring my expertise in municipal government, my strong organizational skills, and my commitment to transparent and effective government to your town.

You will find that I am a highly effective person who can deal with citizens, council, and staff. I also consider myself to be a diligent worker with a solid work ethic who puts all their effort into ensuring all tasks that are given to me are completed in a timely manner and to high standards.

My strengths include, but not limited to the following:

- Able to lead and develop a great working team.
- Being consistent, well-mannered, and delivering great customer service

Thank you for considering my application. I look forward to the possibility of discussing how my skills and experiences align with the vision and needs of the Town of Melbourne Beach. Please feel free to contact me at (561) 294-9380 or lqburch71@gmail.com to schedule an interview.

Sincerely,

Lakisha Q Burch

Lakisha Q. Burch, MSOL, MMC

Lakisha Q. Burch, MSOL, MMC

Certified Municipal Clerk | Municipal Administrator

(561) 294-9380 | Wellington, FL | lqburch71@gmail.com | [linkedin.com/in/LakishaBurch](https://www.linkedin.com/in/LakishaBurch)

PERSONAL SUMMARY

Seasoned and forward-thinking municipal executive with proven success in city governance, strategic communication, and legislative support. Currently serving as City Clerk for the City of [City Name], with comprehensive expertise in records governance, public information management, and interdepartmental operations. Demonstrated leadership in overseeing statutory functions, supervising personnel, managing community redevelopment initiatives, and ensuring transparency and compliance with public records laws. Adept at fostering civic engagement, streamlining government processes, and supporting both administrative and human resource operations.

AREAS OF EXPERTISE

- Agenda Preparation & Meeting Coordination
- Election Administration
- Financial Reporting & Budgeting
- Records Management & Compliance
- Ordinance & Resolution Processing
- Technology & Digital Governance Platforms

PROFESSIONAL EXPERIENCE

City Clerk

October 2024 to Present

City of Clewiston

- Directs and manages the operations of the City Clerk's Office, providing executive-level oversight of official city records, public documentation, and advisory board coordination.
- Serve as the official Custodian of Records, ensuring the legal integrity, security, and accessibility of municipal documents in compliance with Florida's Public Records Law.
- Leads the development, implementation, and enforcement of records retention and management policies across all city departments.

Coordinate and oversee the preparation, publishing, and distribution of meeting agendas, packets, and minutes for City Council ensuring compliance with the Sunshine Law.

- Supervises all aspects of external communications, including the management of the city's official website, digital platforms, and social media channels, enhancing public engagement and information transparency.
- Administers and supports the Community Redevelopment Agency (CRA), collaborating with stakeholders on revitalization projects, fiscal oversight, and community development goals.
- Fulfills and manages public records requests with responsiveness and adherence to legal timelines, maintaining accountability and trust with the public.
- Provides direct leadership and managerial oversight to the Deputy City Clerk, including performance evaluations, task delegation, and professional development.
- Contributes to payroll administration and human resources functions, offering guidance on employee relations, policy reinforcement, and cross-departmental coordination.

Administrator Coordinator

April 2024 to October 2024

Village of Wellington

- Coordinates and determines the duties of assigned temporary or departmental staff when applicable to the functional areas of assignment.
- Establishes, and maintains department logs, budget(s) records maintenance procedures and filing systems to ensure efficient departmental operations.
- Works with various departments to ensure timely processing of purchases orders, reimbursement, and payments.

Town Clerk*January 2019 to February 2024**Town of Loxahatchee Groves*

- Directed the daily operations of the Town Clerk's Office, providing comprehensive support to the Town Council, advisory boards, and administrative leadership.
- Attended and recorded all Town Council meetings; prepared and maintained official meeting minutes and legislative documentation.
- Developed departmental goals, objectives, and strategic work plans; continuously assessed operations and implemented improvements to enhance efficiency and compliance.
- Coordinated and administered all aspects of municipal elections, serving as the Supervisor of Elections liaison to Palm Beach County.
- Managed the full records management program, including scanning, indexing, retention, and secure disposition of public documents.
- Acted as the Town's Human Resources Manager, overseeing employee relations, hiring, onboarding, benefits administration (health, dental, life, disability, pension), discipline, investigations, and policy enforcement.
- Supervised and evaluated staff, addressed personnel concerns, provided guidance, and conducted performance evaluations.

Town Clerk*September 2014 to October 2018**Town of Sewall's Point*

- Oversaw full Town Clerk responsibilities including council meeting support, records management, HR, finance, and election administration.
- Maintained Truth-in-Millage (TRIM) compliance; published budget advertisements, managed AP/AR, processed check runs, deposits, and credit card systems.
- Administered the Town's human resources program, including hiring, terminations, insurance and pension enrollment, employee complaints, training, and payroll deductions.
- Managed risk management functions, including workers' compensation, liability claims, and annual audits.
- Handled public records requests, served as the official Records Liaison, and maintained all Town documentation in accordance with state law.
- Acted as Qualifying Officer and liaison to the Supervisor of Elections (Martin County), ensuring municipal election integrity.

EDUCATION**Master of Science in Leadership***Palm Beach Atlantic University***Bachelor of Science in Organizational Management***Palm Beach Atlantic University**Minor: Human Resources & Organizational Behavior***Associate of Applied Science in Business Management***Palm Beach State College***TECHNICAL SKILLS**

Records Management | Agenda Preparation & Legislative Support | Public Records Compliance | Municipal Elections Administration | Human Resources Management | Staff Supervision | Community Redevelopment | Strategic Planning | Budgeting & Financial Reporting | Risk & Liability Oversight | Payroll Processing | Policy Development | Meeting Coordination | Public Communication | Website & Social Media Management | Records Retention | Intergovernmental Relations | Technology Integration | Organizational Leadership | Customer Service

LISA FRAZIER

September 5, 2025

Town Commission

Town of Melbourne Beach
507 Ocean Avenue
Melbourne Beach, FL 32951
finance@melbournebeachfl.org

Subject: Lisa Leger Frazier – Interim Town Manager Candidate

Dear Members of the Town Commission,

I am writing to express my interest in serving as Interim Town Manager for the Town of Melbourne Beach. With over three decades of leadership in Florida municipal government, including service as a Town Council member and in key administrative roles such as Executive Director, Community Development Director, CRA Manager, and Growth Management Director, I offer a comprehensive understanding of city management and public administration. My experience in strategic planning, operational oversight, and community engagement positions me to provide steady, informed leadership during this important transitional period.

Throughout my career, I have overseen multimillion-dollar budgets, managed interdisciplinary teams, and led initiatives that enhanced infrastructure, sustainability, and economic development. My experience navigating Florida statutes, Sunshine Laws, and infrastructure protocols ensures compliance and transparency in all operations. I have worked closely with elected officials, advisory boards, and residents to foster trust and deliver results that reflect community priorities. As a servant leader, I understand the need to oversee the Town's "day to-day operations, including budgeting, personnel management, and departmental coordination" by focusing on the needs and well-being of the organization.

Having lived in Indialantic for over 35 years, I hold a deep appreciation for the enduring charm and community spirit of Melbourne Beach. Its commitment to preserving its unique character while thoughtfully planning for the future reflects values I strongly support. With a background in coastal resiliency, green infrastructure, and long-range planning, I bring a strategic perspective and collaborative approach that align with the Commission's goals. I am eager to contribute steady, informed leadership that supports sustainable growth and honors the town's rich heritage.

I would welcome the opportunity to contribute my experience and dedication to public service as your Interim Town Manager. Thank you for considering my application. I am available at your convenience to discuss how I can support the Town during this important transition.

Warm regards,

Lisa L Frazier

Lisa Leger Frazier, M.S., AICP
FrazierLL@outlook.com
#321-750-7060

LISA LEGER FRAZIER, M.S., AICP

138 Ocean Terrace, Indialantic FL 32903
(321)750-7060 | frazierll@outlook.com

PROFESSIONAL CREDENTIALS

- Master of Science, Florida Institute of Technology, Melbourne, FL
- Bachelor of Science, Central Michigan University, Mt. Pleasant, MI
- American Institute of Certified Planners (AICP)
- Commissioner, Sebastian Inlet District, 2018 - present
- Former elected member of the Indialantic Town Council from 1994 to 2000; Deputy Mayor from 1998 to 2000
- FEMA IS-00100.c
- PMI designation
- Former Licensed Real Estate Professional

PROFESSIONAL ORGANIZATIONS

- American Planning Association
- Atlantic Coast Section of the FAPA, Past-President 2015-2018

EXPERIENCE

Seasoned municipal executive with over 30 years of experience in Florida local government, including leadership roles as Community Development Director, CRA Manager, and Executive Director. Proven track record in managing multimillion-dollar budgets, overseeing complex infrastructure projects, and guiding strategic planning initiatives. Adept in Florida statutes, Sunshine Laws, FEMA protocols, and intergovernmental coordination. Known for fostering transparent governance, community engagement, and operational excellence. Ready to serve as Interim Town Manager with immediate impact and steady leadership.

- Professional experience in the private, non-profit, and public sector
- Municipal administration & policy implementation including ordinances, resolutions, Florida Statutes and Sunshine Law
- Budgeting & finance (\$15M+) procurement, RFP/RFQ, agreements and contracts
- Grant acquisition & administration (\$50M+ secured)
- Strategic planning & infrastructure development including complete streets, stormwater, parks and recreation, pedestrian trails and walkways, septic to sewer, coastal resiliency and sustainability plans.
- Staff supervision (25+) & interdepartmental coordination, establishing organizational priorities, and continuous process improvements
- Public engagement and outreach
- Commission support and collaboration
- Emergency management & FEMA Compliance
- Community Redevelopment Agency & Economic Development
- Land acquisition, annexations, conservation easements, entitlements, site planning, and permitting.

Growth Management Director, City of Palm Bay, FL, September 2023 – Present

City Management Leadership Team position in the largest City in Brevard County comprised of Land Development and Code Enforcement (25 + FTE's). Department experienced high pressure development demands, high staff turnover and unfilled key positions. Immediate strong leadership initiatives included revision of programs and processes to eliminate redundancies and untenable timelines, adoption of state standards for review, streamline application processes, reallocation of job responsibilities, and establishment of a library of consultants. Additional actions include:

- *Establish Standards of Operation (SOP's)*
- *Improved coordination and collaboration with interdisciplinary city departments*

- *Initiated process improvement strategies*
- *Updated Land Development Code in accordance with Comprehensive Plan.*
- *Enhanced staff presentation and technical reports to City Boards and Council*
- *Promoted collaboration with outside permitting agencies with shared infrastructure for stormwater, utilities, schools and transportation*

Community Development Director/CRA Manager, City of Sebastian, FL, September 2017 – September 2023

City Management executive team member. Provided leadership and administration for a multi-disciplinary department comprised of Long-Range Planning/Planning and Zoning (Board), Permitting, Grant Administration, Community Redevelopment Agency (Board), Natural Resource Management (Board), Floodplain Management (CRS) and Community Development Block Grant Program.

- *Director of a CIP budget over \$2.5M and Operating budget over \$1M*
- *Secured over \$3M in planning and infrastructure funding (CDBG, FDEP, DEO, FDEM/HGMP, IRLNEP, SJRWMD, FIND)*
- *Management of City Boards: Natural Resources Board, Planning & Zoning, City Council, CRA; providing policy and technical assistance*
- *Initiated and implemented the CDBG program providing over \$500K in assistance to LMI community, including new sidewalk connections*
- *Management of CRA including grants and infrastructure improvements, Septic to Sewer conversion program, acquisition and disposition of properties, and master planning of Riverfront public improvement projects*
- *Initiated Sustainable Sebastian program and five-year work plan including green infrastructure plan and BMAP coordination*
- *Managed over 2400 acres of annexation since 2018, including formulation of strategic parameters and specific property conditions as part of Annexation Agreements, land use and zoning amendments*
- *Managed Working Waterfront Commercial Fish House, Marina and Distribution project, an FCT acquisition, including reporting, procurement, funding, negotiations, lease, planning and design, and project management of over \$800K infrastructure improvements (grant funded)*
- *MPO representative/managing member of the US Hwy 1 Corridor Study resulting in two FDOT RRR projects on US HWY 1, including completion of sidewalk gaps*
- *Developed long range conceptual design and funding plan for Riverview Park and event area*
- *Initiated City's Master Sign identification and wayfinding program*
- *Revamped consulting contracts, established library of consultants, reducing procurement time and costs*
- *Initiated GIS program/file management program, reduction in paper files, creating space and reducing waste*
- *Updated Coastal Resiliency Plan (grant funded)*
- *Updated Comprehensive Plan 2040 including conservation strategies for protection of natural resources*
- *Updated CRA Master Plan 2023 (grant funded)*

Executive Director, Merritt Island Redevelopment Agency, Brevard County, FL, July 2015 – July 2017

Contract Executive Director of MIRA (with a seven-member Board), annual budget of \$3M, assisted Board in establishing priority projects, secured over \$2M in grant funding for stormwater, Septic-to-Sewer, transportation, and economic redevelopment. Implemented a library of consultants, streamlining the procurement process, improved public outreach through updated webpage and reduced the annual budget. In partnership with Brevard County, oversaw the execution of a septic to sewer project of over \$3M utilizing three grant agency funding partners.

Principle Private Consultant, Frazier Consulting Services LLC, Brevard County, FL, January 2014- September 2017

Private consultant involved in a variety of projects for the private and public sector, specializing in local municipal government. In 2015, assisted the City of Mulberry in establishing their CRA with funding secured by the DEO. Today, the economic base for the CRA is over \$1M in value.

- *City of Mulberry, DEO Community Planning Grant, Workshop, Finding of Necessity/Community Redevelopment Area Master Plan*
- *City of Mulberry, Highway Beautification*
- *City of Cocoa, Lee Wenner Park Phase I*
- *City of Indian Harbour Beach, Stormwater Management Plan*
- *Various Private Development Projects, Natural Resource Assessments and Environmental Permitting, nature-based designs in accordance with CWA, ESA, NEPA, and NPDES.*

Associate/Project Manager/Environmental Planner, Kimely-Horn and Associates, Inc., Vero Beach, FL, June 2006-December 2013

Local municipal government planning practice, specializing in contracts, local government administration, budgets, grants, environmental permitting, planning, presentations, and project management.

- *Walmart Stores, Inc., Statewide Stormwater Monitoring and Environmental Landscape Maintenance program – Project Lead*
- *St. Lucie County, East Coast Greenway Implementation Plan, St. Lucie TPO – Project manager*

- *Volusia County, Bicycle/Pedestrian Continuing Feasibility Studies, Volusia County TPO— Project Manager/environmental planner*
- *Central and North Indian River County Greenways Plan, Indian River County MPO, FL —Environmental planner and public involvement specialist*
- *FDOT, AIA Multimodal Planning and Engineering Analysis, Complete Streets Study, Brevard County, FL. - Project planner and public involvement coordinator*
- *Mulberry Nature Center (aka Alafia Wetland Park) Community Visioning, Grant Funding, and Park Restoration Project, Mulberry, FL — Project Manager*
- *City of Palmetto Estuary Preserve Phase III, Palmetto, FL — Project manager*
- *City of New Smyrna Beach, US 1 CRA, Finding of Necessity - Project planner*
- *City of Cape Canaveral, Brownfield Designation, Finding of Necessity, and CRA Master Plan - Project planner*
- *West Melbourne, Finding of Necessity and CRA Master Plan - Project planner.*
- *Numerous Natural Resource Assessments, Environmental Permitting, and nature-based designs in accordance with CWA, ESA/HCP, NEPA, and NPDES.*

Conservation Protection Director, The Nature Conservancy/Oakland Land Conservancy, Michigan, September 2001 – May 2006

Conservation protection planner responsible for natural resource assessment of key conservation lands that promoted biodiversity of the landscape. Assisted in the protection of thousands of acres of conservation lands through acquisition, conservation easements or maintenance agreements. Developed the protection program, including Phase I reviews, for a local land conservancy. Collaborating with donors, landowners, government officials and the public honed skills in negotiation and maximize benefits for all participants. Successful in securing grants and donations toward the protection of conservation property.

REFERENCES

Mr. Jason Steele
Former State Representative and County Commissioner
Jasonsteele@me.com

Mr. Jim McNight
Former City Manager, Rockledge & Cocoa Beach
Jimmcknight1956@gmail.com

Ms. Joan Junkala Brown
Former Deputy City Manager City of Palm Bay
Current Deputy City Manager City of Melbourne
#561-703-3766

Mr. James Gray
Director Sebastian Inlet District
jgray@sitd.us

Ms. Kim Haigler
Land Division Manager, City of Palm Bay
Kim.haigler@palmbayfl.gov

PATRICK JORDAN

Patrick S. Jordan

8534 Anglers Cove, Clarksville, MI 48815

Phone: (231) 920-1122

Email: Patrick-Jordan@live.com

SUMMARY

More than twenty years of local government experience with expertise in the following areas:

- Operations & Project Management
- Labor Relations
- Customer Service
- Media Relations
- Strategic Planning & Operations Analysis
- Financial Operations and Budget
- System Design and Implementation
- Organizational Change and Development

An innovative leader with demonstrated organizational, analytical and communications skills. Experienced in managing change and specializing in turnarounds. Achievement-oriented with foresight; a dedicated team player who is able to work independently within the organizational framework.

RELEVANT PROFESSIONAL EXPERIENCE

County Administrator, Ionia County, MI

2022 - 2024

Chief Administrative Office for the County, serving at the pleasure of the Board of Commissioners. Responsible for ensuring directives and policies of the BOC are implemented. Responsible for the day-to-day business activities of the County, Finance/Budget management and Human Resources including union negotiations. Staff resource to the Board of Commissioners on all matters facing the County and attend all BOC and Committee meetings. I serve as liaison for various community commissions.

City Manager, Escanaba, MI

2017 – 2022

Chief Administrative Officer of a full-service municipality of 13,000 with a private deep water port. Our budget, that I am responsible for assembling and managing, is \$30 Million including Electric, Water and Wastewater utilities. I am responsible to the 5-member City Council and serve at their pleasure. I am very active as a community liaison with other local governments, working groups, Tribal governments and committees with interest in the community. I oversee Directors of Water, Wastewater, Electric, Public Works, Recreation, Finance, HR/Treasurer, City Clerk, Public Safety and Library. We have a DDA that covers our approximately 1 ½ mile long downtown corridor. I arrived in Escanaba after the first Court of Appeals decision in the “Dark Store” case, Menards v. City of Escanaba. I built support for our case through the MML, MTA and MAC and raised over \$250,000 in contributions from member communities to help fight this fight. I directed improvements to our water system and hydrant system, and oversaw the initial phases of lead service line replacements.

RESUME OF PATRICK JORDAN

Page 2

Wexford County Administrator, Wexford County, MI

2015 – 2017

Chief Administrative Office for the County, serving at the pleasure of the Board of Commissioners. Responsible for ensuring directives and policies of the BOC are implemented. Responsible for the day-to-day business activities of the County, Finance/Budget management and Human Resources including union negotiations. Staff resource to the Board of Commissioners on all matters facing the County and attend all BOC and Committee meetings. I served as liaison for various community commissions.

Assistant City Manager, Unalaska, AK

2013- 2015

I was the Director of Administration for the City. My duties included management of all HR functions, Risk Management, City Housing program and the Community Grants program, a program with a \$1 million annual endowment. I served as City Manager in his absence and therefore must stay current on all issues facing the city. I worked closely with the Tribe and the Native Corporation on various community projects. Unalaska had several Enterprise Funds. Critical ICS 100-400 certification.

Borough Manager, Bristol Bay Borough, AK

2011 - 2013

I served as Borough Manager with Bristol Bay Borough. Bristol Bay Borough is made up of three villages; Naknek, South Naknek and King Salmon. Children in S. Naknek are flown to school every day. We have an established Port but have also been accepted as part of a GO Bond by the State for \$350 million of which we are \$7 million for property acquisition and port expansion. My general fund budget was \$8 Million, with 40FT employees. In Alaska, the Native Corporations own virtually all lands, so good relationships are a necessity. I worked closely with the Native Corporation and the local Tribe on cooperative issues.

OTHER PROFESSIONAL EXPERIENCE

Also worked briefly as the Chief of Staff for the House Majority Leader of the Alaska State Legislature. Additionally, served as a Vital Records Manager (three years) for the Tarrant County (TX) Clerk, as a Township Supervisor (four years) for Muskegon Township (MI), and as an Adjunct Professor (ten years working part-time while working full time elsewhere) at Baker College in Muskegon, MI where I taught college level courses in American Government, International Relations and Western Regional Geography.

Early in my career, worked as Deputy County Clerk Supervisor (four years) in Muskegon, MI, a Friend of the Court Investigator (two years) for Ottawa County Family Court in Grand Haven, MI, and as a Corrections Officer (four years) for the Ottawa County Sheriff Department

EDUCATION

Master of Public Administration, Western Michigan University, Kalamazoo, MI (awarded 2000)
Bachelor of Science, Political Science Grand Valley State University in Allendale, MI (1995)

PROFESSIONAL AFFILIATIONS

- Muskegon Area-Wide Plan-Smart Growth/Sustainable Development
- West Michigan Shoreline Regional Development Commission Board /MPO
- COPS (9-1-1) Board of Directors of Muskegon County
- Leadership West Michigan, Class of 2005
- Prison Liaison Committee, Brooks, MCF and Shoreline Correctional Facilities
- Muskegon Area First, Governmental Economic Development Agency Board of Directors

August 25, 2025

Town of Melbourne Beach
507 Ocean Avenue
Melbourne Beach, FL 32951

Dear Mayor Dennington and Commissioners:

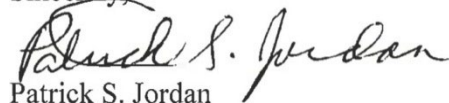
I write this to express my interest in becoming your Interim Town Manager. I am an experienced manager with experience in Michigan, Texas and Alaska. I am also trained in Incident Command (ICS 100-400), although in the Aleutian Islands we trained in preparation for and recovery from tsunamis, earthquakes and volcanoes. But, emergency management is a system where everyone knows the role they play.

I've spent 30 years in public service, the first 10 or so in law enforcement and the Courts, and the last 20+ years in municipal management. I believe I have a great deal to offer in service to your community.

I earned a Master of Public Administration at Western Michigan University. I've taught as college adjunct faculty for 9 years teaching American Government and International Relations.

I would love to meet with you to discuss this opportunity and answer any question you might have. I'm looking for a Florida community where I can finish the last 10-12 years of my career, but getting my foot in the door has been difficult. I would love to serve as your Interim and steer the ship while you search for a permanent resolution or hire.

Sincerely,

A handwritten signature in black ink that reads "Patrick S. Jordan". The signature is written in a cursive, flowing style with a large initial "P".

Patrick S. Jordan

Patrick S Jordan

PROFESSIONAL REFERENCES

Tim Dame
Business Manager, Owosso Public Schools
231-638-0247
Tim_dame@hotmail.com

Brett Gardner
Delta County Prosecutor (Ret)
Chief Asst. Muskegon County Prosecutor (Ret)
125 S. Ocean Ave., Apt. 801
Palm Beach Shores, FL 33404
231-206-4101
Brettgardnerlaw@gmail.com

Marc Tall
Mayor, City of Escanaba (Ret)
906-235-4798
marc@radioresultsnetwork.com

Bob Valentine
V.P. Corporate Accounts
First Bank
Escanaba, MI 49829
906-280-5419
rvalentine@first-bank.com

PEGGY CASTANO

Peggy Castano, MPA

309 SW 192 Ave

Pembroke Pines FL 33029

Peg111679@aol.com

786-261-7199

Town of Melbourne Beach

Human Resources/Hiring Committee

Re: Interim Town Manager

Dear Hiring Manager,

I am excited to apply for the position of Interim Town Manager for the Town of Melbourne Beach. As a passionate and dedicated professional with extensive experience in local government management, I am confident that my expertise aligns perfectly with the needs of this role.

Throughout my career, I have demonstrated success in leading complex organizations, driving impactful initiatives, and fostering collaborative work environments. My experience as Assistant City Manager has honed my skills in overseeing key departments, guiding decision-making processes, and effectively handling high-value projects and initiatives.

With a Master's Degree in Public Administration from Barry University, I possess a strong foundation in both public and business administration. This educational background, combined with over a decade of experience in local government management, has equipped me with the tools necessary to excel as a senior leader and trusted advisor within your organization.

As a passionate public servant, I am eager to contribute my skills and experience to the Town of Melbourne Beach. My commitment to driving strategic goals, fostering collaborative environments, and building strong relationships will undoubtedly support the Town's mission and continued success during this transition period.

I look forward to discussing this opportunity further during an interview. Thank you for considering my candidacy for the Interim Town Manager position.

Sincerely,

Peggy Castaño

Assistant City Manager-Acting City Manager**PEGGY CASTAÑO****Pembroke Pines, FL 33029**☎ 786-261-7199 ✉ peg111679@aol.com <https://www.linkedin.com/in/peggy-castano-6aba5789/>**CAREER PROFILE**

Results-driven and seasoned Assistant City Manager with over a decade of vibrant leadership experience in municipal government. Proven track record of successfully collaborating with Mayors, Commissioners, residents, business owners, and staff to achieve organizational goals. Adept at directing day-to-day operations, strategic planning, and navigating diverse municipal administration levels. Skilled in managing multiple city departments, including Administration, Public Information Office, Engineering, Parks & Recreation, Development Services, Code Enforcement, Public Works, and Community Improvement Projects. Experienced in managing multi-million dollar budgets and maintaining strong fiscal oversight; commended for building solid relationships with community members, local schools, and stakeholders through active engagement in community events and promoting open communication. Currently serving as an Assistant City Manager, celebrated by colleagues and superiors as an ethical, resourceful, loyal, and dedicated leader.

KEY RESPONSIBILITIES AND ACHIEVEMENTS

- ❖ Oversee daily operations and provide strategic direction to ensure continuous progress and effectiveness across municipal administration. Act as City Manager or Interim Director for multiple departments and complete special projects and administrative tasks as needed.
- ❖ My comprehensive portfolio consists of several key departments, including Communications and Public Information Office (PIO), Engineering and Construction Services, Public Works, Intergovernmental Affairs, Development Services, and the Mayor and Commission Office. By overseeing these areas, I foster collaboration across the city, drive vital initiatives, and implement robust support systems to optimize operations, encourage development, and ensure clear communication.
- ❖ Demonstrate adaptability and strong leadership skills as Interim Director of Development Services, managing five divisions: Building and Permitting, Housing, Planning and Zoning, Business Tax Receipt, and Code Enforcement.
- ❖ Successfully implemented Energov and managed Engineering and Construction Services, overseeing \$35 million in completed projects and \$80 million in strategic planning stages, showcasing proficiency in project management and fiscal responsibility.
- ❖ Secure significant funding for critical projects by developing and presenting persuasive legislative and federal agendas, addressing community needs, and promoting fiscal accountability.
- ❖ Cultivate relationships with diverse stakeholders, maintaining transparency and trust with the public, and enhancing the city's image through comprehensive branding, marketing, and crisis communications strategies.

- ❖ Support financial sustainability by identifying, securing, and managing grants and external funding sources to enable the successful execution of city projects and programs.
- ❖ Actively contribute to developing and implementing the city's strategic vision, mission, and goals, ensuring alignment with community needs and fostering overall growth.
- ❖ Build and lead high-performing teams, create a positive and collaborative work environment, and invest in the professional development of city staff to promote a culture of continuous improvement and innovation.

CAREER PROGRESSION

SENIOR CONSULTANT

Local Government Consultant Group

June 2025- Current

As a Senior Consultant specializing in local government services, I provide interim departmental oversight, project management, and expert guidance in internal and external communications, marketing, branding, capital improvement project supervision, and governmental affairs at the federal and state legislative levels. In addition, I offer tailored solutions for Assistant City Manager roles and administration challenges.

Drawing from my experience as an Assistant City Manager, I understand the pivotal role this position plays in ensuring the smooth and efficient functioning of municipalities. My expertise spans various facets of day-to-day operations, contributing significantly to the overall success and well-being of communities. By collaborating with department heads and staff, I focus on streamlining processes and improving operational landscapes. In line with my strategic leadership capabilities, I support city leadership in identifying critical priorities and implementing strategies that align with long-term goals, fostering sustainable growth and development. My current projects and accomplishments include:

- ❖ Mayor and Commission Office: Facilitating effective policy implementation and fostering transparent communication between city leadership and the community.
- ❖ Engineering Services: Directing infrastructure projects, urban planning initiatives, and development activities, ensuring alignment with sustainable growth objectives.
- ❖ Communication: Overseeing branding and communication strategies, creating, and delivering engaging content through multiple channels to maintain a positive public image.
- ❖ Strategic Planning: Identifying opportunities for continuous improvement by evaluating departmental processes, implementing best practices, and pursuing innovative solutions to enhance operational effectiveness.
- ❖ State and Federal Legislative Agendas: Working closely with government officials and stakeholders to advocate for the city's interests, secure funding, and shape beneficial policies.
- ❖ Development Services: Demonstrating versatile leadership while overseeing critical divisions, ensuring seamless operations, enhancing collaboration, and facilitating successful implementation of key initiatives.

- ❖ Collaborate with department heads and staff to streamline processes, improve operational landscapes, and implement strategic initiatives, including Standard Operating Procedures (SOP) assessment and updates.

With my wealth of experience and deep understanding of local government administration, I am dedicated to providing effective solutions that contribute to the successful operation of cities and the well-being of their communities.

ASSISTANT CITY MANAGER/ADMINISTRATIVE SERVICES DIRECTOR

City of Lauderdale Lakes, FL

July 2023 – June 2025

As the Assistant City Manager, I play a pivotal role in ensuring the smooth and efficient functioning of all aspects of our municipality. My responsibilities encompass comprehensive support across various facets of day-to-day operations, contributing significantly to our community's overall success and well-being. This involves collaborating with department heads and staff to streamline processes and enhance the overall operational landscape. Part of my role consists of contributing to the development and execution of the city's strategic vision. I work closely with city leadership to identify critical priorities and implement strategies that align with our long-term goals, ensuring sustainable growth and development.

In addition to my overarching role in supporting the City Manager in all areas of the city's day-to-day operations, I also manage a dedicated department that serves as a hub for crucial functions within our municipality. This department encompasses the Mayor and Commission office, Engineering Services, Capital Improvement Projects, Public Works, Parks and Recreation and Communications, reflecting a comprehensive portfolio of responsibilities.

- ❖ **Leadership and Coordination:** As a strategic leader, I guide the Mayor and Commission office, facilitating effective policy implementation and fostering transparent communication between city leadership and the community.
- ❖ **Engineering Services Oversight:** Managing Engineering Services involves directing infrastructure projects, urban planning initiatives, and development activities, ensuring alignment with the city's sustainable growth and development objectives.
- ❖ **Communication:** I oversee the city's branding and communication strategies, guiding, creating, and delivering engaging content through multiple communication channels to maintain a positive public image.
- ❖ **Strategic Planning for Continuous Improvement:** Engaging in strategic planning, I identify opportunities for continuous improvement by evaluating departmental processes, implementing best practices, and pursuing innovative solutions to enhance overall operational effectiveness.
- ❖ **Public Works Management:** Overseeing the Public Works department to maintain and enhance the city's infrastructure, including roads, water systems, and public facilities, ensuring high-quality services and efficient resource allocation.
- ❖ **Parks and Recreation:** Managing the Parks and Recreation Department, I ensure the provision of diverse recreational opportunities, well-maintained parks, and engaging community programs,

contributing to the city's overall quality of life and fostering a strong sense of community engagement.

- ❖ **State and Federal Legislative Agendas:** I manage the city's state and federal legislative agendas. I work closely with government officials and stakeholders to advocate for the city's interests, secure funding, and shape policies that benefit our community and support our strategic objectives.
- ❖ **Development Services:** I exhibit versatility and exceptional leadership capabilities while overseeing five critical divisions: Building and Permitting, Housing, Planning and Zoning, Business Tax Receipt, and Code Enforcement. By effectively managing these areas, I ensure seamless operations, enhance collaboration, and facilitate the successful implementation of key initiatives across the department.

ADMINISTRATIVE SERVICES DIRECTOR/ASSISTANT TO THE CITY MANAGER (ACTING ASSISTANT CITY MANAGER)

City of Lauderdale Lakes, FL

OCT 2015 – JULY 2023

As an overall generalist in the city, my mission is to assist the City Manager in effectively implementing council policies, completing projects and fostering a culture of pride and dedication among employees. With my unwavering commitment and extensive experience, I have excelled in supporting the City Manager and have focused my efforts on various areas, including overseeing and managing Capital Improvement Projects, leading the Public Information Office, supervising Legislative Aides, enhancing community outreach, improving the city's public image, and strengthening the city's interaction with stakeholders. In my years of municipal government I've obtained experience in multiple departments within the organization.

- ❖ Successfully manage the Mayor and Commission Office, ensuring smooth operations and facilitating effective communication between key stakeholders.
- ❖ Provide oversight to the Public Works Department, Engineering and Construction Services, ensuring efficient and quality project delivery.
- ❖ Oversee the City Clerk's Office, maintaining accurate records and facilitating transparent governance processes.
- ❖ Manage the Public Information Office (PIO) and all aspects of public relations for the city, ensuring effective communication with residents and the media.
- ❖ Assist the City Manager with special projects, contributing to the successful execution of strategic initiatives ensuring their timely and successful completion.
- ❖ Demonstrate proficiency in managing grant reimbursements
- ❖ Coordinate and manage the State of the City Address.
- ❖ Implement comprehensive overhauls of internal operating policies, resulting in improved operational and administrative efficiencies throughout the organization.

EXECUTIVE ADMINISTRATOR TO THE CITY MANAGER
City of Opa-locka FL.

JULY 2013 – OCT 2015

Collaborated with the City Manager to oversee the day-to-day operations of all city departments, ensuring smooth functioning and efficient service delivery. Acted as a reliable gatekeeper, providing effective and productive support to government officials at all levels (City Manager, City Commission, Directors, and residents).

- ❖ Managed and directed the utilization of Community Development Block Grant (CDBG) funding, including project management and grant proposal writing.
- ❖ Co-drafted the Community Challenge Grant, securing a \$1 million planning grant from HUD, which facilitated the update of the City's Comprehensive Plan.
- ❖ Received national recognition from the HUD Secretary for achieving the Community Challenge Grant, working in partnership with a local non-profit organization.
- ❖ Handled confidential matters within the Human Resources Department, ensuring sensitivity and professionalism in dealing with sensitive employee-related issues.
- ❖ Participated on the hiring panel for the City of Opa-locka, contributing to the selection of qualified candidates for various positions within the organization.
- ❖ Assisted the Community Development Department in implementing the Certificate of Use Program, establishing streamlined processes and effective controls that yielded fiscal benefits for the City.

SENIOR SUPERVISOR FISCAL ANALYST (2007-2013)
State of Florida Probation and Parole

JULY 2008 – JUNE 2013

During my tenure, I played a vital role in assisting the State Circuit by recovering and distributing funds that were incorrectly assigned through restitution payments and judgments. I diligently monitored all actions with a fiscal impact on the Circuit, achieving a remarkable success rate of 95.9% throughout my years in the department.

- ❖ Manage and monitor cell phones usage for probation officers
- ❖ Manage and approve travel vouchers for probation officers
- ❖ Part of the Special Recovery Team
- ❖ Implement all Court Orders as assigned by the Judge
- ❖ Provided training within the Circuit
- ❖ Receive and Document all restitution and supervision payments, prepared bank deposits, controlled inventory, and maintained equipment and technology
- ❖ Submit monthly report to my supervisors OP27, OP28, E1.
- ❖ Fingerprint and interview incoming high and medium risk offenders
- ❖ Assisted Officers and supervisors in the Circuit with the COPS report with a proven track record of a 94% decrease on all reports.

EDUCATION / CERTIFICATION

- ❖ **Master's in Public Administration**, Barry University, Miami, Florida (Dec 2020)
- ❖ **Bachelor of Arts in Public Administration**, Florida International University (FIU), Miami, Florida (December, 2011)
- ❖ **Associates of Arts in Public Administration**, Miami Dade College, Miami, Florida (May 2009)
- ❖ **Green Belt**, Six Sigma Project Training

Professional Memberships

- ❖ INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOCIATION (**ICMA**)
- ❖ FLORIDA CITY AND COUNTY MANAGEMENT ASSOCIATION (**FCCMA**)
- ❖ BROWARD COUNTY AND CITY MANAGERS ASSOCIATION (**BCCMA**)
- ❖ NATIONAL INFORMATION OFFICERS ASSOCIATION (**NIOA**)
- ❖ FLORIDA MUNICIPAL COMMUNICATORS ASSOCIATION (**FMCA**)
- ❖ GOVERNMENT SOCIAL MEDIA (**GSMCON**)
- ❖ LOCAL GOVERNMENT HISPANIC NETWORK (**LGHN**)

PROFESSIONAL REFERENCES

Kelvin Baker, Deputy City Manager
City of Miramar
(305)335-9174

Howard Brown, Consultant
Former City Manager
(305)788-9647

Elbert Waters, Consultant
E.L Waters and Company Consulting
(305)-785-9757

Maqsood Mohammad Nasir, PE, City Engineer, CIP Director
City of Lauderdale Lakes
(754)248-1004

Phil Harris, CRA Director
City of Green Acres
(727)-900-1338

Treasa Brown Stubbs, Former City Manager
City of Lauderdale Lakes
(954) 815-3362

Gregory Salters, Former Assistant Police Chief
City of Fort Lauderdale
(954) 214-7960

RON CLARE

From: [Melbourne Beach Finance](#)
To: [Ryan Knight](#)
Subject: FW: Applicant for Interim Town Manager (Florida City Jobs)
Date: Tuesday, August 26, 2025 12:06:58 PM

Jennifer Kerr
Finance Manager
 Town of Melbourne Beach

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

CONFIDENTIALITY NOTICE: This electronic transmission, including any attachments, may contain confidential information that is legally privileged and exempt from disclosure. The information is intended only for the use of the individual or entity named above. If the reader of this message is not the intended recipient or any employee/agent responsible for delivering the message to that recipient, you are hereby notified that any disclosure, dissemination, copying, distribution or the taking of any action in reliance on the contents of this confidential information is strictly prohibited. If you have received this communication in error, please destroy it and immediately notify me at finance@melbournebeachfl.org or (321) 724-5860. Thank you.

From: RON CLARE <rpclare@aol.com>
Sent: Tuesday, August 26, 2025 11:55 AM
To: Melbourne Beach Finance <Finance@melbournebeachfl.org>
Subject: Re: Applicant for Interim Town Manager (Florida City Jobs)

RONALD P. CLARE
 3571 Jute Lane SE

Palm Bay, FL 32903

Phone: (401) 578-3382; Email: rpclare@aol.com

GOAL

To apply my City Management/Human Resources/Labor Relations expertise, leadership and interpersonal skills to move an organizational environment to advanced levels of mission support and improved customer service.

ACCOMPLISHMENTS

As Deputy City Manager of Palm Bay (pop. 115,000), had direct responsibility for HR, IT, Procurement, Finance and Community Development. Also served as a critical problem solver particularly related to creating effective cross-functional work teams. Managed HR staff of 50; served employee populations from 350 to over 13,000; built organizational credibility throughout public sector entities; established cooperative problem solving in the labor/management arena; prudently managed budgets of up to \$5.5 million; increased customer service behaviors; initiated state of the art practices in every environment; established HR in creative problem solving relating to labor/employee relations; successfully negotiated dozens of labor contracts and MOU's to effectively address major issues; overcame intra- and inter- organizational obstacles to establish effective cross-functional teams; coached staff to higher levels of performance.

EXPERIENCE

(6/2024-Present) Board of Directors

Hennegar Performing Arts Center, Inc.

Provide overall Direction of the organization.

(1/2024-2/2024) INTERIM HUMAN RESOURCES DIRECTOR

St. John's County Florida

Assume the Director position to provide transitional leadership; evaluate the existing staff competency and utilization; recommend appropriate organizational structure for the Human Resources Office; transition from a reactive to proactive Business Partner philosophy;

11/2023-6/2023) INTERIM HUMAN RESOURCES DIRECTOR

City of Deerfield Beach, Deerfield Beach, Florida

Assume the Director position to provide transitional leadership pending the appointment of

a permanent Director; Evaluate the existing staff competency and utilization; transition

from a reactive to proactive Business partner philosophy; establish classification structure

to enhance recruitment and retention

(8/2018-6/2019) PRINCIPAL HUMAN RESOURCE CONSULTANT/BUSINESS BUSINESS DEVELOPMENT MANAGER

CPS HR Consulting, Sacramento, California

Increase CPS's presence in Florida; provide consulting services to CPS clients in all areas of HR. Position was ended due to COVID.

(12/2014-11/2019) DEPUTY CITY MANAGER/HUMAN RESOURCES

City of Palm Bay, Florida

Responsible for refocusing Finance, HR, Procurement, Community Services and IT to be more customer service oriented; negotiated contracts for six unions while healing previously strained relationships; maintain the quality of benefit package while controlling city costs; Assist the City Manager in building a high performing management team; saved the City over 2 million dollars through health insurance restructuring and negotiated rates; saved the City millions of future dollars in negotiating pension caps in our defined benefit program; saved the City millions of future dollars by restructuring sick leave payouts for new employees.

(9/2012-present) Owner- Collective Solutions, LLC

Consult regarding employee/labor relations challenges; highly experience former Labor Executive and a highly experienced Human Resources Executive have joined forces to offer our own brand of "interest-based" negotiations and problem solving.

(1/24/2011-6/4/2011) INTERIM HUMAN RESOURCES DIRECTOR

City of Lake Worth, Lake Worth, Florida 33460

Manage and direct all Human Resources functions during a critical financial situation; begin to re-establish constructive labor relations environment; establish Human Resources protocols that were either non-existent or in disarray. Settled 4 EEOC cases pre-hearing, diverted 3 Title VII cases pre-filing, avoided 4 arbitration cases all at costs less than the projected legal costs to the city; established MOU's that facilitated the down-sizing of

approximately 30% of active union position (also avoiding arbitration regarding the layoffs).

(12/5/2005-2/13/2009) DIRECTOR, HUMAN RESOURCES BUREAU

Broward Sheriff's Office, Fort Lauderdale, Fl 33312

Directed HR Bureau of 50 staff and a \$5.5 million budget including selection/assessment, classification/compensation, recruitment, benefits and employee assistance; re-focused the bureau to become more customer-service oriented and user friendly; established an “on demand” testing center increasing the capacity to manage the candidate pool more quickly and conveniently for the candidates; established a new benefits center designed to better protect employee privacy and enhance customer service; established the HR Bureau as a credible partner in achieving the agencies goals and objectives for the 6,300 employees in Law Enforcement, Detention, Fire/Rescue, Community Control and Communications.

(2000-11/2003) DEPUTY PERSONNEL ADMINISTRATOR/ (1986-2000)

CHIEF OF MERIT SELECTION AND CLASSIFICATION

Rhode Island Department of Administration

Office of Personnel Administration, One Capitol Hill, Providence, RI 02909

Serve as Project Manager for the statewide implementation of Oracle-HR; facilitate reengineering of functional roles in adaptation to new technologies; manage and direct all

selection in the State's Classified Service for approximately 1,100 appointments/promotions

per year; **manage and direct all classification/compensation determinations for the**

13,000 classified employees; design and direct a statewide classification/compensation

study aim to eliminate classification bias and create clear career paths; serve as internal

consultant for non-civil service selection and compensation issues.

(11/2003-12/5/2005) LECTURER/CONSULTANT

Keynote speaker; Adjunct Professor-Community College of RI; Consultant to Auto Dealership, RI; Attorney General's Office, various municipalities; IPMA-HR Human Resource Certification reviewer.

(2000-Present) KEYNOTE/MOTIVATIONAL SPEAKER

American Association of State Highway and Transportation Officials-HR Group; Texas Department of Criminal Justice-Skills Conference; International Public Management Association-Human Resources: Eastern Region, Western Region, RI Chapter, Connecticut Chapter, Harrisburg Chapter.

PERSONNEL PSYCHOLOGIST

Rhode Island Department of Administration; Division of Personnel Administration

Responsibilities included development of broadband selection tests, researching alternative performance measurement methodologies, researching selection validity/fairness/access issues; developed and refined statistical methodologies to analyze civil service tests and control for adverse impact.

(1972-1980) ASSOCIATE ADMINISTRATOR

Joseph H. Ladd Center (1200 employee/6 union residential facility for individuals with developmental disabilities.)

Responsible for the Child Development and Educational Division; Labor Relations; Special Projects Director for facility-wide staffing needs analysis to ensure compliance with federal regulations (Title XIX); Served as Labor Relations Officer for the Center, handling all local negotiations, grievance hearings, investigations and arbitration hearings. Brought the Special Education Program into state and federal compliance for the first time in over 75 years; Established an employee accountability system that enabled employees to exercise independent initiative and receive recognition for their achievements.

1971-1972 CLINICAL PSYCHOLOGIST CONSULTANT/ FACULTY

Newport Hospital School of Nursing; Newport, Rhode Island

1969-1970 SCHOOL PSYCHOLOGIST

Newport County Regional Diagnostic Team; Newport, Rhode Island

EDUCATION

Rhode Island College, Providence, Rhode Island

(1976) Certificate of Advanced Graduate Study - Statistics, Counseling Techniques,
Directed

Graduate Research (Organizational Analysis), Personnel Administration,
Supervision, Management

(1972) Master of Arts, School Psychology

(1968) Bachelor of Arts, Psychology/Social Sciences

LEADERSHIP, AWARDS & PROFESSIONAL AFFILIATIONS

Leadership:

(2023) Speaker Florida Government Financial Officers Association: “Embracing Change”

(2007) Panelist Government Finance Officers Association Annual Conference “Hiring GoodStaff in a Sellers’ Market;” Selected to represent the United States and International Public Management Association-Human Resources (IPMA-HR) at the Public Sector People Managers' Association (PPMA) Conference in Brighton, Great Britain

(1998) Named statewide coordinator of Statewide Human Resource Re-engineering effort designed to maximize use of technologies to facilitate implementation of the Oracle HR Enterprise software

(1995) Cited by a Legislative Joint House-Senate Pay Equity Commission for all efforts and accomplishments toward achieving pay equity

(1995) President, International Personnel Management Association (Eastern Region)

(1987-1989) Served as Director of a statewide classification/compensation study of all classified positions designed to replace the then current system with a non-discriminatory point factor system. Resultant data was used to “modernize” many of the state’s classification structures and address compensation inequities.

(1993) Serve as a volunteer consultant restructuring the Federal classification system (O-Net)

Awards:

(2003) Frank H. Densler Award by the International Public Management Association-Human Resources (Eastern Region) For improving the vitality of the Eastern Region of the International Public Management Association-Human Resources and the field of public

human resource administration

(2000) President's Award by the International Public Management Association-Human Resources (Eastern Region) For support and guidance to the Eastern Region President in assisting in the achievement of the goals of her term

(1996) Professional Charles H. Cushman Award by the International Personnel Management Association (Eastern Region) For Contributions to the Field of Public Human Resource Management

Memberships:

Knights of Columbus 3rd Degree Knight

Personnel Research Advisory Committee, Assessment Council, International Personnel Management Association; Rhode Island Psychological Association; Society for Human Resource Management; Kentucky Colonel

Certifications:

International Public Management Association-Human Resources (IPMA-HR); Clinical Psychologist, Rhode Island Department of Health (retired), License No. 86; Professional School Psychologist, Rhode Island Department of Education, Certification No. 043750

-REFERENCE

Gregg Lynk

former City Manager

City of Palm Bay

908-2320-1850

glynk61@gmail.com

On Aug 26, 2025, at 11:30 AM, Melbourne Beach Finance

<Finance@melbournebeachfl.org> wrote:

Good Morning Mr. Clare,

I am unable to open your attachment.

Thank you,

Jennifer Kerr
Finance Manager
 Town of Melbourne Beach

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address

released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

CONFIDENTIALITY NOTICE: This electronic transmission, including any attachments, may contain confidential information that is legally privileged and exempt from disclosure. The information is intended only for the use of the individual or entity named above. If the reader of this message is not the intended recipient or any employee/agent responsible for delivering the message to that recipient, you are hereby notified that any disclosure, dissemination, copying, distribution or the taking of any action in reliance on the contents of this confidential information is strictly prohibited. If you have received this communication in error, please destroy it and immediately notify me at finance@melbournebeachfl.org or (321) 724-5860. Thank you.

From: RON CLARE <rpclare@aol.com>

Sent: Tuesday, August 26, 2025 8:17 AM

To: Melbourne Beach Finance <Finance@melbournebeachfl.org>

Subject: Applicant for Interim Town Manager (Florida City Jobs)

I am available immediately to assume this interim position. I am quite familiar with the Town, having several friends who live there. I have also consulted to the town to investigate a police-related complaint. I have served as a Deputy City Manager for several years in Palm Bay. I have also been hired as an Interim HR Director in several jurisdictions to assess the HR operations for that jurisdiction. My compensation requirements are reasonable and possibly flexible. I am also currently on my community's HOA.

TAYLOR BROWN

September 5, 2025

Mayor Dennington and Members of the Town Commission
Town of Melbourne Beach
507 Ocean Avenue
Melbourne Beach, FL 32951

Dear Mayor Dennington and Commissioners,

I am pleased to submit my application for the position of Interim Town Manager of Melbourne Beach. With more than a decade of municipal leadership experience, including service as City Manager in Trenton, Mary Esther, and Perry, Florida, I have developed the proven ability to manage day-to-day operations, support elected officials, and foster transparent, accountable government during times of transition.

In each of the cities I have managed, I have overseen budgeting, personnel management, and departmental coordination in accordance with Florida statutes and local ordinances. I worked closely with councils and commissions to prepare meeting materials, implement policy decisions, and ensure that staff remained aligned with community priorities. My financial management background includes delivering clear and accurate budget reports, strengthening reserves, and guiding cities through both economic challenges and opportunities.

Equally important, I have placed a strong emphasis on being accessible to residents, maintaining open communication with elected officials, and cultivating teamwork across departments. In past roles, I consistently built trust by being transparent, responsive, and community-focused. I believe Melbourne Beach deserves nothing less from its Interim Manager.

If selected, I would work diligently to ensure operational continuity while supporting the Commission in its long-term leadership transition. I understand the unique needs of a small coastal community, including balancing growth with preservation, managing infrastructure demands, and protecting quality of life for residents.

I would welcome the opportunity to bring stability, experience, and collaborative leadership to Melbourne Beach. Thank you for your consideration, and I look forward to the possibility of serving your community during this important period.

Respectfully,
Taylor Brown

Taylor Troth Brown

513 N. Orange Street, Perry, FL 32347

Mobile: (850) 295-4052

Email: TaylorBrown@hotmail.com

SUMMARY

Over two decades of professional governmental experience at the federal, state, and local levels, with specialized training and expertise in the following fundamental managerial skill areas:

- | | | |
|----------------------------------|-----------------------|-----------------------|
| * Economic Development | * Financial Budgeting | * Urban Redevelopment |
| * Grant Writing & Administration | * Customer Service | * Strategic Planning |
| * Intergovernmental Relations | * Team Building | * Problem Solving |
| * Interpersonal Communication | * Negotiation | * Succession Planning |

A visionary leader dedicated to continual improvement through collaboration and innovation, with a track record of outstanding fiscally-conservative financial management. Motivated by a genuine commitment to improving lives through public service; believes that a healthy community is one that strives to balance the competing needs of all its members, while simultaneously being a responsible steward of its divine natural environment.

RELEVANT LOCAL GOVERNMENT EXPERIENCE

Executive Director, Taylor County Development Authority, Perry, Florida 2023-2024

On August 30, 2023, at 7:45am, major Hurricane Idalia made landfall near Keaton Beach in Taylor County, Florida with maximum sustained winds of 125mph, devastating the entire County, including its county seat of Perry, before moving its way deeper into the surrounding counties of north Florida and south Georgia.

Three weeks later, on September 18, 2023, Taylor County's largest employer, Georgia Pacific announced that it was permanently closing its Foley Cellulose mill in Perry. This action would result in the loss of 525 direct jobs at the mill and approximately 1,500 additional related jobs locally. The Foley mill property represents 28% of Taylor County's entire property tax base.

The following morning, September 19, 2023, the Board of Directors of the Taylor County Development Authority (Economic Development Agency) held an emergency meeting during which I was asked to accept a new role as Executive Director of the Authority in order to help lead the community's initial response to these two devastating events. I agreed to serve in this capacity, at least in the short term, in order to help stabilize the community and the organization.

City Manager, City of Perry, Florida 2018-2023

Pop: 7,067 **Consumer Base:** 26,283+ **Budget:** \$13M **Employees:** 85+ **Size:** 9.3 sq. miles

Well known as the Tree Capital of the South, Perry is located in Taylor County, within the Big Bend region of North Florida. Taylor County (pop 22,277) is characterized by having a large land mass, most of which is either wildlife preserves or forested, together with a long unspoiled natural coastline on the Gulf of Mexico. The City of Perry is the only incorporated municipality within Taylor County, and serves as the County's seat of government as well as the primary center for education, healthcare, transportation, commerce and industry.

Although located in a rural region, Perry is very much a manufacturing city. Anchored by Georgia Pacific's Cellulose plant, the City serves as a hub for the forestry industry and the manufacturing of its related products. SuperPufft Snacks USA, headquartered in Perry, produces snack foods for retailers and national brands and has in recent years grown to be a major employer in the area. Defense contracting, metal fabrication, asphalt production and boat building are also among the mix of manufacturers operating locally.

Duties and Responsibilities as City Manager:

- Chief Executive Officer of a municipal government with 85+ employees and a \$13 million budget. Overall accountability for the following functional areas: Administration, Finance, Human Resources, Community Development, Police, Code Enforcement, Fire Rescue, and Public Works including: Water & Wastewater Utility, Storm Water, Natural Gas, Sanitation, Streets, Parks & Recreation, Community Center & Cemetery.
- Preparation and implementation of the annual operating and capital improvement budgets for the General Fund, Utilities Enterprise Funds, and Community Redevelopment Fund.
- Serve as Community Development Director, Zoning Administrator, Floodplain Manager, and Public Information Officer (PIO).

Significant Achievements:

- New development of a 344-unit apartment project. This is the largest housing development in Taylor County history and the first large-scale multi-family housing development built in over 30 years, aimed to solve an acute workforce housing shortage.
- Construction of a new state of the art \$14M municipal wastewater treatment plant.
- Other new developments including two medical centers, two banks, several restaurants, a hotel, a veterinary clinic, an elementary school, a community college and an assisted living facility to name just a few.
- Regained membership in the Florida League of Cities, thus allowing the city to join the Florida Municipal Insurance Trust (FMIT), which immediately saved the city nearly \$100,000 annually in insurance premiums.
- Partnered with the Florida Gas Utility to institute a natural gas industrial user agreement which added approximately \$150,000 in new annual revenues for the next 30 years.
- Extended natural gas service lines to the Anderson Columbia asphalt plant, thereby adding a new large industrial customer and increasing gas utility revenues accordingly.
- Worked to support the start-up and extensive expansion of the Super-Pufft snack food factory, essentially doubling the manufacturing capacity of the plant, adding millions to the local property tax base and creating over 300 new jobs.
- Facilitated rezoning to allow the former Kmart building to be converted into an industrial warehouse and distribution center.
- Helped lead the community through the first world-wide pandemic in over a century.
- Re-development of severely dilapidated historical buildings on courthouse square.
- Developed a set of City Values to help guide local policy and decision making.
- Conducted a thorough review of existing ordinances, including updates, additions and purge of obsolete laws culminating in a total re-codification of the Code of Ordinances.

- Leased city-owned industrial property, generating \$80,000 in value-added renovations to the existing industrial buildings on site, creating monthly rent revenues and preserving underlying site/property as a prime site for future industrial economic development.
- Purchased electronic mapping software and GPS equipment to build a database and related maps of all city infrastructure, especially related to utilities. This made it possible to inventory the infrastructure, understand where it is located, determine its current condition, predict its expected lifespan and calculate when it will need to be replaced and at what approximate cost. This database enables informed decision-making when planning how future capital expenditures should be made most efficiently.
- Planned and budgeted for the purchase of an Enterprise Resource Planning (ERP) system to replace the antiquated IT system and integrate various new software systems together.
- Instituted flexible work schedules for most staff member positions to increase efficiency, customer service levels, staff morale and retention.
- Overhauled approach to inmate labor, entered into new agreement with FDOC, allowing city staff members to be trained to supervise inmate work squads, saving city money. This change doubled the number of inmate squads, which has allowed for much better service for grounds maintenance at parks, cemetery and roadway right-of-ways.
- Developed a water facilities management/maintenance plan with Florida Rural Water.
- Implemented new garbage trucks able to be operated by a single worker instead of three.
- Established online bill payment option for city utility customers.
- Worked with FDOT for complete repaving of US Highways 19 & 98, including upgrades to the underground stormwater management system and replacement of all railroad tracks and crossings on the main rail line throughout the city.
- Several dilapidated structures demolished and sites cleaned, including multiple private residential houses, two gas stations and even some old city-owned structures.
- Six different brownfield sites identified, tested and remediated.

City Manager, City of Mary Esther, Florida

2016-2017

Pop: 4,289 **Consumer Base:** 27,585+ **Budget:** \$6M **Employees:** 45+ **Size:** 1.5 sq. miles

Historically a recreational waterfront community, Mary Esther is situated along the Gulf of Mexico Coastline in Okaloosa County (pop 201,170), within Northwest Florida's panhandle region and is in the Central Time Zone.

The City of Mary Esther plays host to Hurlburt Field, a military installation of the United States Air Force and home to Headquarters Air Force Special Operations Command (AFSOC), the 1st Special Operations Wing (1 SOW), the USAF Special Operations School (USAFSOS) and the Air Combat Command's (ACC) 505th Command and Control Wing. The installation is nearly 6,700 acres in size and employs 8,751 military personnel. Additionally, the base employs 1,813 civilian personnel, 3,472 private contractors, and houses 9,260 military family members. Together the total impact of the military installation's daily population is 23,296 and when added to the City's residential population, the resulting 27,585 people provides a healthy consumer base for Mary Esther's disproportionately large commercial district.

The City of Mary Esther is adjacent to the City of Fort Walton Beach and the two municipalities share many ties. Fort Walton Beach's Industrial Park is located along its border with Mary Esther, and the Santa Rosa Mall is located on the Mary Esther side of that same border, with both facilities serving the entire region.

Duties and Responsibilities as City Manager:

- Chief Executive Officer of a municipal government with 45+ employees and a \$6 million budget. Overall accountability for the following functional areas: Administration, Finance, Human Resources, Information Technology, Planning & Zoning, Police, Code Enforcement, Fire Rescue, and Public Works including: Water & Wastewater Utility, Storm Water, Sanitation, Streets, Parks & Recreation, Landscaping & Cemetery.
- Preparation and implementation of the annual operating and capital improvement budgets for the General Fund and Utilities Enterprise Fund.
- Serve as Land Development Administrator, Zoning Administrator, and Floodplain Manager, and Public Information Officer (PIO).
- Intergovernmental relations with U.S. Air Force representatives and other governments.

Significant Achievements:

- Navigated the hiring and orderly transition of a new Finance Director to replace the Finance Director who presented me with their letter of resignation as I walked into City Hall on the morning of my first day as City Manager.
- Proposed and presented an Annual Budget that was balanced without the need to divert capital from the City's Reserve Fund. The City had previously been unsustainably balancing its budget by drawing down reserves for approximately eight preceding years.
- Initiated update to the Capital Improvement Plan, and its inclusion in the annual budgeting process, neither of which had been done in several years.
- Oversaw the construction and opening of a new Hampton Inn Hotel, which included 91 guest rooms, conference rooms and other amenities within a four-story building.
- Negotiated an economic development proposal to construct 228 luxury apartments as an in-fill redevelopment at the Santa Rosa Mall as a catalyst to other redevelopment within this large and economically distressed commercial area.
- Completed a long needed sewer line repair which required the directional boring underneath of US Highway 98, without disrupting the 46,000 vehicles passing daily.
- Renewed lease of land on Eglin Air Force Base for the disposal of waste water effluent.
- Implemented much-needed repairs and renovations to the City's Waste Water Treatment Plant that effectively doubled its treatment capacity.
- Investigated other long-standing operational issues at the City's wastewater treatment plant, developed a plan to solve several systemic problems and to return the plant to a fully functional and financially efficient operation for the first time in many years.
- Formed a Personnel Committee consisting of staff members from all City Departments to address a long overdue update to the Personnel Manual and compensation package.

- Created a Grants Committee of four existing staff members to collaborate in the identification and pursuit of grant funding opportunities for all departments.
- Wrote and received an \$18,000 grant to update the Coastal Management Element of the Comprehensive Plan to comply with current State Law.

City Manager, City of Trenton, Florida

2010-2015

Pop: 2,089 **Consumer Base:** 17,199 **Budget:** \$2.5M **Employees:** 25+ **Size:** 2.6 sq. miles

Historically a turn of the century railroad city, Trenton is located in North Central Florida in Gilchrist County (pop 17,199). Trenton serves as the Gilchrist County seat of government, and is also a hub for education, healthcare, commerce and industry. The City is part of the Alachua/Gilchrist MSA, with many ties to the greater Gainesville community located 25 miles to the east of Trenton.

Duties and Responsibilities as City Manager:

- Chief Executive Officer of a municipal government with overall accountability for the following functional areas: Administration, Finance, Human Resources, Information Technology, Planning & Zoning, Community Redevelopment Agency (CRA), Police, Code Enforcement, Fire, Public Works including: Water & Wastewater, Storm Water, Sanitation, Streets, Parks & Recreation, Landscaping, Community Center & Cemetery.
- Preparation and implementation of the annual operating and capital improvement budgets for the General Fund, Utilities Enterprise Fund, and the CRA Fund.
- Serve as Executive Director of the Community Redevelopment Agency.
- Serve as Land Development Administrator, Zoning Administrator, Floodplain Manager, and Emergency Management Liaison.
- Serve as Public Information Officer, especially during times of emergency/crisis, including appearances on television and radio, interviews with print and digital media as well as preparation of press releases.

Significant Achievements:

- Built Reserve Fund from \$5,000 to \$1,300,000 (=7 months operating costs), during the Great Recession with a millage rate of 3.0, without any layoffs or reductions in services.
- Economic Development efforts produced job growth equivalent to over five percent of the City's population and saw the first new building built on Main Street in decades.
- Envisioned and implemented an aesthetic theme to the City. Developed Design Guide.
- Developed McDonald's/Family Dollar combination site, only second one in the USA.
- Developed Walmart Neighborhood Market, one of the first three to be built in Florida.
- Investigated long standing operational issues at the City's wastewater treatment plant, developed a plan to solve several systemic problems and return the plant to a fully functional and financially efficient operation for the first time in many years.
- Constructed a new Water Treatment Plant using CDBG grant funds.

- Received a “perfect” (No Findings) Audit Report for FY13. This had not been achieved previously by the City in any recent history. We repeated it again for FY14.
- Repaired strained relationship between the City and Gilchrist County, then renegotiated our inter-local agreements for Animal Control and Fire Service, both in the City’s favor.
- Partnered with County Administration, Sheriff’s Office, County Clerk of Court, and all County Constitutional Officers to develop a centralized Public Records Storage Facility.
- Condensed over 40 years of public records in accordance with Florida State standards.
- Renovated approximately 80% of all City-owned buildings.
- Made City’s first purchase of brand new vehicles in over 2 decades and paid in cash.
- Completely revamped the Trenton Police Department.
 - Moved into a newly renovated building adjacent to City Hall.
 - Replaced the entire fleet of Police Cars.
 - Upgraded the Police report writing software and enabled the use of in-car laptops.
- Launched the City’s Annual Quilt Festival into its own 501c3 organization, leading to Trenton becoming the home base for the Florida Quilt Trail and Quilt Museum.
- Settled outstanding FEMA grant financial issues remaining from the 2004/05 hurricanes.
- Completely overhauled Utilities Billing system, added ability to accept online payments.
- Reduced average age of City’s computer terminals from 7 years to 1.5 years.
- Recommended the City withdraw from Nature Coast Regional Water Authority.
- Suspecting malfeasance, in mid-2012, I recommended the City withdraw from North Florida Broadband Authority. Less than two years later, the Authority was defunct.
- List of Grants received for the City of Trenton:
 - 2 FRDAP grants for parks & recreation enhancements.
 - SRWMD “River” Grant for wastewater lift station rehabilitation.
 - FDEP Brownfield clean-up grant for old Colt’s Gas Station.
 - 2 Community Development Block Grants (\$650,000 each)
 - 3 Edward Byrne Memorial Justice Assistance Grants.
 - 5 FDLE grants for purchases of police equipment.
 - Firehouse Subs Foundation grant for vehicle extrication equipment.
 - Workforce Training grant for professional development of all staff members.

Planning Director & Zoning Administrator, Gilchrist County, Florida **2007-2010**
Pop: 17,199 **Consumer Base:** 17,199 **Budget:** \$369K **Employees:** 5+ **Size:** 355 sq. miles

Gilchrist County is located in the heart of the Pure Water Wilderness of North Central Florida. With the historic Suwannee River forming its entire eastern boundary and the crystal-clear waters of the Santa Fe River forming its northern boundary, Gilchrist County’s 355 square miles are nestled amongst the highest concentration of natural springs in the world. These pristine natural water resources make most of Gilchrist County an environmentally sensitive area and add an additional layer of complexity to land use policy and decision making.

Duties and Responsibilities as Planning Director & Zoning Administrator:

- Administration of Planning & Development Division; staff supervision.
- Serve as County Zoning Administrator & Floodplain Manager.
- Interpret and keep current the County Comprehensive Plan & Land Development Code.
- Oversight of Development Review Process, Current & Long Range Planning.

Significant Achievements:

- Conducted an extensive public process to update the Countywide Vision, including all municipalities, School Board, Chamber of Commerce, County Planning Commission, Agricultural Extension Office, Florida Dept. of Transportation, & the Forestry Industry.
- Streamlined the Development Review permitting process from 3 months to 3 weeks for the vast majority of development applications.
- Instituted a complete overhaul of the record keeping system to store all property records according to parcel identification number rather than by action type. This allowed all information pertaining to any given parcel to be easily retrieved in a single file folder showing all actions that had been taken in respect to the parcel over its entire history.
- Enhanced the use of information technology by requiring the digitization of all records including graphics, and implemented the use of online forms and permit applications.
- Personally oversaw the development review process of several large and very controversial and environmentally-sensitive development proposals including:
 - Oak Tree Landing Airport “Fly-In” Residential/Mixed-Use Community.
 - Required a Major Comprehensive Plan Amendment creating a new land use designation of “Rural Florida Destination Village.”
 - The 816 acre development included an airport & paved runway, a village center consisting of 75,000 sq. ft. of commercial space along with 75,000 sq. ft. of lodging, a church, a theatre, a fine arts school, 650 residential units, an 18-hole golf course, driving range, clubhouse, fitness and tennis center, vineyard & winery, agricultural support buildings, equestrian center & stables, and pedestrian, equestrian and golf cart trail systems.
 - Blue Springs Natural Spring Water Bottling Facility.
 - 2 Industrial Forestry Products Mulching Mills.
 - Piedmont Farms Rotational Commercial Dairy.

Planner, Arlington County, Virginia

2001-2002

Pop: 229,302 **Consumer Base:** 749,000 **Budget:** \$212K **Employees:** 6+ **Size:** 26 sq. miles

Although technically a county, Arlington functions more as the second-largest principal city of the Washington, DC metropolitan area. If it were incorporated as a municipality, its population of 229,302 would make it the fourth-largest city in the Commonwealth of Virginia. Due to the County's location along the southern banks of the Potomac River and its close proximity to downtown Washington, D.C., Arlington is headquarters to many departments and agencies of the federal government of the United States, including the Department of Defense at the Pentagon, Drug Enforcement Administration, Transportation Security Administration, and Defense Advanced Research Projects Agency among others. It is also home to the Ronald Reagan

Washington National Airport. The many federal agencies, government contractors, and related service industries contribute to Arlington's stable economy. It is the highest-income county in the United States by median family income. Arlington is also the location of national memorials and museums, including Arlington National Cemetery and its Tomb of the Unknown Soldier, the Pentagon Memorial, the Iwo Jima Marine Corps War Memorial, and the Air Force Memorial.

Duties and Responsibilities as Planner:

- Intergovernmental Coordination of Redevelopment Review Process.
- Negotiation of complex land use development agreements between developers and elected officials, and coordination with various governmental staff, Federal and State agencies, U.S. Military, railroad companies, Subway Transit Authority (WMATA), utility companies, Airport Authority, neighborhood associations, homeowner associations, and special interest groups.
- Advised Elected County Board on planning and zoning policy issues as needed.

Significant Achievements:

- Participated in the comprehensive planning of the Columbia Pike Initiative, a large-scale revitalization plan of a three-mile long corridor spanning the County.
- Arlington is a recognized leader in the practice of Transit-Oriented-Development (TOD). I worked on several TOD redevelopment projects along the Rosslyn-Ballston Metro rail corridor. During this time, Arlington was awarded the National Award for Smart Growth Achievement for "Overall Excellence in Smart Growth" by the U.S. Environmental Protection Agency (EPA). The Overall Excellence Award is the highest national honor bestowed by the EPA, and this was the first time it was ever awarded.
- Participated on staff level task force considering enhanced homeland security through planning in the aftermath of the terrorist attack on the Pentagon on September 11, 2001.

Community & Economic Development Planner, Town of Warrenton, VA 1999-2001
Pop: 9,907 **Consumer Base:** 67,207 **Budget:** \$449K **Employees:** 5+ **Size:** 4.5 sq. miles

Dating from the 1700's, Warrenton is an historic gem of a town located in Virginia's Piedmont region. Already steeped in American and Virginian history, its geographic location in between the Civil War capital cities of Washington and Richmond forced it to play an important role during that period of conflict. The Town is proud of its history and has gone to great lengths to both preserve and leverage it. It's entire Historic District is listed on the National Register of Historic Places. For nearly a century, Warrenton has been home to the Virginia Gold Cup Steeplechasing Classic, a countryside horse race which now draws over 50,000 spectators annually. Warrenton serves as the county seat for Fauquier County (Pop. 67,207), as well as its educational, cultural and commercial center. In modern times, the town's geographic location has again proven to be militarily strategic. Nestled as it is in the foothills of the Blue Ridge Mountains, the area is exceptionally well suited to sending and receiving radio signals across vast distances. As such, in 1951, the U.S. government established the Warrenton Training Center, a classified Central Intelligence Agency (CIA) communications and signals intelligence facility and underground relocation bunker that serves U.S. continuity of government operations.

purposes, used by various federal departments and agencies, including the CIA, National Security Agency (NSA), and the Departments of Defense and State.

Duties and Responsibilities as Community & Economic Development Planner:

- Development Review.
- Project management.
- Tourism marketing (Steeplechase Horse Racing, Civil War & Heritage tours, Vineyards/Wineries, mountain adventures, hot air ballooning, fall foliage.)
- Executed grant writing and administration.
- Promoted Municipally-owned Office/Industrial Park.
- Supervised zoning inspectors, administrative and technical staff.
- Provided staff support to the Planning Commission, Architectural Review Board (Historic District), and Board of Zoning Appeals, as well as to the Town Council, as needed.

Significant Achievements:

- Supervised replacement of all sidewalks along historic Main Street with brick pavers.
- Quadrupled the size of the Warrenton Farmer's Market, through branding, logo development and marketing plan.
- Assisted in the establishment of the Mosby Museum at the historic Brentmoor Estate and secured grant funding for its preliminary site design and development.
- Participated in the conceptualization, planning and site selection for the development of the Warrenton Aquatic Recreation Facility (WARF) and a new Warrenton Police Station.
- Spearheaded building recovery efforts after the region experienced a severe outbreak of tornados and the Town endured a major hailstorm that occurred on September 24, 2001.
- Established Historic Preservation Reference Library, open to the public at Town Hall.
- Coordinated participation in a regional information kiosk program with Fairfax County.
- Implemented ability to access and complete some permitting processes via the internet.
- Completely overhauled the Town's Website.

OTHER PROFESSIONAL EXPERIENCE

Real Estate Broker, Bosshardt Realty Services, Inc., Gainesville, FL 2005-2007

Real Estate Broker, Long & Foster Realtors®, Georgetown, Washington, DC 2003-2005

Assisted clients in the buying, marketing, selling, leasing, investing, exchange and development of property in the Washington, DC and Gainesville, FL metropolitan areas.

Graduate\Research Assistant, University of Maryland, College Park, MD 1999-2000

Administration of USAID grant for U.S./Russian Urban Planning Professorial Exchange. Coordinated efforts between the World Bank, the Woodrow Wilson Center, St. Petersburg (Russia) State University & the University of Maryland's School of Architecture, Planning & Preservation.

Legislative Assistant, Arizona Legislature, House of Representatives, Phoenix, AZ 1996-1997

Served as a legislative liaison between various State government officials, lobbyists, the media and the general public. Worked as dais staff on the House Floor during Legislative Sessions.

EDUCATION

University of Maryland, College Park, MD Master of Community Planning Program

Completed one year of a two-year Master's program in Community Planning.

Arizona State University, Tempe, AZ Interdisciplinary Bachelor's Degree

Urban Planning & Communication, Magna Cum Laude

Overall GPA: 3.63 Major GPA: 4.0

Regents Leadership Scholar

Elected by a population of over 55,000 students to serve as one of 22 Student Government Senators.

PROFESSIONAL AFFILIATIONS

- International City/County Management Association (ICMA)
- Florida City/County Management Association (FCCMA)
- Florida Economic Development Council (FEDC)
- North Florida Economic Development Partnership
 - Graduate of the North Florida Economic Development Academy (EDA)
- American Planning Association, Florida Chapter
- Florida League of Cities

Reference First Name	Reference Last Name	Current Email Address	Cell Phone Number
Alan	Hall	alanhall@fairpoint.net	850-843-3418
Shirlie	Hampton	shampton0714@gmail.com	850-672-3543
Wallace	Holmes	holmesw32347@yahoo.com	850-843-2307
Ray	Curtis	ray@thecurtislawfirm.com	850-838-6829
LaWanda	Pemberton	lawanda.pemberton@icloud.com	850-843-5381
Dawn	Perez	dawntaylor529@gmail.com	850-843-0992
Chester	McAfee	chestermcafee@yahoo.com	850-843-0545
Jerrold	Lee	jlee@cityofliveoak.org	386-854-5122
Elton	Carraway	eltoncarraway@yahoo.com	850-545-5617

Reference Type -				
Business Number	City	State	Former/Current	Type of Reference
850-584-8919	Perry	FL	Former	Manager (Supervisor, Boss)
	Perry	FL	Former	Manager (Supervisor, Boss)
	Perry	FL	Former	Manager (Supervisor, Boss)
850-584-5299	Perry	FL	Former	Coworker
850-838-3500	Perry	FL	Former	Peer (or Colleague)
850-584-5366	Perry	FL	Former	Peer (or Colleague)
	Perry	FL	Former	Subordinate (or Direct Report
	Live Oak	FL	Former	Subordinate (or Direct Report
	Perry	FL	Former	Subordinate (or Direct Report

Worked together from (ex. Oct 2001-Jan 2019) Worked together to (ex. Oct 2001-Jan-2020)	Reference's job title when working together	Company Name
September 2018 to February 2024	Mayor 2018-2022	City of Perry
September 2018 to February 2023	Mayor 2022-2023	City of Perry
September 2023 to May 2024	Chairman, Board of Directors	Taylor County Develop
September 2018 to May 2024	City Attorney, TCDA Attorney	City of Perry, TCDA
September 2018 to May 2024	County Administrator	Taylor County, TCDA
September 2018 to May 2024	Executive Director	Taylor County Chambe
September 2018 to February 2023	Public Works Director	City of Perry
September 2018 to February 2023	Water Superintendent	City of Perry
September 2018 to February 2023	Fire Captain	City of Perry

Additional Info Recruiter Might Need to Know

ment Authority (TCDA)

r of Commerce

THEO MELANCON

Theogene (Theo) Melancon

J.D., M.P.A., ICMA-CM

1741 Cypress Meadows Drive, Dickinson, TX 77539

Phone: (337) 849-7745 E-Mail: Theogene.melancon@gmail.com
[linkedin.com/in/theogenemelancon/](https://www.linkedin.com/in/theogenemelancon/)

September 3, 2025

Dear Mayor and Members of Council:

I am writing to express my interest in serving as Interim Town Manager for the Town of Melbourne Beach. With over a decade of experience in local government leadership, I bring the skills, adaptability, and steady leadership required to guide the Town through this period of transition.

My career has been defined by managing complex municipal operations, developing balanced budgets, overseeing public safety and infrastructure departments, and building strong relationships with elected officials, staff, and residents. I have successfully led communities through transitional phases, ensuring continuity of services while laying the groundwork for long-term leadership. In prior roles, I provided monthly budget reporting to governing boards, implemented Commission policy direction, and held contractors and staff accountable to deliver projects on time and within budget.

I understand the responsibility of an interim manager: to ensure smooth day-to-day operations, provide trusted advice to the Commission, and maintain transparency and accountability with the community while preparing the organization for a permanent successor.

I have visited Melbourne Beach and appreciate its unique coastal character and engaged community. I would be honored to contribute my expertise in public administration and my collaborative leadership style to help the Town maintain stability during this transition.

Thank you for considering my application. I look forward to the opportunity to discuss how I can serve the Town of Melbourne Beach as Interim Town Manager.

Warm regards,



Theo Melancon

Theogene (Theo) Melancon

J.D., M.P.A., ICMA-CM

1741 Cypress Meadows Drive, Dickinson, TX 77539

Phone: (337) 849-7745 E-Mail: Theogene.melancon@gmail.com

[linkedin.com/in/theogenemelancon/](https://www.linkedin.com/in/theogenemelancon/)

Selected Achievements

- Negotiated Development and Strategic Partnership Agreements with multiple master planned communities totaling 9,000 acres of development
 - This includes over 20,000 new housing units with mixed use and commercial power centers
- Recognized Best Practices Leader
 - 2024 Project of the Year (American Public Works Association - Texas Chapter)
 - 2024 Impact Award (Texas Municipal Human Resources Association)
 - 2020 Community of the Year (American Planning Association - Texas Chapter)
 - 2020 Distinguished Budget Presentation Award (Government Finance Officers)
 - 2019 Sustainable City of the Year (Texas Masonry Council)
 - 2019 Award of Excellence for ISO Class 2 Attainment (State Fire Marshal's Office)
 - 2019 Scenic City Recognized Status (Scenic City Texas)

Experience

Independent Consultant/Interim Services

February 2025 - Present

Certified Public Manager Lecturer - Stephen F. Austin State University

Manager in Partnership - Stephen F. Austin State University

- Providing cities with consulting services regarding: Human Resources, Finance, Economic Development, Executive Leadership and Recruitment
- Training current city administrators on topics regarding: Human Resources Law, Organizational Communication, Program Evaluation, and Public Budgeting

City Manager – City of Dickinson, Texas

July 2021 - February 2025

Chief Executive Officer - Dickinson Economic Development Corp.

Executive Director - Dickinson Management District

- Established the city's first in-house Legal, IT, HR, and Communications departments
- Rebranded the city with establishment of new logo, website, resident portals, and agenda management
- Initiated the city's first Unified Development Code, Master Parks Plan, Thoroughfare/Corridor Plans
- Established Tax Increment Reinvestment Zones for downtown and interstate corridor redevelopment
- Negotiated development agreement for \$87 million mixed-use development including event center, hotel, restaurants, and office space totaling over 300,000 sq. ft. of development
- Attracted corporate headquarters to spur downtown redevelopment
- Awarded over \$100 million in funding for transportation and stormwater improvements
- Planned, designed, and began construction on 3.2 mile, \$49 million diversionary canal project

City Manager – City of Dayton, Texas

July 2017 - July 2021

- Initiated the city's first Downtown Revitalization Plan, Unified Development Code, and master plans
- Established the city's first IT, Communications, and GIS departments
- Established 2,640 acre Tax Increment Reinvestment Zone, encompassing a 1,050 acre master planned rail-served industrial/logistics park, 115 acre mixed use development, and regional facilities
 - Negotiated \$107 million finance plan with developer for local and regional infrastructure

- Awarded \$4.8 million Economic Development Administration grant for extension of utilities to Phase I of the industrial/logistics park
- Coordinated construction of \$55 million highway grade-separation project
- Spearheaded \$14 million, 70-mile fiber-to-the-home network as a municipal utility
- Negotiated Development Agreement for 300 acre rail-served industrial park
- Completed \$9.2 million Public Safety Complex and \$2.4 million Youth Sports Complex
- Awarded over \$80 million in grant funding for transportation and utility improvements

City Manager – City of Gladewater, Texas

Feb. 2016 - July 2017

- Established city's first certificate of occupancy ordinances to raise standards of living
- Enhanced downtown preservation standards regarding architectural regulations
- Completed \$5.5 million in water and wastewater improvements

City Administrator – City of Eldorado, Texas

May 2013 – Feb. 2016

- Replaced utility lines using data analytics, decreasing work orders by nearly 40%
- Migrated finance and utility billing functions into a cloud-based ERP

Presentations, Publications and Public Speaking Engagements

- “How a Texas Town Is Building the City of the Future by Going Vertical,” ESRI Blog. January 2025.
- “Developing a Downtown,” ESRI Planning Directors’ Summit. November 2024.
- “Planning for the Future in a Small Town,” Reinventing Planning Podcast. September 2023
- “Historical Leadership Lessons,” ICMA Mountain Plains Regional Conference. 2022.
- “ArcGIS Urban: A Use Case Scenario & Future of City Planning,” Texas APA Conference. 2022.
- “Irrigating Digital Deserts: The Dayton Experience,” H-GAC Workshop. 2021.
- “The Coming Wave: Dayton Joining the Houston Metro Conversation,” H-GAC Workshop. 2020.
- “Informing the Physical Environment from the Street,” Texas APA Conference. 2018.
- Stephen F. Austin State University – Lecturer in Certified Public Manager Program (CPM)

Education

Louisiana State University	Juris Doctorate/D.C.L./M.P.A.
University of Louisiana at Lafayette	B.A. – History
University of Virginia - Darden School of Business	Senior Executive Institute
International City/County Management Association	Credentialed Manager
International City/County Management Association	Gettysburg Leadership Institute
International City/County Management Association	Master Certificate - Leadership

Other Relevant Experience

Louisiana State University - Management Analyst (2012-2013)
 State of Louisiana - Law Clerk/Management Analyst (2010-2012)
 Stephen F. Austin State University – Lecturer in Certified Public Manager Program (CPM) (2025–Present)
 Stephen F. Austin State University - Manager in Partnership (2025-Present)
 Concho Valley Council of Government - Solid Waste Advisory Member (2013-2016)
 Schleicher County Hospital District - Board Member (2014-2016)
 Dickinson Bayou Watershed Steering Committee Member (2021-2025)
 Gulf Coast Transit District Board Member (2021-2025)
 Bay Area Houston Economic Partnership Member (2021-2025)