

AGENDA

CITY OF ARCHER
16870 SW 134TH AVENUE
P.O. BOX 39
ARCHER, FL 32618-0039

January 18, 2018

6:00 P.M.

SPECIAL CITY
COMMISSION MEETING

ARCHER CITY HALL

CALL TO ORDER

PRAYER

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

I. Public Comment Period

As part of the Commission's public outreach we invite Archer residents and the members of the public to share their thoughts, suggestions and concerns at designated times during Commission meetings. Each person is allotted the maximum time of 3 minutes to ensure everyone has an opportunity to be heard and responded to we ask that you adhere to the following guidelines:

- Please state your full name (or first name if you prefer) and state whether or not you reside within the city limits.
- Please state your question, comment or concern in as few words as possible.
- Please try to make it clear what information you want or what problem you want solved so that the Commission can accurately respond to your request.
- Please be courteous of others and refrain from using language that would be considered insulting, offensive, or insensitive.

Thank you for your cooperation.

The Commission is here to serve you.

II. New Business

- A. Acceptance of the City Manager's Formal Resignation
- B. Assistance from ICMA for City Manager Selection
- C. Selection Process for City Manager
- D. Selection of an Interim City Manager

III. Public Comment Period

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IV. Adjournment

RODNEY D. LUCAS

605 Rising Sun Circle, Mascotte, Florida 34753, (352) 449-2353, e-mail: rodneylucas27@gmail.com

QUALIFICATION SUMMARY

Strong work ethic, knowledgeable of day to day city operations, consecutive work experience with three City Manager's offices over past ten years, held top management roles. Progressive management style to manage small to middle size cities. Fifteen years of entrepreneurial (For-Profit) experience as business owner and five years of city economic and redevelopment experience with varies cities in Missouri, Kansas, Nevada and Florida.

- City Budget and Audit Experience
- Contract Negotiation & Management
- Marketing/Trends/Sales Analyses
- Catastrophe and FEMA Training
- Quality & Performance Improvement
- Staff Training, Leadership & Develop.
- Cost Containment & Profit Growth
- Economic and Redevelopment
- Corporate & Government Liaison
- Risk Management
- Finance and Investment
- Public, Private, Partnership

PROFESSIONAL EXPERIENCES

CITY OF GROVELAND, FLORIDA

06/14-12/17

***Interim City Manager*, City Manager's Office (12/16 – 12/17)**

Managed the day to day operations of the City with a population of 15,205 with 121 employees and operating budget of \$34 million. Served as Public Information Officer, set city priorities through City Council retreat using strategic planning and performance measurements.

***Interim Director*, Community Development Department (03/16 - 12/16)** (formerly Assistant Director, 6/14 - 3/16) As director, oversaw Building Department, Planning and Zoning Division Economic Development, Community Redevelopment Agency (CRA), CDBG Grant, Housing Initiatives and Code Enforcement Division. Managed a staff of six and new TRAKiT software.

***CRA Liaison*, (6/14 – 12/17)** Set monthly agenda and managed CRA budget of \$760,248 and website. Oversaw Community Redevelopment Agency (CRA) day to day operation for redevelopment, events promoting downtown and businesses located within in the CRA district.

***Project Manager*, (6/14 – 12/17)** Managed \$650,000 Florida Department of Economic Opportunity (DEO) Small Cities Grant through the Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) program. Orchestrated City inter-local agreement with Lake County, Florida to provide Home Investment Partnership (HOME) Program to city residents.

***Economic Development Manager*, (6/14 - 10/16)** Coordinated, directed, and implemented programs and projects that support commercial, office, and industrial development based on workforce domestic and international and small business development initiatives. Expanded 10 businesses through economic development incentives increasing business property value in the amount of \$14,403,280 in real estate tax income. Managed full grant cycle and application funding process for the city's entitlement grants. Established effective working relationships with public, public officials and other agencies.

AAA INSURANCE CLUB, MISSOURI/KANSAS OFFICES 01/14-06/14

Agent/Field Underwriter/Risk Manager, Independence, MO/Overland Park, KS

Prepared insurance quotes for auto, home, health and life policies. Solicit converting customers to our policies. Called policyholders to deliver and explain policy. Analyzed insurance program and make suggestions on what to add or change, or to change beneficiaries.

CITY OF KANSAS CITY, MISSOURI 11/11-01/14

Customer Service Specialist, City Manager's Office 3-1-1 Action Center

Recruited by the City Manager to work in the the 311 Action Center. Field citizens inquiries and request for city services in the City's call center. Manage responses, investigate, and follow-up on services rendered through citizens on a daily basis. Work with all departments on the delivery of services based on customer survey responses from citizens.

CITY OF GLADSTONE, MISSOURI 08/11-05/12

Management Intern, City Manager's Office

Recruited by the City Manager to fill the Management Intern position. Researched high-level issues of concern as they arised through special project assignments. Participated with the City Manager on budget, capital improvements, management team and city council meetings.

CLEAN SITE OF KANSAS CITY, MISSOURI 05/96-08/11

Owner and President

Started a consultant, construction cleaning and janitorial company from inception. Grew revenues to \$40,000 a month. Managed as many as 50 staff and an operational budget of \$500,000. Presented financial reports to outside agencies, governmental officials, and financial lenders. Skilled problem solver and thorough decision maker. Solid accomplishments in corporate revenue and profit performance.

STATE OF MISSOURI, JEFFERSON CITY, MISSOURI 10/95-05/96

Minority and Women-Owned Business Certification Coordinator

Recruited by the Office of Administration under the Governor's Office to start, develop and manage a statewide minority and women-owned business enterprise certification program for 12,000 businesses state wide to receive state contracts. Started division from inception, managed a staff of 4 employees. Oversaw (4) locations throughout the State of Missouri.

CITY OF LAS VEGAS, NEVADA 08/93-10/95

Neighborhood Services Coordinator

Recruited by the Economic Development staff to manage the HUD Technical Assistance Grant to rebuild the Westside of Las Vegas destroyed by the Rodney King Riots. Established and managed \$250,000 revolving line of credit program for an acquisition, rehab, resale project to establish a community self-sufficiency housing/jobs program. On the recruitment team that brought investors i.e. Magic Johnson, Sugar Ray Leonard and Andre Agassi to the Westside of Las Vegas.

UNIFIED GOVERNMENT OF WYANDOTTE COUNTY, KANSAS 04/92-08/93

Program Manager

Developed from scratch a HUD funded grant to increase home ownership throughout the City of Kansas City, Kansas. Managed the downpayment assistance grant of \$300,000 and leveraged \$1.2 million in first mortgages from private financial institutions to assist over 25 families.

Started the first-time home-buyers program for low to moderate income families. Received Regional and National recognition by HUD for Community Housing Investment Partnership (C.H.I.P. program).

CITY OF GLADSTONE, MISSOURI

08/91-04/92

Intern

Worked with Economic Development Manager and produced several research reports for Master Thesis on local businesses impact from rapid big business growth within the City of Gladstone.

EDUCATION

University of Missouri at Kansas City (UMKC), Kansas City, Missouri

MPA - Non-Profit Management, 20 + hours towards MBA – Entrepreneurship, 2009

Park University (Formerly Park College), Parkville, Missouri

MPA – Public Management, 1992 and BA – Finance, 1987

MILITARY SERVICE

- Honorable Discharge, United States Marine Corps, Reservist (1984-1990)

PROFESSIONAL AFFILIATIONS/CERTIFICATIONS

- Member, International City/County Management Association (ICMA)
- Member, Florida City County Management Association (FCCMA)
- Member, Florida Redevelopment Association
- Enrolled in Florida Redevelopment Association (FRA) Certification - CRA Administrator
- Received Certified Public Manager Certification, Florida State University, 8/2016

HOBBIES AND INTERESTS

- Restore classic vehicles
- Collector of rare and fine items
- Playing racquetball and golf

VOLUNTEER AND SERVICE WORK

- Board of Director for the South Lake Chamber of Commerce
- Committee Member on the South Lake Chamber of Commerce, Economic Development Policy Committee
- Member of the Lake County Economic Development Advisory Board

(REFERENCES FURNISHED UPON REQUEST)

JOSEPH HELFENBERGER

4816 Riverwalk Drive • St. Cloud, Florida 34771

641-954-2130 • joe.a.helfenberger@gmail.com

Highlights of Qualifications

Strong negotiator with 32 years of experience in local city management developing new business opportunities, leading city staff and collaborating with key stakeholders, implementing cost-effective measures for long-term financial success and introducing sustainability measures to improve quality of life

Professional Experience

City Manager: City of St. Cloud, Florida (Nov., 2015 – July, 2017)

St. Cloud is located in Central Florida and has a population of 43,000 people. The total budget is \$137 million. There are 500 employees.

- Secured agreement for construction of 15-story mixed-use building in downtown along with restoration of two historic hotels.
- Worked with lobbyist to secure remaining \$9.5 million to complete Florida Turnpike Interchange
- Eliminated \$5 million deficit in City Budget with no ad valorem tax increase
- Shortened development permitting process from six months to two months
- Rebuilt Planning and Building Departments to handle 100% increase in their workloads
- Secured ½ step improvement in City's bond rating
- Obtained FAA approval for seaplane airport.
- Planned for reconstruction of downtown in four phases with historic brick, pedestrian mall, Centennial Plaza, decorative street lighting, and extensive landscaping.
- Automated building permitting process.
- Moved to self-insurance for workers' compensation and health insurance saving 20%
- Added the New Years' Eve Annual Celebration, drew 5,000 first year
- Held monthly press conferences to increase transparency and City image.

City Administrator: City of Ottumwa, Iowa (Feb., 2008 – Oct., 2015)

Ottumwa is located in Southeast Iowa with a population of 25,000 people and is a commercial hub for 150,000 people. The total budget is about \$80 million with over 230 employees.

- One of the longest time frames granted in U.S. history, I bargained a 25-year sewer separation mandate agreement with the Iowa DNR for \$160 million. Managed projects for sewer, storm, bridge, and street, costing \$77 million, with 76% grant funding
- Directed major flooding crisis in June of 2008 with the outcome of zero residential flooding. Collaborated with emergency government director to secure National Guard units and raise community support, including voluntary labor and \$30,000 of donations
- As a result of the flooding crisis, I led the creation of a plan for major reconstruction of city streets, bridges, levees, sanitary and storm sewer systems.
- Led staff and consultants to pursue grants for sewer and flood projects, resulting in over \$47 million grant funding, dedicated for reconstruction.
- Strong, persistent negotiations, resulting in major retail establishments, such as Kohl's, Culvers and Hampton Inn
- Managed \$59 to \$80 million in annual expenditures and implemented cost-savings initiatives, such as a contract for city golf course management, saving an average of \$100,000 annually
- Lead the development of new management to Civic Center, saving city over \$150,000 annually
- Negotiated new agreements with Dr. Pepper/Snapple for future company development and retention of 220 jobs

Village Administrator: Hobart, Wisconsin (July, 1997-Feb., 2008) pop. 8,599

Hobart is located in Northeast Wisconsin on the Western border of Green Bay and entirely within the Oneida Tribe of Indians of Wisconsin Reservation. Premium housing with 27-hole and 18-hole golf courses.

- Created the SE Industrial Park and planned the 350-acre Centennial Centre Business Park, financed by TIF
- Negotiated with state legislators, former Governor Doyle, Oneida Tribe and the surrounding municipalities, to change Hobart from a town to its current village status, Standard & Poors AA+ bond rating, one of the highest in the state
- Created the first-ever service payment agreement with the Oneidas for tribal tax-exempt properties
- Created the Hobart Police Department and the Hobart Municipal Court, negotiating shared services with Lawrence, WI
- Rescued a Hobart Class A trout stream by mandating Green Bay airport to pipe harmful ethylene glycol to the Hobart sewage treatment system. Sensitive Oneida tribal negotiations performed on the project by fostering mutual trust.

Village Administrator: Pulaski, Wisconsin (Jan., 1990 to July, 1997) pop. 3,548

Pulaski is located in Northeast Wisconsin 15 miles northwest of Green Bay. The population is about 3,600 people. The largest event is the Annual Polka Days Festival, which draws from across the country.

- Sold city-owned residential and industrial lots.
- Reconstructed water, sanitary sewer, storm sewer, and streets with grant funding for most projects.
- Led the DNR mandated construction of \$8 million sewer pipeline
- Lobbied state representatives and Governor, acquiring 90% grant funding for the pipeline with special state legislation
- Created the Pulaski Industrial Park and three upper scale city-owned residential subdivisions, which contributed to doubling the property tax base from 1990 to 1997.
- Planned and coordinated the development for the newly created \$25 million high school, which services a 40 square mile radius.

Village Coordinator: North Fond du Lac, Wisconsin (Nov., 1988 – Dec., 1989)

Located in East Central Wisconsin, and has a population of about 5,000. A bedroom community for the City of Fond du Lac. Regional headquarters for Wisconsin Central Railroad.

- Managed CNN sited flooding by creating major storm sewer upgrades
- Zoning restrictions created to develop higher housing standards
- Drinking water radium levels reduced to meet safety standards

Village Administrator: Necedah, Wisconsin (Jan., 1985 – Oct., 1988)

- Management of HUD Housing rehabilitation projects, which increased the value of lower income homes
- Led the successful effort to create dam reconstruction grant with WI DNR assistance, which funded Necedah dam
- Funded construction of paved airport runway in place of grass runway using no property tax dollars. Secured 90% of federal funding and 10% matching funds from local private businesses
- Created the Necedah Industrial Park with railroad access. Coordinated downtown revitalization

Education

M.A. in Public Policy and Administration: University of Wisconsin-Madison. 1984.

B.S. in Political Science: University of Wisconsin-Stevens Point. 1980.

Affiliations: ICMA, Florida City/County Management Association, St. Cloud Chamber of Commerce Board of Directors, and St. Cloud Main Street.

Taylor Brown

• 510 SW 5TH Avenue, Trenton, FL 32693 • 352-262-0431 • TaylorBrown@hotmail.com

EXPERIENCE

- City Manager, City of Mary Esther, Florida**
11/16-08/17
-Administrative oversight of all City Departments including Finance, Public Works, Public Library, Human Resources, Water & Wastewater Utilities, Police, Fire, Planning & Zoning, Code Enforcement, Animal Control, and City Cemetery.
-Interpret & implement all Ordinances, Comprehensive Plan & Land Development Code.
-Preparation and implementation of Annual Budget and all municipal fiscal responsibilities
- City Manager & City Clerk, City of Trenton, Florida**
04/10-01/16
-Administrative oversight of all City Departments including Finance, Public Works, Human Resources, Water & Wastewater Utilities, Police, Fire, Planning & Zoning, Code Enforcement, Animal Control, Community Center and City Cemetery.
-Interpret & implement all Ordinances, Comprehensive Plan & Land Development Code.
-Serve as the Executive Director of the Trenton Community Redevelopment Agency.
-Serve as Voting Member & Vice Chairman of the Nature Coast Regional Water Authority
- Planning Director/Zoning Administrator, Gilchrist County, Trenton, Florida**
09/07-04/10
-Administration of Planning & Development Division; staff supervision.
-Serve as County Zoning Administrator & Floodplain Manager.
-Interpret, update, and maintain County Comprehensive Plan & Land Development Code.
- Real Estate Broker, Bosshardt Realty Services, Inc., Gainesville, Florida**
10/05-10/08
Real Estate Broker, Long & Foster Realtors®, Georgetown, Washington, DC
03/03-10/05
- Assisted clients in the buying, marketing, selling, leasing, investing, exchange and development of property in the Washington, DC & Gainesville, FL metropolitan areas.
- Urban Planner, Arlington County, Arlington, Virginia**
12/01-11/02
-Negotiated complex land use development agreements between neighborhood associations, community groups, developers, government staff and elected officials.
-Advised elected County officials on planning and zoning policy issues.
- Community & Economic Development Planner, Town of Warrenton, Virginia**
11/99-01/02
-Performed professional level urban planning & economic development duties.
-Staffed the Planning Commission & Boards of Zoning Appeals & Architectural Review.
-Promoted Municipal Office Park; Executed grant writing & administration.
-Project management; Supervised zoning inspectors, administrative and technical staff.

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

MEMBERSHIPS

International City/County Management Association, Florida City/County Management Association, Florida League of Cities, North Florida Economic Development Partnership, American Planning Association, Florida Planning Association, National Trust for Historic Preservation, Association of State Floodplain Managers, Multiple Chambers of Commerce