

Cynthia A. Coto
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Sanford, FL 32771
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December 26, 2009

Fort Myers Beach Town Council
2523 Estero Boulevard
Fort Myers Beach, FL 33931-3354

Dear Council Members:

I was recently contacted by Ms. Anne Dalton, in response to the Council's direction regarding the desire to hire an interim Town Manager. I would like to be considered for the position.

As you will see from the enclosed resume, I am a results-oriented manager with over 26 years of wide diversity of management experience in local government. Based on these experiences, I have an appreciation and an exceptional understanding of the traits necessary to accomplish an organization's goals and objectives. Throughout my career, I have demonstrated a strong work ethic with compassion and commitment to the community. I possess excellent communication, organizational and leadership skills and have the capability to successfully apply these skills. My resume will reflect emphasize on building a high performance organization even in light of the present fiscal pressures being experienced by local government. I am also very familiar with the challenges faced by a coastal community.

With this background, I am certain I can be a valuable and contributing member of Fort Myer's Beach management team during this interim period. I look forward to hearing from you.

Sincerely yours,

Cynthia A. Coto
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County Manager, Volusia County, Deland, FL

2000 to 2005

Responsible for administration of a County government encompassing 3,000 employees and a \$538M budget. County's Charter defines the Sheriff, Supervisor of Elections and Property Appraiser as elected Department Heads in which personnel, procurement, budget, etc. are under the purview of the County Manager

Achievements

- maintained County general fund millage rate over four years and recommended a 5% reduction in FY 2005/06 budget
- initiated and implemented a Countywide strategic plan for economic development
- developed and implemented an EMS Ordinance requiring Closest Unit Response among the County and sixteen municipalities
- developed and implemented funding strategy for County's trail program
- implemented land acquisition and preservation program; and ECHO program (Ecological, Cultural, Heritage, Outdoors)
- implemented funding strategy to support Ocean Center expansion and Beach Headquarters construction
- initiated and implemented CRA for Spring Hill area
- commenced implementation of CJIS (Criminal Justice Information System) a unified system including the Judiciary, Clerk of the Court, Public Defender, State Attorney, Sheriff and Corrections
- initiated and implemented classification and compensation system
- developed and implemented employee recognition program and citizen academy

Seminole County Board of County Commissioners, Sanford, FL

◆ Deputy County Manager

1995 to 2000

Senior management position responsible for providing oversight and direction to the areas of Administrative Services, Community Services, Public Safety, Tourism, Economic Development, Human Resources, Library and Leisure Services, Environmental Services and Information Technology. Extensive interaction with Board of County Commissioners, Other Constitutional Officers, municipalities and residents.

Achievements:

- coordinated County's space allocation and vertical construction program including construction of new Sheriff's Office/Public Safety Building
- developed, coordinated and monitored County's legislative program
- management representative in union (IAFF) negotiations
- County management representative to Tourism Development Council
- initiated County leadership training
- served as interim Manager from April to July 1999

Seminole County Board of County Commissioners Cont'd

◆ Central Services Director

1992 to 1995

Administrative and management position responsible for the operations of purchasing, support services, fleet services, construction management, facilities maintenance, GIS and information technology

Achievements

- developed and implemented IT strategic plan including wide area network
- developed scope and direction of GIS program
- implemented automated procurement system

◆ Deputy Environmental Services Director

1983 to 1992

Multi-faceted management position encompassing the functions of utilities, solid waste and leisure services operations

Achievements

- negotiated agreements with other local governments and private utilities for provision of utility services
- implemented County utilities first reclaimed water program
- developed rate structure for Solid Waste and Water/Wastewater operations
- coordinated task force in implementation of 1988 Solid Waste Management Act resulting in mandatory solid waste collection program
- served in capacity of interim director for 30 months

◆ Personnel Office

1977 to 1983

Various professional and paraprofessional positions in human resources administration including supervision of staff, conducting classification studies, and conducting investigation of complaints.

County of Volusia, Deland, FL Personnel Office

1974 to 1977

EDUCATION

University of Central Florida 1991

Bachelor of Science

Professional and Community Affiliations

International City/County Management Association
Florida City and County Management Association
Leadership Central Florida Alumni
Secretary/Treasurer of Central Florida Chapter of ASPA (1995 to 1998)
2004 Chair of Flagler/Volusia American Heart Association Heart Walk
Board Member Volusia-Flagler United Way (2000 to 2004)
Secretary/Treasurer Ashby Cove Estates HOA (2000 to 2003)