

Anne Dalton, Esquire
2044 Bayside Parkway
Fort Myers, FL 33901

December 23, 2009

Re: Ft. Myers Beach

Please accept my resume' as application for the Interim Town Manager position. I feel my diverse and extensive background in municipal government would make me a valued part of your management team. I have experienced the intricacies of dealing with complex organizations, inter-governmental relationships and served on multi-jurisdictional boards. I have worked with and have extensive working relationships with many governmental agencies in Florida.

Over the last ten plus years I have been involved with the downsizing and right sizing of government organizations brought on by the ever changing economic conditions. The current tough economic times require experience in cut back management and doing more with less. My diverse background with several communities gives me the working knowledge required to understand these problems and unique ways of solving problems in difficult times.

I have extensive knowledge in community development/re-development and was involved in the re-development of State Road 80 in Hendry County, FL and the Eastpointe and Clawson downtown business districts through the Downtown Development Authority and Planning Commissions. Controlled development/re-development and strategic planning are very important as this process has a tremendous impact on the future and viability of the community.

In the area of Capital Improvement, we were able to complete on-going capital projects on time and within budget both in Florida and Michigan. As the Chairman of the Eastpointe Building Authority, we developed and implemented major capital projects for our buildings that included a new City Hall and related site developments. In all of the communities that I served we continually updated a five-year Capital Improvement Program that reflected the changing needs of the community.

The executive summary of my resume' reflects the highlights of my career. One of my proudest accomplishments is one of community involvement. I was fortunate enough to have served as President of several service clubs. I feel it's important to give something back to the community.

I have a proven record of mentoring my staff and I have developed the necessary interpersonal skills required to deal with today's diverse organizations and demanding public. I have used these skills to communicate to the staff the goals and objectives established by the governing body and to successfully meet these objectives.

I look forward to meeting with you. I can be reached at (h) 863-342-4291 or (c) 248-496-9445.

Respectfully Submitted,

D. Wayne O'Neal

D. WAYNE O'NEAL

EXECUTIVE SUMMARY

EDUCATION

- IIMC - Certified Municipal Clerk – 2005
- ICMA – Credentialed City Manager - 2003
- M.P.A. 1983 - Oakland University
- B.A. 1974 - University of Michigan
- A.A. 1972 - Wayne County Community College

EXPERIENCE

- 30 years in City Management – 23 Years as a City/County Manager
- Labor Relations, Contract Negotiation and Administration
- Negotiated Cable TV Franchises in three communities
- Policy Development and Strategic Planning
- Community Development and Growth Management
- Downtown Development, Economic Development and Urban Renewal
- Capital Improvement Programs and Municipal building projects
- Excellent Interpersonal and Communication skills
- Intergovernmental Cooperation - Served on Solid Waste, Water and Cable TV Authorities
- Information Systems
- Risk Management
- Budget Preparation and Financial Management
- Public Relations and Community Involvement
- Involved in Professional Organizations
- Grant Procurement and Administration
- Leadership Development
- Organizational Development
- Legislative Liaison

D. Wayne O'Neal
ICMA-CM, IIMC-CMC, MPA
214 Pare St.
Clawson, MI 48017
863-342-4291 Home, 248-496-9445 Cell

EDUCATION

M.P.A. - Oakland University
B.A. - University of Michigan

PERTINANT RELATED EXPERIENCE

DECEMBER 2008 TO PRESENT, PARTNER, GLOBAL COMMUNICATIONS SOLUTIONS

Global Communications Solutions L.L.C. is a full service Information Technology Consulting firm that helps clients choose from among 1000s of telecom and I T services and products on the market, to find the most productive and cost-effective solutions for each client's particular needs to both the Municipal and Private Sectors of the market. Our comprehensive needs analysis is performed for voice services, data networking, software, hardware and staffing, that significantly reduces our clients' communication costs across any and all voice and data services, while simultaneously improving the quality of service.

APRIL 2007 TO JULY 2008, HENDRY COUNTY, FLORIDA

COUNTY ADMINISTRATOR

Hendry County is a full service county located in southwest Florida south of Lake Okeechobee between Palm Beach and Lee Counties. It has a population of 40,000 and a land area of 1,164 square miles. Hendry County has an elected Board of County Commissioners elected by district. The Chair and Vice-Chair are elected by the BOCC members. The BOCC General Ad-valorem budget is 22 million dollars and the total of all funds are in excess of 91 million dollars. Staff consists of 180 FTE's and 200 part time employees. My salary is \$128,750.00 plus a \$5,000.00 administrative reimbursement.

My duties and powers as enumerated in the code of ordinances are to advise the board of county commissioners in its role as the policy-setting governing body of the county. Specifically, Administer and carry out the directives and policies of the board. Enforce all orders, resolutions, ordinances, and regulations of the board. Report to the board, on action taken pursuant to any directive and provide an annual report to the board on the state of the county, the work of the previous year, and any recommendations as to actions or programs deemed necessary for the improvement of the county.

Provide the board, or individual members thereof, upon request, with data or information concerning county government and to provide advice and recommendations on county government operations to the board.

Develop, install and maintain centralized personnel, legal, and purchasing procedures. Cooperate with the clerk of the court of the county, to supervise the care and custody of all county property, Recommend to the board a current position classification and pay plan for all positions in county service. Select, employ, and supervise all personnel and fill all vacancies, positions, or employment under the jurisdiction of the board. Suspend,

discharge, or remove any employee under the jurisdiction of the board pursuant to procedures adopted by the board. See that all terms and conditions in all leases, contracts, and agreements are performed and notify the board of any noted violation thereof. Attend all meetings of the board with authority to participate in the discussion of any matter. Perform such other duties as may be required of him by the board of county commissioners.

ACCOMPLISHMENTS

Submitted a balanced budget for 2007 - 2008. This budget had reduced expenditures of approximately twenty percent across the board. These expenditure reductions were added to reductions that I initiated in the 2006 - 2007 budget shortly after coming to the county. These two budgets ended with a positive fund balance.

Prepared a balanced budget for 2008 - 2009. This included a ten percent reduction in expenditures where possible without eliminating a department. A total of seventeen positions were eliminated.

Capital and economic development projects included an industrial park at the county owned Airglades Airport, Emergency Operations Center, Special Districts Building, Clewiston Sub-Office Building, Courthouse renovation and a 96-bed Jail Expansion Project.

Major planning projects included the final calibration of the Fiscal Impact Analysis Model, amendments to the Land Development Code, completion of the Evaluation and Appraisal Report (EAR) and completion of the Rural and Agricultural Lands Study.

I was appointed to the Florida Government Utilities Association (FGUA) and Florida Heartland Rural Economic Development Initiative (FHREDI) Board of Directors, elected Treasurer, County representative to the Public Risk Management Group Health Trust and Self Insurance Pool.

MAY 2000 TO JULY 2006, CITY OF EASTPOINTE, MICHIGAN

CITY MANAGER/CITY CLERK

The City of Eastpointe is a full service city located in Macomb County with a population of 34,077, 5.1 square miles and 99 miles of roads. Eastpointe has an elected Mayor and four Councilpersons elected at large. The Mayor has no veto power. The General fund is 17 Million dollars and the total of all funds is in excess of 67 Million dollars. Staff consists of 175 full time and 330 part time employees. My salary is \$94,694.00 plus \$12,000.00 deferred compensation.

My responsibilities also include those of the City Clerk and Personnel Director. Lead negotiator for all labor contracts and agreements. Supervise employee contracts, compensation and benefits program. Prepare and administer the annual budget. Coordinate the activities of the City Attorney, consultants and risk management. Chairman of Eastpointe Building Authority. Secretary to Eastpointe Employees Pension Board. Voting Member of the Downtown Development Authority. Liaison to the 38th District Court.

ACCOMPLISHMENTS

Succeeded in passing a voter approved five-year seven mil tax increase for public safety.

Prepared Five balanced budgets and had an increase in fund balance of \$163,000 in 2003 - 2004, \$966,000 in 2002 - 2003, \$567,000 in 2001 - 2002 and \$336,000 in the 2000 - 2001 fiscal year for a total fund balance increase of \$2,032,000.

Obtained a refund of \$446,000 for overcharges from the Detroit Water and Sewage Department and the Southeast Macomb Sanitary District. Recovered \$150,000.00 in over charges for rubbish removal costs. Negotiated six-year contracts with the Command Officers Association, Police Officers Association and Teamsters. Completed the District Court Building Complex. Expanded the city website. Procurement of Traffic Signal Grant and grants for road construction and park playground structures. Implementation of new Pentimation Purchasing Software. Liaison with other units of government. Developed Capital Improvement Program.

JUNE 1985 TO JUNE 1998, CLAWSON, MICHIGAN

CITY MANAGER

The City of Clawson is a full service city located in southeastern Oakland County with a population of 13,873, 2.4 square miles and 40 miles of roads. Clawson has an elected Mayor and four Councilpersons elected at large. The Mayor has no veto power.

The General fund is 6.1 Million dollars and the total of all funds was in excess of 10 Million dollars. Staff consists of 60 full time and 40 part time employees. My starting salary was \$36,000.00 and my ending salary was \$76,000.00.

A summary of my responsibilities include the enforcement of all laws and ordinances manage and supervise all public improvements, utilities and contracts. Negotiator for all labor contracts and agreements. Supervise employee contracts, compensation and benefits program. Prepare and administer the annual budget. Personnel Director and Purchasing Agent. Coordinate the activities of the City Attorney, consultants and risk management. Executive Director of the Downtown Development Authority.

ACCOMPLISHMENTS

Negotiated renewal of cable television franchise agreement. Negotiated franchise agreement with second cable provider to offer competition and better services to our citizens.

Activation of the Downtown Development Authority that was established in 1977 and remained inactive until 1990. The D.D.A. developed a streetscape plan and a Tax Increment Finance plan approved by the City Council. Installation of \$1.5 Million dollar Downtown streetscape project. This was partially funded with an Intermodal Surface and Transportation grant.

Developed the first Capital Improvement program, which is on a Five-year cycle and updated annually.

Privatization of rubbish removal with increased services and an annual saving of \$45,000.00. Privatization of the cleaning of city owned building with an annual saving of \$10,000.00.

Procured and administered the computerization of all departments of the city. This included voter registration and accounting package, payroll and software programs for engineering and other functions. MIS information system is updated annually through the capital improvement program.

Increased the General Fund balance by \$1,500,000 from 6/30/85 to 6/30/97.

Replaced all water meters with state-of-the-art meters with electronic remote reading capabilities.

Converted vacant school into a Recreation Senior/Community center that offers such programs as Latchkey, recreation classes and adult education. The majority of funds for this project were from grants.

Updated the Master Land Use plan, Zoning Ordinance and Zoning Map.

Obtained three \$25,000 grants from the State of Michigan for the Library roof, Gazebo and Community Center parking lot. Received a \$148,000 grant from the Department of Natural Resources for a Park Concession Stand/Restroom Facility and park playground equipment.

Completed street paving and sewer replacement projects on time and under budget.

Completed compensation study and job descriptions for all non-union personnel. Developed new personnel manual and standard operating procedures for all classifications.

APRIL 1983 TO JUNE 1985, KEEGO HARBOR, MICHIGAN

CITY MANAGER

The City of Keego Harbor is a full service city located in Oakland County with a population of 3,083,6 Square miles and 12 miles of roads. Keego Harbor has a five member City Council elected at large and the Mayor is elected by the City Council and has no veto power.

The General Fund is \$275,000 and all funds total more than one million dollars. Staff consisted of 12 full time and 4 part time employees. My starting salary was \$28,000 and my ending salary was \$32,000.

A summary of my responsibilities: Enforce all laws and ordinances, supervise department heads and to monitor all public works, utilities and contracts, prepare and administer the annual budget and to function as the Purchasing Agent and Personnel Director. Represent the city at all labor negotiations.

ACCOMPLISHMENTS

Increased General Fund surplus from \$26,000 to \$225,000. Established a Capital Improvement Program for the replacement of all major equipment and needed repairs to streets and city owned buildings.

Assisted in the development of a major shopping center and office complex in the downtown business district.

Updated the Master Land Use Plan, Zoning Ordinance and Zoning Map.

Negotiated the first Cable Television Franchise Agreement.

Reduced consulting fees. Implemented a new risk management program that increased the city's insurance coverage from two million to ten million dollars with an annual saving of \$6,500.

ADDITIONAL EXPERIENCE

DECEMBER 1999 TO APRIL 2000, MADISON HEIGHTS, MICHIGAN

ASSISTANT DIRECTOR of PUBLIC SERVICES

Madison Heights is located in Oakland County, Michigan with a population of 32,196 and 7.25 square miles. My primary responsibilities were to assist the Director in the day to day operations of a full service public service facility. Departments within this area were Water and Sewer, Streets and Highway, Sanitation, Parks and Recreation, Senior Citizen Services and Motor Pool. My salary was \$69,650.00 with full benefits.

APRIL 1999 TO DECEMBER 1999, MARION TOWNSHIP, MICHIGAN

TOWNSHIP PROJECT MANAGER

Marion Township is located in Livingston County, Michigan with a population of 6,200, 36 square miles and a 120 miles of roads. Marion Township has a Board of Trustees consisting of a Township Supervisor, Treasurer, Clerk and two at large Trustees. I was responsible for the budget and construction of a twenty-two million-dollar sewer project.

I was able to lend my expertise to the Township for the transfer of ownership of the Cable Television Franchise and securing a significant franchise fee. I developed a comprehensive Personnel Manual and related policies for smoking, computer use, race and sexual harassment, drug use and Family Medical Leave Act. Codified and updated the Zoning Ordinance. Researched and procured a Geological Information System. My salary was \$75,000.00 with no benefits.

OCTOBER 1998 TO MARCH 1999, HOWELL, MICHIGAN

INTERIM CITY MANAGER

The City of Howell is a full service city located in Livingston County with a population of 8,450, 3.8 square miles and 60 miles of roads. Howell has an elected Mayor and Six Councilpersons elected at large. The Mayor has no veto power.

The General fund is 7.2 Million dollars and the total of all funds is in excess of 12 Million dollars. Staff consists of 67 full time and 55 part time employees. My salary was \$40.00 per hour plus ten percent-deferred compensation.

I was responsible for the daily activities of the organization. Projects that were completed and/or continued included annexations, expansion of the wastewater treatment plant, development of a Fire District, preparation of the 1999 - 2000 budget, expansion of the largest tax payer using an M.D.O.T. transportation grant, T.I.F.A. bonds and C.D.B.G. funds and site plan approvals for several major land developments.

MARCH, 1975 TO APRIL 1983, CITY OF SOUTHFIELD, MI

SENIOR ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF PUBLIC SAFETY

The City of Southfield is a full service city located in southeastern Oakland County with a population of 76,000, 26.4 Square miles and 264 miles of roads. Southfield has an elected Mayor and seven Councilpersons elected at large. The Mayor has veto power. The city has an appointed Administrator.

The General Fund is 60 Million dollars and all operating funds are in excess of 100 Million dollars. The staff consisted of 700 full time employees. My starting salary was \$6,000.00 and my ending salary was \$24,000.00.

The Public Safety Group is comprised of an administrative division that coordinates and oversees the operation of the Police, Fire and Civil Defense. There are 301 employees and a budget of \$18,500,000. This assignment was from December 1982 to April 1983.

ADMINISTRATIVE DUTIES

Assist the Director in areas of policy formation, program development, financial evaluation and the preparation of the Public Safety budget. Assisted the Director with personnel and labor relations. Worked through the Grievance procedure on matters associated with contractual disputes.

SR. ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF PUBLIC SERVICES

The Public Services Group is comprised of an administrative division, which oversees the following departments: Building and Safety Engineering, Planning and Economic Development, Facilities Maintenance, Streets and Highways, Transportation, Engineering, Water and Sewer, Motor Pool and Sanitation. There were 136 employees and a budget of \$17,500,000.

ADMINISTRATIVE DUTIES

This position had the same duties as the previous position. I was also responsible for the Motor Pool. I administered and developed a routine maintenance schedule and an ongoing evaluation and replacement program for a fleet consisting of 200+ units.

I was the Staff Liaison to the Cable Television Committee. I assisted with the establishment of the Franchise process, prepared informational materials for the committee consisting of a 100-page text on the background of cable television. Successful completion of franchise process. I was assigned the task of monitoring the construction of the system in compliance with the franchise agreement. This assignment was from April 1979 to December 1982.

ADMINISTRATIVE ASST. AND CODE OFFICER - BUILDING AND SAFETY ENGINEERING

Office manager for twenty-two clerical staff, plan review and safety inspectors. Responsible for the issuance of all Certificates of Occupancy. Liaison to the Zoning Board of Appeals and Planning Commission. Department liaison on site plan review committee and other boards and committees. This assignment was from March 1975 to April 1979.

D. WAYNE O'NEAL

Professional Affiliations and References

Married to Colette, Daughter Megan and son Brian.

Excellent health. Hobbies are running, weight training, fishing and golf.

PROFESSIONAL ASSOCIATIONS

Elected to Michigan Municipal Workers Compensation Board of Trustees in 1993. Vice-Chairman in 1996. Chairman 1997. Assets estimated at \$100 Million dollars.

International City and County Management Association - Full Member and Credentialed City Manager (CM).

International Institute of Municipal Clerks – Full Member and Certified Municipal Clerk (CMC).

Michigan Local Government Management Association, Elected to Board of Directors in 1998. Past Chairman of Managers Recognition Committee, Chairman of 1999 and 2003 Winter Institute Planning Committees, Chairman of Summer Institute Planning Committee.

Chairman of South Oakland County City Managers Association 1989 - 1990.

CIVIC LEADERSHIP

Current member of the LaBelle, FL Rotary Club., Eastpointe Rotary Club, Clawson Rotary Club - Past President and Charter Member. Awarded Paul Harris Fellow – 1998. Clawson Lions Club - Past President – 1997 and Lion of the Year. Clawson Optimist Club - Vice -President and Charter Member. Keego Harbor Optimist Club. Southfield Exchange Club - Past President.

REFERENCES:

Kevin McCarthy, Commissioner, Hendry County BOCC, 863-228-0360

Susan Pixesly, Mayor, City of Eastpointe, MI. 586-218-4875

Micheal Lauretti, Chief of Police, City of Eastpointe, MI. 586-445-5107

Joe Schwab, Councilman, City of Clawson, MI. 248-435-2958

Jon Kingsep, City Attorney, City of Clawson, MI. 248-613-2288

Tom Marcus, City Manager, City of Birmingham, MI. 248-644-1800 EXT. 274

Robert A. Block, County Administrator, Livingston County, MI. 517-546-2483