

COLIN BAENZIGER  ASSOCIATES

EXECUTIVE RECRUITING

Section 5

Andrew J. Clark

*Belle Isle City Manager
Candidate Report*

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Cover Letter and Resume

Andrew J. Clark

Contact information

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Orlando, Florida 32812

To

City Council
City of Belle Isle
1521 Nela Avenue

Dear Council Members

I am excited to apply for the position of City Manager for the City of Belle Isle. Please accept this cover letter and the attached resume as my interest in the position. Being raised in Belle Isle as a child and later having the honor of serving the city and its residents as a police officer, I have a special attachment to the city. During my time serving the Belle Isle community as a police officer, I have received several awards, including officer and distinguished officer of the year, several life-saving awards, and the Chief's Special award. I have supervised, managed, and trained officers as a Corporal and trainer. I started, initiated, and implemented the agency drone program and currently manage the agency's IT department. Through my experience working for the Belle Isle Police Department, I have developed strong bonds with all the city employees. I have a bachelor's in criminal justice and will receive my master's in criminal justice in Fall 2024. I believe my education, experience, leadership skills, and intimate knowledge of the city's workings, including the city's needs, make me uniquely qualified to be city manager.

I appreciate your time in reviewing my resume and look forward to our interview.

Andrew J. Clark

ANDREW CLARK

Orlando, FL 32812
(321) 663-1340 - mandrew117@aol.com

PROFESSIONAL SUMMARY

An efficiency-driven public servant who is dedicated to the Belle Isle Community. Strong leader and problem-solver who applies training, monitoring, and morale-building abilities to enhance employee engagement and boost performance. I seek to maintain a full-time position that offers professional challenges and utilizes excellent interpersonal, time management, and problem-solving skills to meet the city's goals best while improving transparency and positive relationships with the members of the public.

ACCOMPLISHMENTS

- Belle Isle Officer of the Year 2017
- Belle Isle Police Chief's Special Award 2020
- Belle Isle Distinguished Officer of the Year 2022
- (3) Life Saving Awards

SKILLS

- | | |
|--|---------------------------------------|
| • Community Relations | • Information Analysis |
| • Problem-Solving & Critical Thinking | • System Administration |
| • Strong Communication Skills | • Technical Troubleshooting & Support |
| • Local, State and Federal Regulations | • Planning & Organizing |
| • Public Relations | • Organizational Skills |
| • Safety and Risk Assessments | • Training & Development |
| • Police Patrol Operations | • Supervision & Leadership |

WORK HISTORY

- 10/2015 to Current **Police Officer, Corporal**
City Of Belle Isle Police Department – Belle Isle, Florida
- Trained and mentored staff on correct procedures to maximize efficiency and protect public trust
 - Reviewed paperwork and case files submitted by subordinate officers to verify accuracy and conformance to strict policies
 - Coordinated routine evaluations with local, state and federal regulatory agencies
 - Informed shift officers of properties to watch and noted criminals understood to be in patrol areas
 - Supported positive relationships between community leaders and general public by demonstrating courteous and cooperative behavior when interacting with citizens and visitors
 - Answered calls and complaints while providing community-oriented police services to improve and enhance quality of life community-wide

Section 5

- Exceeded specific team goals and resolved issues by partnering with colleagues to share and implement service initiatives
- Reviewed and assessed criminal prosecution information, including search warrants, citations and complaints
- Partnered with team members to implement service initiatives and achieve team objectives
- Collaborated with divisional commanders to maintain consistency in all operations
- Improved criminal investigation lead times through enhanced case management and better personnel training
- Maximized data collection accuracy scores by recording, storing and analyzing security information with zero discrepancies
- Strengthened traceability by developing organization systems for criminal prosecution case logs, records, reports and agendas
- Assessed training needs through surveys, interviews with employees or focus groups
- Supervised, evaluated or referred instructors to skill development classes
- Participated and attended meetings or seminars to obtain information for use in training programs or to inform management of training program status
- Assisted with installation of software updates to computer systems

03/2013 to 08/2015 **Electrical Assembler Lead**

Captiveaire – Orlando, Florida

- Inspected and diagnosed wiring installations and issues to maintain safety
- Measured voltages and adjusted setups to increase equipment longevity
- Worked closely with supervisors and designers to understand and meet production specifications
- Tested wiring installations and circuits for resistance factors
- Distributed materials, supplies and subassemblies to work areas
- Read and interpreted blueprints to determine what materials and tools would be needed for assembly
- Assisted new employees with assembly tasks to maintain production levels
- Maintained production rates by applying technical and electrical expertise to produce each piece
- Suggested ways to improve production and solve problems to supervisors
- Educated fellow workers on assembly instructions and procedures
- Documented findings from wiring installation tests.

EDUCATION

Expected in 05/2025 **Master of Arts: Criminal Justice**

University of Central Florida - Orlando, FL

05/2022 **Bachelor of Arts: Criminal Justice**

University of Central Florida - Orlando, FL

Candidate Introduction

Andrew J. Clark

EDUCATION

Masters of Arts, Criminal Justice, University of Central Florida (*Expected Fall 2024*)

Bachelor of Arts, Criminal Justice, University of Central Florida

Law Enforcement Officer Certification, Valencia School of Public Safety

EXPERIENCE

Corporal, Police Officer, City of Belle Isle	2022 - present
Police Officer, City of Belle Isle	2015 - present

BACKGROUND

The City of Belle Isle is part of the Orlando – Kissimmee – Sanford Metropolitan Statistical Area. The City was founded in 1924 and is approximately 5.18 square miles. The Conway Chain of Lakes comprises three major lakes within the City. The City of Belle Isle is surrounded by four major county roads, Hoffner Avenue to the north, Conway Road to the east, McCoy Road to the south, and Orange Avenue to the west. Belle Isle has several businesses within the City, with Regal Boats being one of the major businesses. The City also has Cornerstone Charter Academy, K-12 school. The City has an approximate population of 7,032 residents. I have been employed with the City of Belle Isle Police Department as a police officer and later as a Corporal since 2015. During that time, I managed approximately eight employees.

The City’s total budget from the 2022/2023 fiscal year is \$15,410,286.00, and the proposed 2023/2024 fiscal year budget is \$11,600,951.00. The General Fund Budget for the 2022/2023 fiscal year is \$13,324,189.00, while the proposed General Fund Budget for the 2023/2024 fiscal year is \$11,384,101.00. These budgets include 36 full-time employees, 6 part-time employees, and several city projects. The city projects include a new City of Belle Isle administrative building, a police department boat dock, several infrastructure repairs, the purchase of multiple police and public works equipment, and city-wide raises.

The three most significant issues facing the City are:

- The purchase and building of a new City Administrative building to incorporate City Hall, the Police Department, and Public Works.
- Expenditures exceeding revenue. This current year’s budget and the proposed budget show city expenditures exceeding the City’s revenue. While this occurs from time to time, depending on city projects, this is something that should not occur multiple years in a row.

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- Implementation of Form 6. The city council currently has one vacancy. Implementing Form 6 may lead to additional vacancies that need to be filled.

GENERAL, MANAGEMENT STYLE AND EXPERIENCE

I have a personal attachment to the City of Belle Isle and the City's success. Like many residents, I grew up in Belle Isle and went to the local schools Pine Castle Elementary School, Walker Middle School, and Oak Ridge High School. I already serve the residents as a Police Corporal with the Belle Isle Police Department, and I wish to serve the City and its community in the capacity of City Manager and help the City continue to grow and flourish. I look at my role as the City of Belle Isle City Manager not as a short term or temporary role, but as a career role that I retire in.

I am a very adaptable and charismatic manager. I believe in leading by example and setting the tone of the work environment. I think it is essential for a manager to be charismatic and work hand in hand with the staff. Staff Development and cohesion are crucial for any organization to succeed. As a charismatic manager, I work hand in hand with the staff, help maintain positive morale, and ensure the staff feels their hard work is noticed and appreciated. I understand that different employees have different work ethics and style. As an adaptable manager, it is vital to use employees' strengths and help strengthen their weaknesses. In my current job as a supervisor and in previous jobs, I have learned something from every employee I have worked with. They have also learned something from me. As a manager, my staff would say I make them feel comfortable and confident in the workplace. They would say they view me not only as a manager but also as a mentor. The elected officials would say I am a hard-working and exceptional manager and are proud to have me as city manager.

My most notable strength is my communication. My person to person and presentation communication skills are exemplary. My communication skills add to my ability to be an effective leader in both large and small teams. My exceptional time management and organizational skills are also a strength. Managing a squad of police officers as a supervisor while being a proactive police officer, training officers, managing grants and the internal IT department, spearheading the police agency drone department, and developing policies and procedures, all while maintaining a 3.8 GPA taking Master's class at UCF is a testament to my ability for time management and organizational skills. My weaknesses would be impatience and self-criticism. I tend to act quickly to get projects started, and I am learning that sometimes it is best to step back and slow down. Slow is smooth, and smooth is fast. When I make a mistake, I am exceptionally hard on myself. I am learning that mistakes happen and to turn them into learning moments.

When measuring staff performance, I use standard metrics. I measure if the staff is meeting their deadlines, how often the staff members take overtime, how often they accomplish tasks, and if they prioritize tasks. It is important to set goals and objectives when delegating tasks. Ensuring

Andrew J. Clark

staff members know how to prioritize their tasks and goals to ensure proper completion is also important. Suppose a staff member has difficulty accomplishing a task. In that case, I, their manager, must ensure they receive proper training, mentorship or assistance. It is also important to monitor how much and how often a staff member takes overtime. A staff member taking overtime is usually a sign of hard work. However, if a staff member routinely takes overtime for things that normally do not require overtime, that could be an issue that should be addressed.

My most significant achievement in my career is my promotion to Corporal with the Belle Isle Police Department and how I have managed my Corporalship. I mentioned previously how much I managed my time and organization while working at the Belle Isle Police Department and taking Master's courses at UCF. My ability to have that type of time management and organizational skills, coupled with my work ethic, helped me achieve my promotion. Since my promotion, I have made strides in leading officers to excel and grow into better officers. I have made mistakes, but I have learned from those mistakes, which has made me a better supervisor and leader. When it comes to failures, I view every trainee I have had that did not make it through the training program as partly a failure on my part. I take training very seriously, and when we've had trainees who didn't complete the program, it requires me to look at my training and reevaluate myself as a trainer to ensure I am doing everything right.

While I have not fired a person in my career, I have sat in on meetings that determined a person would be fired. It is never an easy decision to fire a person. Still, as a manager, it comes with territory and must be done properly. While I haven't given a person the news they're fired, I have given news to people that is rather bad. When giving a person bad news, I find it best to ensure they're sitting down and telling them straightforwardly, like pulling off a band aid.

I think there will be several challenges that face a person taking the job the city manager. All of those challenges, however, are manageable. The biggest challenge in the near future would be the implementation of Form 6. With an already vacant commissioner spot, Form 6 has the potential to lead to more vacancies, which would need to be filled for the City to continue to function the way it always has. Passed Form 6, the City also needs to tackle the purchasing and construction of the City Administration building. The challenge of the city Administration Building isn't the building itself; rather, it is ensuring the City gets its bang for its buck, so to speak. Ensuring the building is built to the City's specifications for the right price is paramount. Another challenge would be to make sure the City stays in a positive light in the media. It is no secret that the City of Belle Isle has had its share of positive and negative news. It is important for the City that the City Manager doesn't manage the City in a way that would attract negative press. Storm drainage is also a challenge. The City has three major lakes, and with Central Florida weather on top of the age of the drainage pipes, maintaining and upgrading the drainage systems is important.

In my first six months, I would focus on what the city needs. Fortunately, because I was raised in the City and I have been a police officer with the City for eight years, I already know the City and have a positive working relationship with all the staff and council. With that being said, I

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would still sit with each of the staff and go over their views and goals of the City and set expectations. I also understand the City's politics and goals. However, I would still sit with the council and learn their perspectives and expectations for the City and me. I would focus on the two challenges I previously mentioned, the City Admin Building and preparation for Form 6. In regards to the City Admin Building, I know the City of Windermere just built a similar building. I would inquire about their building, the challenges they faced, and the lessons they learned from the construction of the building. I would use that knowledge towards building our City Admin Building properly. In regards to Form 6, I would focus on planning elections to fill the current vacant spot and any potential vacant spot. I will ensure the city residents are aware of the elections through social media and pamphlets and encourage residents to run for council and for residents to vote. I would continue the planned annexation of the Conway and Hoffner Publix Plaza and ensure it transitions smoothly. Lastly, I would look into obtaining grants, like the 62S-8 Resilient Florida Program, to better help with our storm drainage. I would also look into what grants are available to assist with all city projects.

I work very well with the media, and nothing in my background would embarrass the City. I would routinely use social media to communicate with the residents. I would use social media newsletters to update residents on current events in the City. Currently, I am one of the administrators for the Belle Isle Police Department Facebook page, so I have experience utilizing social media in a public format.

I do not anticipate anyone contacting the council with anything negative about me.

I spend much of my leisure time with my family. I have four children, two of whom attend Cornerstone Charter Academy, one who attends Boone High School, and another who is in college at Polk State. My wife is a remote triage nurse supervisor. My family is very much a "nerdy" family. We enjoy watching different sci fi and fantasy shows, and attending conventions like Comic Con. I also enjoy writing. I am a published author with three books published on Amazon. My wife and I are also learning how to embroider, steam press, print and customize various clothes and everyday items as a hobby.

SIX ADJECTIVES OR PHRASES YOU WOULD USE TO DESCRIBE YOURSELF

- Accountable.
- Innovative.
- Dedicated.
- Focused.
- Passionate.
- Ethical.

Andrew J. Clark

REASON FOR WANTING TO LEAVE CURRENT JOB

The reason I would leave my current job as a Corporal at the Belle Isle Police Department is because the position of City Manager would allow me to better serve the City that I love and grew up in. I love the Belle Isle Police Department and would never work at another police department. But I believe my talent and skills, through my experiences, work ethic, and education, will better serve City in the capacity of City Manager.

CURRENT/MOST RECENT OR RELEVANT SALARY

My current salary with the Belle Isle Police Department is \$63,740.43.

CB&A Background Checks

Since the candidate is an internal candidate, we did not perform background checks.

**Background Check Summary for
ANDREW JONATHAN CLARK
Personal Disclosure**

Personal Disclosure Questionnaire

Name of Applicant: Andrew Jonathan Clark

The following questions are designed so that we will be able to make full disclosure to our client concerning your background. Please answer them honestly. Cutting corners or misrepresenting your past will result in you being eliminated from all further searches conducted by this firm. We understand that frivolous charges are sometimes made and that charges do not mean you were guilty. We also understand that you may have been wronged and needed to seek compensation. The bottom line is that we want to be certain that our client is fully informed. If you have any questions, please contact us for clarification.

Please explain any yes answers on a separate sheet of paper.

1. Have you ever been charged or convicted of a felony?
Yes No
2. Have you ever been accused of or have been involved in a domestic violence or abuse incident?
Yes No
3. Have you ever declared bankruptcy or been an owner in a business that did so?
Yes No
4. Have you ever been the subject of a civil rights violation complaint that was investigated or resulted in a lawsuit?
Yes No
5. Have you ever been the subject of a sexual harassment complaint that was investigated or resulted in a lawsuit?
Yes No
6. Have you ever been charged with driving while intoxicated?
Yes No
7. Have you ever sued a current or former employer?
Yes No
8. Please list links to all your social media accounts (Facebook / Instagram / LinkedIn / Twitter, etc.) and your personal web page if you have one. <https://www.facebook.com/ManDrew1001/>
9. Is there anything else in your background that, if made public, would cause you, our client or our firm embarrassment if it came to light through the press or any other mechanism?
Yes No
10. Please provide a list of any lawsuits in which you are or have been a party either as plaintiff or defendant.

Attested to: 
Signature of Applicant

Please email this form via PDF DOCUMENT to Monique@cb-asso.com or via fax to

CB&A Reference Notes

Since the candidate is an internal candidate, we did not perform reference checks.

CB&A Internet Research

Internet – Newspaper Archives Searches
Andrew Clark
(Articles are in reverse chronological order)

[CB&A Note: Only the information relevant to **Andrew Clark** is listed below.]

<https://mccmeetings.blob.core.usgovcloudapi.net/bifl-pubu/MEET-Minutes-fe7a13909b324708ae22b5fdc7ee6cab.pdf>

February 7, 2023

City of Belle Isle, FL
City Council Meeting

3. Presentations

e. Distinguished Officer of the Year Award presented to Corporal **Andrew Clark**

Internet – Newspaper Archives Searches
Andrew Clark
(Articles are in reverse chronological order)

[CB&A Note: Only the information relevant to **Andrew Clark** is listed below.]

<https://mccmeetings.blob.core.usgovcloudapi.net/bifl-pubu/MEET-Agenda-efad39d9eb874e7786f412bbc03204d9.pdf>

January 3, 2023

CITY OF BELLE ISLE, FL
CITY COUNCIL MEETING

Held in City Hall Chambers 1600 Nela Avenue Belle Isle FL

Agenda

b. Chief's Report

Chief Houston reported on the following

- The Police Department had a promotion ceremony and congratulated **Andrew Clark** as Corporal.

Internet – Newspaper Archives Searches
Andrew Clark
(Articles are in reverse chronological order)

[CB&A Note: Only the information relevant to **Andrew Clark** is listed below.]

<https://www.facebook.com/BelleIslePD/posts/the-city-of-belle-isle-and-the-bipd-are-honored-to-recognize-several-officers-th/700350860627874/>

Facebook

January 20, 2021

In other incidents, Officer Oscar Lugo, Officer **Andrew Clark**, Corporal Vinny Ferraiuolo, Officer Roman Watkins, Officer Michael DelCastillo, Officer Jennifer Bausch, and Corporal Allen Wasmund performed additional life-saving actions and resuscitation thru the use of either AED defibrillator or Narcan; and we celebrate and thank these officers for their dedication to serving the community of Belle Isle.

Internet – Newspaper Archives Searches
Andrew Clark
(Articles are in reverse chronological order)

[CB&A Note: Only the information relevant to **Andrew Clark** is listed below.]

https://www.belleislefl.gov/sites/default/files/fileattachments/community/page/6021/belle_isle_connection_oct_-_dec_2020_final.pdf

City of Belle Isle, Florida
CONNECTION
October – December 2020

Mayor's Message

Hello Belle Isle!

This year has been one for the books. COVID19. Sheltering in place. Toilet paper shortages. Virtual schooling, children. Working from home. A tornado. Zoom meetings. Not being able to see relatives in assisting living, hospitals, or other Cities. And yet, there is a lot to be still very grateful for.

The first thing that comes to mind is celebrating and honoring those that have served in the United States Armed Forces on Veterans Day on November 11th. Thank you to our very own City staff Bob Francis and Duane Bennett, for your service. I also want to thank a few others in our City that I know that have served even though I know I will not be able to name them all but to demonstrate how many around us have made the sacrifice: Eric & Teri Spaulding, Ralph Yarborough, John Mcleod, Hale Kelly, Shawn Jervis, Jeff Giles, John Giles, Jay Cary, Gary Suggs, William Cheslock, Ken Marks, Commissioner Karl Shuck, Commissioner Mike Simms, **Andrew Clark**, Rick Mendoza, Sam Butler, Turner Coad and all others who have served our great Nation.

Internet – Newspaper Archives Searches
Andrew Clark
(Articles are in reverse chronological order)

[CB&A Note: Only the information relevant to **Andrew Clark** is listed below.]

<https://mccmeetings.blob.core.usgovcloudapi.net/bifl-pubu/MEET-Agenda-92b4a2eb7cb0441786c9d1d8a9e38afc.pdf>

April 3, 2018

City Council Agenda

Belle Isle Florida

4. Presentation of a Life-Saving Award to Police Officer **Andrew Clark**

Internet – Newspaper Archives Searches
Andrew Clark
(Articles are in reverse chronological order)

[CB&A Note: Only the information relevant to **Andrew Clark** is listed below.]

<https://www.belleislefl.gov/citycouncil/page/city-council-meeting-57>

City of Belle Isle Florida
City Council Meeting

01/16/2018

4. 2017 Officer of the Year presented to Officer **Andrew Clark**

Research Compiled by: Shannon Farr
 Colin Baenziger & Associates