

Michael Brillhart

Waynesville, OH

Master's in Public Administration – no proof attached

Bachelor's in Urban Administration

Meet minimum Senior Level Administrative Experience

Experience as City Administrator

Experience as County Manager

CEO in Planning and Economic Development

Budget Experience

Capital Improvement

City Government Experience

Michael Brillhart
Waynesville, OH

Michael Brillhart

243 N. Third Street – Waynesville, OH 45068 ■ 772.643.4874 ■ michael.brillhart6@gmail.com

January 20, 2024

Billie Jo Bible, HR Director
The City of Lake City
205 N. Marion Avenue
Lake City, FL 32055

Dear Ms. Bible:

Please accept this letter of interest and resume for the City Manager recruitment being conducted for the City of Lake City, Florida. My background in local government management will provide essential leadership of organizational resources in support of the Mayor, City Council, residents, and staff.

My skills include: broad-based communications; policy implementation; administering operations; intergovernmental relations; collaboration with collective bargaining units; problem-solving; strategic planning; managing special projects; and employee development.

Understanding the City Council's desire to ensure that effective and collaborative relationships are built across divisions along with providing outstanding public service, it would be a personal and professional honor to serve as the City Manager for Lake City. Accordingly, I have enclosed my resume for your review.

Thank you for your consideration of my interest and qualifications.

Sincerely,

Michael L. Brillhart
Michael L. Brillhart

Enclosure: Resume

Published on *City of Lake City, FL* (<https://www.lcfla.com>)

[Home](#) > [Application for General Employment](#) > [Webform results](#) > [Application for General Employment](#)

Submission information

Form: [Employment Application](#) [1]
Submitted by Visitor (not verified)
Sat, 01/20/2024 - 12:36pm
98.29.41.50

Today's Date Sat, 01/20/2024

Are you applying for a position within the Police Department? No

Which position are you applying for? City Manager

Are you over the age of 18? Yes

Are you eligible to work in the United States? Yes

Have you read the full job postings for the position in which you are applying? Yes

Are there any duties you are unable to perform? No

Are there any days or hours you are unable to work? No

Are you able to travel, if required? Yes

Expected Salary (annual): \$ 143,000

Have you ever been employed by the City of Lake City or Lake City Police Department? No

Do you have any relatives currently employed by the City of Lake City or Lake City Police Department? No

Why are you interested in working for the City of Lake City? With my background in city/county management and familiarity with the Lake City area, I would enjoy serving this community as their City Manager and Chief Administrative Officer.

Applicant Information + Driver's History

Applicant Information

Full Name:

Michael Brillhart

Social Security Number

Current Address

243 N. Third Street

City, State Zipcode

Waynesville, OH 45068

Home phone number

772.643.4874

Cell phone number**Email address**

michael.brillhart6@gmail.com

Driver's History**Can you operate a motor vehicle? Yes****Do you possess a valid Florida driver's license? Yes****Have you ever possessed a driver's license or CDL of any kind from any other state? Yes****If YES, give state: Ohio****Have you ever had your driver's license SUSPENDED or REVOKED? No****List all traffic citations and crashes in the last five (5) years:****Criminal History****Criminal History****Have you ever been convicted of, or pled guilty, no contest, or nolo contendere to a crime?**

No

Have you ever been a defendant in a civil action for intentional tort (e.g. assault, battery, intentional infliction of emotional distress), or an unlawful employment practice (e.g. sexual or racial harassment)? No**Have you ever been charged with a crime and either placed on court-ordered probation, had adjudication withheld, entered a pre-trial intervention program, or have any criminal charges pending now? No****If you answered YES to any of the above, please fully explain below:****Education****Education**

Depending on the position sought, you may be required to provide a copy of your high school or college transcripts, degrees, and/or professional registration.

Do you currently have a high school diploma? Yes**High School Information****Name of School****City and State**

Date Graduated

College or Technical School 1

Name of School**City and State****Years attended****Major****Degree obtained**

College or Technical School 2

Name of School

University of South Florida

City and State

Tampa, FL

Years attended

3

Major

public administration

Degree obtained

MPA

Certificates or additional training completed:

Work History

Work History

Please give the complete name and address of all employers, including military employment. Please describe the major duties performed. A resume may be attached as a supplement; however, you must complete all information requested on the application. Begin with your most recent employer and list all previous employers in chronological order. Include a minimum of 5 years of employment. Please contact HR if you need to add additional employers to your application.

Employer 1 (Current or most recent)

Name of Company

City of Wapakoneta

Street Address**City, State, Zip**

Wapakoneta, OH 45895

Phone Number

419.738.3011

Dates Employed

2021 - current

Supervisor's Name

Mayor Lee

Pay Rate

Brief Description of Duties

Manage daily operations and services for the municipality.

Reason for Leaving

current

Employer 2

Name of Company

North Baltimore

Street Address

City, State, Zip

North Baltimore, OH

Phone Number

Dates Employed

2018 - 2021

Supervisor's Name

Mayor Goldner

Pay Rate

Brief Description of Duties

Managed daily operations and services for this municipality

Reason for Leaving

relocate to larger community

Employer 3

Name of Company

Camden County

Street Address

City, State, Zip

Camden, NC

Phone Number

Dates Employed

2016 - 2018

Supervisor's Name

Board of Commissioners

Pay Rate

Brief Description of Duties

Managed daily operations and services for the County

Reason for Leaving

complete change in elected Board

Neighborhood Survey.

Please list three (3) of your closest neighbors where you now reside, preferably ones on each side of you and behind you. If for some reason this is not practical, such as you live in a rural area or don't have close neighbors, list the nearest ones and list and explanation below.

Neighbor 1

Full Name

Nickname

Address

City, State Zip

Home Phone

Cell Phone

Occupation

Business Address

Business Phone

Neighbor 2

Full Name

Nickname

Address

City, State Zip

Home Phone

Cell Phone

Occupation

Business Address

Business Phone

Neighbor 3

Full Name

Nickname

Address

City, State Zip

Home Phone

Cell Phone

Occupation

Business Address

Business Phone

Additional Comments

Personal References

Reference 1

Full Name

Nickname

Address

City, State Zip

Home Phone

Cell Phone

Business Address

Occupation

Business Phone

Reference 2

Full Name

Nickname

Address

City, State Zip

Home Phone

Cell Phone

Occupation**Business Address****Business Phone**

Reference 3

Full Name**Nickname****Address****City, State Zip****Home Phone****Cell Phone****Business Address****Business Phone****Occupation****Veteran Information****Have you ever served in the Armed Forces?**

No

FRS Information**Florida Retirement System (FRS) - Certification form**

This form is not an offer of employment or an enrollment form. If hired, a Retirement Choice kit may be mailed to your home with enrollment instructions

Have you ever been a member of a State of Florida administered retirement plan?

Yes

If you are not retired and earned FRS service after certain periods in 2002 (depending on your employer), you must rejoin the FRS retirement plan you were enrolled in when you terminated FRS-covered employment. You may have a one-time 2nd Election to switch FRS retirement plans. Also, alternative retirement programs are available to certain employees. Contact your employer for deadline and other information.

I was or currently am a member of the following State of Florida administered plan:

Section II

FRS Retirement Plan (incl. DROP)

Agency Name

St. Lucie County

Current or Former FRS Employer
St. Lucie County

Signature (By typing your name here you are electronically signing this form.)
MLB

Are you retired as defined in the statement above?
No

Section III

I am NOT retired from any State of Florida administered retirement plan. I understand that if it is later determined that I was a retiree and was reemployed during the first 6 calendar months after I retired or after my DROP termination date, or at any time during the 7th through the 12th months after I retired or after my DROP termination date, I must repay all unauthorized benefits received (see Section IV for details), or, if in the Investment Plan, terminate my employment. My employer may also be liable for repaying any unauthorized benefits I received.

Signature (By typing your name here you are electronically signing this form.)
MLB

Documents

Document upload

Please upload any documents here. Documents must be submitted as either .rtf, .doc, .docx, or .pdf
Items noted with a * are required.

Resume

[lake_city_fl.pdf](#) [2]

High School Diploma

Driver's License

Birth Certificate

College Degrees/Transcripts

Other Certificates

DD214

EEO

EEO Self-Identification Form

Federal Laws and regulations require that the City incorporate a procedure for obtaining information necessary to conduct an applicant flow and selection analysis to determine the number of persons protected under those laws and whether or not the present selection system has an adverse effect on any protected group.

****Completion of this form is strictly voluntary****

Do you wish to self identify?

Yes

Race/National Origin: (Definitions from EEOC Form 221)

White (not Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Sex

Male

Individual with Disabilities?

No

Special Disabled Veteran?

No

Vietnam Era Veteran?

No

Other Eligible Veteran?

No

How did you learn of the job opening?

Job Posting

According to 41 CFR 60-41.42, there are only two circumstances when an employer may ask a disabled applicant to self-identify on a pre-offer basis:

(1) The invitation is made when the contractor actually is undertaking affirmative action for individuals with disabilities at the pre-offer stage; or (2) The invitation is made pursuant to a Federal, state or local law requiring affirmative action for individuals with disabilities.

According to 41 CFR 60-250.42, there are only two circumstances under which an employer may ask applicants who are Special Disabled Veterans to self-identify on a pre-offer basis:

(1) The invitation is made when the contractor actually is undertaking affirmative action for special disabled veterans at the pre-offer stage; or (2) The invitation is made pursuant to a Federal, state or local law requiring affirmative action for special disabled veterans.

Individual with disabilities: Defined as a person who (1) has a physical or mental impairment which substantially limits one or more of his or her major life activity(s), (2) has a record of such impairment(s), or (3) is regarded as having such impairment(s). For purposes of this definition, an individual with disability(s) is substantially limited if he or she is likely to experience difficulty in securing, retaining, or advancing in employment because of disability(s).

Special Disabled Veteran: Defined as a veteran who is entitled to disability compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Veterans Administration for a disability (i) rated at 30% or more, or (ii) rated at 10% or 20% in the case of a veteran who has been determined under Section 1506 to have a serious employment disability, or a person who was discharged from active duty because of a service-connected disability.

Veteran of the Vietnam Era: Defined as a veteran who (a) served on active duty in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or (b) served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released from there with other than a dishonorable discharge, or (c) was discharged

or released from active duty for a service-connected disability if any part of his or her active duty was performed between August 5, 1964 and May 7, 1975.

Other Eligible Veteran: Defined as any veteran who served in a "war" declared by Congress, in a campaign or on an expedition for which a campaign badge, or service medal, or an expeditionary medal has been awarded.

Record Check

Record Check Authorization

Please Read Carefully Before Signing.

1. I HEREBY AUTHORIZE that all the facts and information on this employment application are true and complete. I understand that any false, incomplete or misleading information given by me on this application is sufficient cause for rejection of this application. I also understand and agree that any such false, incomplete, or misleading information discovered on this application at any time after I am employed may result in my dismissal.

2. I HEREBY AUTHORIZE the City to investigate all statements contained in this application, to interview the references and previous employers listed in this application, and to obtain a report from a consumer reporting agency to be used for employment purposes in accordance with Fair Credit Reporting Act, to conduct a record check on my background to include but not be limited to the following: criminal and driving check, employment and performance record and educational records. I authorize the references, previous employers, and school or other education institution, credit bureau, lending institution, consumer reporting agency or public agency listed to give the City all the facts, opinions and evaluations concerning my previous employment and any other information they may have, personal or otherwise, and I HEREBY RELEASE and save harmless the addressee, its officers, agents, servants or employees from and against any and all liability, claims, demands, damages, expenses, fees, fines, penalties, suits, proceedings, actions and costs of actions, including attorney's fees of any kind and nature arising or growing out of or in any way connected with the disclosure of requested information.

3. If I am offered employment, I understand that such an offer will be conditioned upon satisfactory results of a background investigation and/or City medical examination or inquiry, including a drug screening test. If then employed, I understand that I will be required to serve a probationary period. I further understand that my employment and compensation can be terminated, with or without cause or notice, at any time, regardless of the successful completion of my probationary period, at the option of either the City or myself. I understand that no supervisor or other representative of the City other than the City Manager has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. I further authorize on going procurement of the above mentioned reports at any time during my employment.

By typing your name here you are electronically signing that you fully understand and voluntarily agree with the above items.

Michael L. Brillhart

Today's Date

Sat, 01/20/2024

Certificate of Applicant

Certificate of Applicant

I hereby certify that all information given on this application is true and correct to the best of my knowledge and I understand that any false information given on this application shall constitute cause to withdraw the application from consideration for any position with the City of Lake City or termination of employment with the City of Lake City. Inquiry as to past employment of any on the job performance may be conducted and all past and current employers will be contacted. I release the City of Lake City and any past or current employers and other individuals contacted from any liability for release of information regarding my employment.

Applications of municipalities are considered public documents according to Florida Statutes and are open to public inspection upon request. Applications will remain active until position applied for is filled.

By typing your name here you are electronically signing this application:

Michael L. Brillhart

Today's Date

Sat, 01/20/2024

Source URL: <https://www.lcfla.com/node/6533/submission/16862>

Links

[1] <https://www.lcfla.com/hr/webform/employment-application> [2] https://www.lcfla.com/system/files/webform/lake_city_fl.pdf

Michael Brillhart

· 772.643.4874 · michael.brillhart6@gmail.com

PROFILE

Experienced local government management professional with success in operations and personnel management, policy development and service delivery. Fosters extensive networks utilizing team-building relationships that achieve organizational goals.

SKILLS

- Organizational leadership
- Public & media relations proficiency
- Excellent communication skills
- Responsive personnel management
- Critical thinking
- Efficient workflow and time management

PROFESSIONAL EXPERIENCE

City Administrator/Safety Service Director 2021 - Present

CITY OF WAPAKONETA, Wapakoneta, OH

Direct public safety and services operations for the municipality with responsibilities in overseeing police/fire/EMS, personnel, grants, customer service, media relations, intergovernmental coordination, a \$90 million annual appropriations budget, water/sewer/electric utility operations.

Key Achievements

- Coordinate funding, work scope, and administration with the Ohio EPA for new water and wastewater treatment facilities in excess of \$100 million
- Prepare ordinances, resolutions, job descriptions, and interlocal agreements
- Manage the 5-Year Capital Improvement Program and accompanying infrastructure projects
- Administer job creation business incentives for council and the Wapakoneta EDC

Administrator 2018 - 2021

VILLAGE OF NORTH BALTIMORE, North Baltimore, OH

Administer operations and services for the Village Council. Responsibilities in staff supervision, public works, utilities, public safety, planning and zoning, grant writing, intergovernmental relations, agenda preparation, capital planning, and customer service.

Key Achievements

- Implemented the North Main Street reconstruction project in excess of \$1.5 million
- Acquired over \$3 million in state capital grant assistance for critical infrastructure projects
- Coordinated the adoption and management of the Community Redevelopment Agency
- Directed regional Township bulk water, JEDD, and CEDA agreements

County Manager & Budget Officer 2016 - 2017

CAMDEN COUNTY, Camden, NC

Managed operations, services, staff activities, and affairs for the Board of County Commissioners with responsibilities in budget development, human resources, grant writing, intergovernmental relations, legislative affairs, agenda preparation, and public works/utilities.

Key Achievements

- Provided FEMA coordination and assistance to property owners affected by Hurricane Matthew
- Served as Budget Manager and prepared a cost saving budget in excess of \$25 million while continuing to provide effective service delivery to residents and utility service customers
- Directed the planning design for a \$3.5 million reverse osmosis wastewater treatment plant with funding from the U.S. EDA; and the \$20 million County Administration building

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County Administrator 2013 – 2016

BARNSTABLE COUNTY, Barnstable/Cape Cod, MA

Directed operations, services, and affairs for the Board of County Commissioners and the countywide population of 215,000 with duties including budget & finance, served as HR Director, intergovernmental relations, legislative affairs, agenda preparation, and regional planning.

Key Achievements

- Directed 14 departments, 450 personnel, and general appropriations of \$80 million
- Coordinated intergovernmental relations, legislative affairs, regional IT service enhancements, emergency management planning, and annual budgeting
- Directed human resources including recruitment, hiring, termination, compensation, and collective bargaining while implementing a personnel Succession Plan
- Coordinated co op-education and scientific research with the University of Massachusetts

Business Manager 2004 – 2013

ST. LUCIE COUNTY, Fort Pierce, FL

Directed business growth, economic development functions, and legislative affairs for the Board of County Commissioners serving a population of 300,000. Responsibilities in job creation, legislative requests, grants management, intergovernmental relations, staff supervision, and strategic planning.

Key Achievements

- Managed staff in the acquisition of over \$100 million in grants through legislative requests and federal/state assistance programs
- Acquired \$9 million in FHWA monies to assist in the new Crosstown Parkway project
- Coordinated the award-winning *Towns, Villages and the Countryside (TVC)* Plan
- Assisted the University of Florida, Florida State, and Indian River Community College on regional baccalaureate program enhancements

Chief Administrative Officer 1995 – 2004

PROFESSIONAL PLANNING ASSOCIATES, Orlando, FL

Administered community planning, economic development, strategic and master plan development, land entitlement due diligence, and consulting services to counties, municipalities, and business clients.

Key Achievements

- Managed the creation of strategic downtown development plans for West Barton, IL, Forest Park, OH, Eatonville, FL, Pekin County, IL, and Paris, IL.
- Prepared a minor corridor transportation needs plan for Hillsborough County, FL
- Coordinated site development plans, development agreements, and utility interconnects
- Wrote and accepted federal and state grants in-excess of \$50 million

Development Concurrency Manager 1990 – 1995

PINELLAS COUNTY, Clearwater, FL

Directed site plan reviews and concurrency determinations for over 200 development proposals.

Key Achievements

- Served as the legislative liaison to 24 municipalities specific to implementation of the annual
- “Penny for Pinellas” countywide capital projects list in-excess of \$100 million
- Prepared transportation, environmental, housing, and utilities grants with an exceptional reception rate. Received over \$50,000 in grant dollars for the county
- Wrote the countywide “Concurrency Development Plan” and managed the impact fee program

Michael Brillhart

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EDUCATION

Master of Public Administration

University of South Florida - Tampa, FL

Bachelor of Science - Urban Administration

University of Cincinnati - Cincinnati, OH

AFFILIATION

- Ohio Municipal League
- Ohio Association of Public Safety and Service Directors
- Ohio DOT Certified Local Project Administrator
- International City/County Management Association
- National Association of Counties

REFERENCES

Justyna Marczak, HR Manager Barnstable County, MA 508.375.6646

Gina Harvey, Traffic Engineering Manager Pinellas County, FL 727.464.5651

Stephanie Jackson, Finance Director Camden County, NC 252.338.6363

Cassi Schallenberg, Administrative Assistant City of Wapakoneta 419.738.3011 ext. 132

Steve Henderson, Former Mayor City of Wapakoneta 419.230.1638

Calvin Schneider, Chief of Police City of Wapakoneta 419.738.2222