

Jason Gaines
Papillion, NE

Jason L. Gaines
945 South Washington Street
Papillion, NE 68046

January 21, 2024

The City of Lake City
Mayor and City Council
205 North Marlon Avenue
Lake City, FL 32055

RE: City Manager Application

Dear Mayor and City Council,

I appreciate the opportunity to apply for this position. After searching many different positions throughout the state of Florida, Lake City is a city that checks all the boxes of a community I would love to live and work. I feel that my qualifications and personal aspirations are a perfect match for this position.

Through my eleven years on the City Council, in one of the fastest growing cities in the state of Nebraska, I have grown fond of the duties involved in public administration. I have worked hands on with every department head in the city, and I have attempted to assist and work with as many different projects as possible; without interfering with each department head. I have worked closely with the Mayor and city staff in budget allocations, the city's comprehensive plan, planning and development, our vision for the future and emergency management. This includes natural disaster preparedness, public disturbances, and health emergencies. Additionally, I have worked closely with local, state, and federal elected officials to assist in the legislative goals of our city. I am also a member of the National League of Cities and attended the annual meeting in Atlanta in November.

I certainly understand that the laws of Florida differ from the laws of Nebraska, but one of my strengths is my ability to quickly learn and adapt to new situations. My legal education, work experience, and legal experience will greatly assist me with a quick transition into your community. Additionally, I will not have any issues with adjusting from a legislative position to an administrative one and faithfully assisting and executing the will of the Mayor and Council.

I can provide additional references as needed. My desire to relocate is not a public topic at this point in time, but I am ready to relocate upon receiving an offer of employment.

I hope that I am considered for this position and can meet you in person to interview for this position.

Respectfully submitted,
Jason L. Gaines

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)
Thu, 01/18/2024 - 11:20pm
174.74.73.26

Today's Date Thu, 01/18/2024

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): \$ 145,000

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? My goal is to transition from bring an elected official to an administrative role. While smaller, Lake City has many of the sane characteristics as the City I live in currently. Lake City meets every one of my requirements for the next place I call home! My goal is to find an administrative position in Florida and relocate.

Applicant Information + Driver's History

Applicant Information

Full Name:

Jason Gaines

Social Security Number

Current Address

945 S Washington St,

City, State Zipcode

Papillion, NE 68046

Home phone number

402-714-0421

Cell phone number**Email address**

JSN.GAINES@YAHOO.COM

Driver's History**Can you operate a motor vehicle?** Yes**Do you possess a valid Florida driver's license?** No**Have you ever possessed a driver's license or CDL of any kind from any other state?** Yes**If YES, give state:** NE**Have you ever had your driver's license SUSPENDED or REVOKED?** No**List all traffic citations and crashes in the last five (5) years:** None**Criminal History****Criminal History****Have you ever been convicted of, or pled guilty, no contest, or nolo contendere to a crime?**
Yes**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?** Yes**If you answered YES to any of the above, please fully explain below:**

In 2005 I was convicted of misdemeanor assault, no physical injury. The conviction was set aside and nullified in 2017.

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

Papillion High School

City and State

Papillion, NE

Date Graduated

05/1993

College or Technical School 1

Name of School

Bellevue University

City and State

Bellevue, NE

Years attended

4

Major

Business Administration

Degree obtained

Bachelors degree

College or Technical School 2

Name of School

Creighton University School of Law

City and State

Omaha, NE

Years attended

4

Major

Law

Degree obtained

Juris Doctor

Certificates or additional training completed:

Nebraska Basic Mediation Certificate

Licensed Attorney-State of Iowa

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 Papillion

Street Address

122 E 3rd Street

City, State, Zip

Papillion, NE 68046

Phone Number

402-597-2000

Dates Employed

December 2012-current

Supervisor's Name

Human Resources

Pay Rate

\$12, 680

Brief Description of Duties

Collaborate with the Mayor, City Administrator, and staff to develop and execute City of Papillion budgets, resolutions, ordinances, and comprehensive plans.

Elected City Council President in 2016 and 2023; preside over council meeting in the Mayor's absence to maintain peace and regulate business

Author, modify and approve ordinances, expenditures, budgets, and resolutions allowed by the Nebraska Legislature.

Work with the Mayor, City Administrator, and city staff in developing and executing the city's budget, resolutions, ordinances, and the city's comprehensive plan.

Listen, respond, and resolve constituent's issues regarding their level of satisfaction in their city's government.

Reason for Leaving

Employer 2

Name of Company

Fitzpatrick Law

Street Address

1905 Harney Street

City, State, Zip

Omaha, NE 68046

Phone Number

402-346-9240

Dates Employed

January 2018-present

Supervisor's Name

Mike Fitzpatrick

Pay Rate**Brief Description of Duties**

Prepare for hearings, trials, client meetings, and conduct legal research.

Deliver first rate client-centered communication; ensure client is informed and understands the status of their case throughout the entire process.

Negotiate plea agreements using tailored communication with prosecutors.

Conduct pretrial interviews with witnesses and experts; troubleshoot witness problems.

Build checklists for trial subpoenas; confirm witness lists, prepare subpoenas, and ensure service.

Establish trial notebooks for each case; incorporate pleadings, motions, pre-trial disclosures, depositions, notes and pre-trial orders.

Organize law firm's filing system; ensure confidentiality, integrity, and availability of protected client information.

Reason for Leaving

Employer 3

Name of Company

Greeley Community Management

Street Address

1711 61st Ave

City, State, Zip

Greeley, CO

Phone Number

970-392-9657

Dates Employed

October 2014-December 2017

Supervisor's Name

Megan Gaines

Pay Rate**Brief Description of Duties**

Managed all aspects of planned communities (Homeowner's Associations and Business Owner's Associations) under the laws of the Colorado Common Interest Ownership Act and various other state and federal laws.

Led 7-member staff; executed human resource functions, employee training and payroll functions
Worked closely with boards and local municipalities; adhered to local design standards and building regulations.

Facilitated board meetings and annual homeowner meetings and conducted yearly Colorado Board education seminars

Performed all human resource functions, training, and accounts payable including publication of new operations manuals and training manuals.

Ensured each association followed required state certification and registration requirements

Monitored Colorado state legislation and ensured employee license requirements were met and informed the company President, boards, and employees of changes.

Partnered with local law firms to manage legal requirements, lawsuits, and changes to an association's governing documents.

Reason for Leaving

Operated business with my ex wife.

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?

Yes

Are you claiming Veterans' preference?

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?

No

Section I

I have never been a member of a State of Florida administered retirement plan

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

Jason Gaines

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

jason_gaines_resume.docx [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?

No

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.

Jason Gaines

Today's Date

Thu, 01/18/2024

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:

Jason Gaines

Today's Date
Thu, 01/18/2024

Source URL:<https://www.lcfla.com/node/6533/submission/16857>

Links

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

JASON L. GAINES
945 S WASHINGTON ST PAPILLION, NE 68046
(402) 714-0421 • JSN.GAINES@YAHOO.COM

EDUCATION

Juris Doctor, ~~May 2023~~-Creighton University School of Law
Bachelor of Science/Business- Bellevue University
Associate of Science/General Studies - Metropolitan Community College

PROFESSIONAL EXPERIENCE

CITY COUNCIL MEMBER/City of Papillion, Papillion, NE, November 2012-present

Formatted: Indent: Left: 0"

- Collaborate with the Mayor, City Administrator, and staff to develop and execute City of Papillion budgets, resolutions, ordinances, and comprehensive plans.
- Elected City Council President in 2016 and 2023; preside over council meeting in the Mayor's absence to maintain peace and regulate business
- Author, modify and approve ordinances, expenditures, budgets, and resolutions allowed by the Nebraska Legislature.
- Work with the Mayor, City Administrator, and city staff in developing and executing emergency management plans; including, natural disasters, public unrest, and health emergencies.
- Listen, respond, and resolve constituent's issues.

Formatted: Body Text, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

LEGAL INTERN/OFFICE MANAGER, Fitzpatrick Law Office, Omaha, NE, January 2018-present.

I have gained extensive experience setting-up and conducting initial consultations, filing motions and briefs, preparing retainer agreements, drafting discovery documents, and drafting opening and closing remarks.

- Prepare for hearings, trials, client meetings, and conduct legal research.
- Deliver first rate client-centered communication; ensure client is informed and understands the status of their case throughout the entire process.
- Negotiate plea agreements using tailored communication with prosecutors.
- Conduct pretrial interviews with witnesses and experts; troubleshoot witness problems.
- Build checklists for trial subpoenas; confirm witness lists, prepare ~~subpoenas~~subpoenas, and ensure service.
- Establish trial notebooks for each case; incorporate pleadings, motions, pre-trial disclosures, depositions, notes and pre-trial orders.
- Organize law firm's filing system; ensure confidentiality, ~~integrity~~integrity, and availability of protected client information.

Formatted: Indent: Left: 0.25", Hanging: 0.38", Space After: 11 pt

CITY COUNCILMAN/City of Papillion, Papillion, NE, November 2012-present.

- Collaborate with the Mayor, City Administrator and staff to develop and execute City of Papillion budgets, resolutions, ordinances and comprehensive plans.
- Elected City Council President in 2016 and 2023; preside over council meeting in the Mayor's absence to maintain peace and regulate business
- Author, modify and approve ordinances, expenditures, budgets, and resolutions allowed by the Nebraska Legislature.
- Work with the Mayor, City Administrator, and city staff in developing and executing the city's budget, resolutions, ordinances, and the city's comprehensive plan.
- Listen, respond, and resolve constituent's issues regarding their level of satisfaction in their city's government.

VICE PRESIDENT/Greeley Community Management, Greeley, CO, October 2014-December 2017.

- Managed all aspects of planned communities (Homeowner's Associations and Business Owner's Associations) under the laws of the Colorado Common Interest Ownership Act and various other state and federal laws.
- Led 7-member staff; executed human resource functions, employee training and payroll functions
- Worked closely with boards and local municipalities; adhered to local design standards and building regulations.
- Facilitated board meetings and annual homeowner meetings and conducted yearly Colorado Board education seminars.
- Performed all human resource functions, training, and accounts payable including publication of new operations manuals and training manuals.
- Ensured each association followed required state certification and registration requirements.
- Monitored Colorado state legislation and ensured employee license requirements were met and -informed the company President, boards, and employees of changes.
- Partnered with local law firms to manage legal requirements, lawsuits, and changes to an association's governing documents.

Formatted: Indent: Left: 0.25", Hanging: 0.38", Space After: 11 pt

OWNER/GENERAL MANAGER, Gaines Enterprises LLC, Papillion, NE. August 2005-October 2014.

- Negotiate contracts and maintain relationships with retailers and vendors.
- Design and install residential and commercial audio, video, and networking systems.
- Perform all human resource functions including, but not limited to, hiring, and releasing contractors, keeping up to date on employment and safety laws and offering HR training when needed.
- Accountable for all financial statements and payroll functions. Consistently meeting with vendors to be able to offer the most state-of-the-art technology.
- Train and monitor quality standards required by each individual contract.

Formatted: Indent: Left: 0.25", Hanging: 0.38", Space After: 0.11 line

- Managed a staff of nine to fifteen service contractors.

REGIONAL MANAGER, Rod Kush Furniture, Omaha, NE. August 2002-June 2005.

- Responsible for the growth and performance of five stores.
- Assisted in design and rollout of new retail locations.
- Designed and implemented training program to include detailed modules and new standard operating procedures.
- Trained personnel in all functions including sales, customer satisfaction, inventory, and collections.
- Tracked marketing results and analyzed numbers to determine the most effective marketing strategies. Added an additional \$300,000 in annual revenues.
- Managed a staff of 29.

REFERENCES

Christian Whitted
Chief of Police, City of Papillion
402-515-2730
Cwhitted27@gmail.com

Bradley Chapman
Chief Master Sargeant-Ret.-USAF
402-214-1813
Bradleychapman07@yahoo.com

Michael Fitzpatrick
Attorney at Law
402-689-6966
mjfitzpaticklaw@hotmail.com