

Bible, BillieJo

From: Collin Mays <mayscollinf@gmail.com>
Sent: Monday, February 5, 2024 6:04 PM
To: Bible, BillieJo
Cc: HR@lcfla.com
Subject: Re: City of Lake City- City Manager

Hi!

Please kindly remove my name from consideration for the city manager position.

Thank you!

Sent from my iPhone

On Jan 4, 2024, at 1:00 PM, Bible, BillieJo <BibleB@lcfla.com> wrote:

Thank you for your interest and documentation regarding the City Manager position. The City Council is requiring an general employment application. You can apply through the link below. Please let us know if you have any questions or need assistance.

<https://www.lcfla.com/hr/page/23-0044-city-manager>

Thank you,

BillieJo Bible

Human Resources Director
Office 386-719-5804 | Fax 386-758-5490 | 205 North Marion Ave, Lake City FL 32055
<image001.png>

From: Collin Mays <mayscollinf@gmail.com>
Sent: Thursday, January 4, 2024 12:57 PM
To: HR@lcfla.com
Subject: City of Lake City- City Manager

Hello,

Please see attached my materials regarding the City Manager position. Please advise if you require anything additional at this time. Is a general employment application required? Happy New Year!

With appreciation,

Collin Mays

Withdrawn

Collins Mays

Cincinnati, OH

Did not complete employment application. Was emailed on 1/4/2024

Master's of Public Administration – proof not included

Does not meet minimum Senior Level Management Experience

****SEE ATTACHED for preliminary investigation materials.

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Collin Mays

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Collin Mays

c 517-763-7723

LinkedIn

www.collinmays.com

PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from City officials regarding City business are public records available to the public and media upon request. Your email communications may be subject to public disclosure.

To whom it may concern,

I am writing to apply for the position of City Manager with the City of Lake City, FL.

I bring a broad range of professional experiences ranging from state and local government to nonprofit coordination of programs and services. I believe my skill set and energy would be the perfect fit for your organization. My background includes coordinating operations, teams, and processes to drive business, local government, and customer service success. From serving as the primary point of contact and support for local businesses to developing working relationships with employers, educators, economic developers, local elected officials, and representatives from other community-based organizations, I have the ability to quickly connect with stakeholders to promote and coordinate shared goals.

In my most recent position with the City of Cincinnati, serving as Director of Economic Inclusion has offered me the opportunity to deepen my knowledge of municipal government. I have built an extensive network of contacts throughout various regions of the country which positions me to thrive in this challenging opportunity. Moreover, my success has been defined by my strong communication skills, solid business acumen, considerable practical experience, and ability to rally staff around a common goal.

With a solid track record behind me, you can be confident that I can do the same for your organization by coordinating employer and public outreach, generating leads, understanding the city budget, writing successful grants (over \$3,000,000 total from 2019-2023) and utilizing data to drive and inform strategies. I also possess extensive strategic planning experience. In addition, I have experience managing and securing CDBG (Community Development Block Grant) funds. Including incorporating new programs to promote business retention, diversity, equity, and inclusion. Please kindly see my resume for additional information. I possess extensive experience with procurement, budget management, economic development, and diversity, equity, inclusion work.

I hope that you will find my experience and interests are a solid match for this position. I am someone that is results driven, focused on completing tasks, goal oriented, and strong people skills. With my grit, drive, and determination, I could swiftly surpass your expectations. The opportunity to discuss the position in detail would be welcome.

With appreciation,

Collin F. Mays

Salary requirements- \$135,000

Received 1/4/24

COLLIN FOSTER MAYS

(248) 943-2496 | mayscollinf@gmail.com

www.collinmays.com

WORK EXPERIENCE

City of Cincinnati

Director of Economic Inclusion | April 2022- July 2023

- Rebuilt department staff from three to 13 within 50 days of employment (I currently supervise 12 employees)
- Increased M/W/SBE city certifications by more than 60% within first 6 months of employment
- Manage and oversee department budget of \$2,000,000
- Led, analyzed, and implemented city wide disparity study which determined minority business inclusion goals with the City of Cincinnati
- Enhanced procurement measures to increase inclusion and access for minority owned businesses
- Oversee all contract and compliance matters on behalf of the City of Cincinnati
- Created pathways for additional minority owned businesses in the City of Cincinnati through procurement measures
- Set and monitored inclusion goals for MBE and WBE businesses on city contracts
- Assisted MBE and WBE certified businesses with access to capital which resulted in more than \$100,000 in grants and loans obtained
- Assisted MBE and WBE certified businesses with workforce development needs which resulted in an increase in city contract inclusion efforts. Increased workforce capacity allowed MBE and WBE businesses to compete competitively for city contracts
- Managed and negotiated complex contracts on behalf of the City of Cincinnati
- Administered, enforced, and monitored the Equal Employment Opportunity program (EEO program)
- Made determinations on local, state, and federal prevailing wage laws
- Oversee all living wage programs on behalf of the City of Cincinnati

Delta Charter Township

Community and Economic Development Director | January 2021- April 2022

- Assisted more than 50 businesses in writing and securing over \$1,000,000 in federal and state grants during the Covid-19 crisis (2021-ongoing)
- Increased women and minority owned business representation by more than 60% within first 12 months
- Established the inaugural "Delta Township Restaurant Week", which increased restaurant revenue by more than 70%
- Established the inaugural "I am Delta" Community Spotlight feature
 - Community spotlight feature promoted diversity, equity and inclusion practices
- Established monthly business to business chats and employer retention visits
- Utilized data analytics to track employer retention, which rose by over 83% in less than 6 months
- Hosted monthly meetings with local chambers of commerce, churches, rotary club, lions club, nonprofits, and other community stakeholders
- Established the inaugural "Business of the Month" concept in recognition of local businesses in Delta Township
- Established inaugural "Hotel Appreciation Month" which increased tourism and travel by more than 70% in the Lansing region

- Drafted and implemented Delta Township's first community engagement/public participation plan within first 6 months of hire
- Established social media outreach efforts to attract new business and developers
- Hosted the inaugural business resource open house, which connects businesses to multiple resources at once including federal, state and local agencies
- Worked with local developers to find new economic opportunities
- Worked closely with the Lansing mall on new development opportunities and helped provide incentives (9 new businesses began operations in the mall within first 12 months of employment)
- Successfully secured Amazon fulfillment center (first Amazon fulfillment center in Mid-Michigan), which will create over 600 new jobs in the Mid- Michigan region
- Established the inaugural "Shop Delta- Pop Up Saturday" event in partnership with the Lansing mall, which increased small business sales and engagement throughout the Lansing region

City of Center Line

Economic Development Director | December 2019- December 2020

- Wrote and successfully secured five grants during the Covid-19 crisis totaling more than \$600,000
- Managed city wide CDBG (Community Development) funds
- Established the inaugural Center Line Business Council which includes 10 employers in the City of Center Line. Business Council focuses on business retention and attraction
- Establish new business relationships throughout Center Line and Metro Detroit area
- Established monthly business to business chats and employer retention visits
- Hosted monthly meetings with local chambers of commerce, churches, nonprofits and community leaders
- Worked to increase the city's stance with the Redevelopment Ready Program (80% completion within 8 months)
- Established the inaugural "Business of the Month" concept in recognition of local businesses
- Attend trade shows to generate new business interest
- Established social media outreach efforts to attract new business
- Host the inaugural business resource open house, which connects businesses to multiple resources at once including federal, state and local agencies
- Established comprehensive economic development, real estate and workforce development plans

Southeast Michigan Community Alliance (SEMCA)

Business Development Coordinator | June 2017- December 2019

- Oversee a core staff of 12, plus two additional staff members from another agency
- Establish new business relationships throughout the Metro Detroit area
- Host monthly meetings with local chambers of commerce and community leaders
- Establish two Business Resource Networks in Monroe and Wayne County within 6 months
- Increased employee retention for all Monroe and Wayne County participating businesses by 93%
- Manage a \$1-million Community Ventures Budget
- Increased registered apprenticeships by 60% throughout Southeast Michigan
- Established 8 new apprenticeship programs across Southeast Michigan
- Secured \$1million dollars for regional employers through the Skilled Trades Training Fund
- Oversee a staff of 12
- Manage grants —successfully secured Going Pro Pre-apprenticeship Grant
- Oversee budgets associated with grants (largest budget managed has been \$200,000)
- Partner with community colleges and other training providers to identify underrepresented populations in the workforce

EDUCATION

Oakland University – Master of Public Administration

Western Michigan University – Bachelor of Arts | Political Science

AFFILIATIONS, BOARDS, & VOLUNTEERISM

ICMA (International City/County Management Association) - Member

National Forum for Black Public Administrators- Member

Alzheimer's Association- Walk to end Alzheimer's Committee Chair 2021- Detroit chapter (placed first in the nation with most registered new teams, and seventeenth in the nation for fundraising with over \$800,000)

The Soul Of Philanthropy (TSOP) Michigan Co-Chair- exhibit/project is a tribute to black philanthropy. TSOP will be installed at the Detroit Historical Museum June-August 2023. TSOP Michigan project has an operating budget of \$350,000 with an aspirational fundraising goal of \$1 million. As of July 2023, \$550,000 has been raised

Mays Family Institute on Diverse Philanthropy- Community Fellow

AWARDS

Michigan Chronicle, 40 under 40- Class of 2015

Michigan Talent Investment Agency- Most new registered apprenticeships in the State of Michigan- 2017

Crain's Detroit Business 20 in their 20's-Class of 2019

Motor City Honors Twenty to Watch- Class of 2019

Alumni Achievement Award- Western Michigan University- 2022

Steven D. Ford- Public Service Award- Presented by NFBPA- 2023

Professional References:

1. Sonya Grant- (313) 330-7238- sgrant@cobbworks.org
2. Vicki Barnett- (248) 227-0945- vlbarnett@aol.com
3. Daniel Martinez- (734) 789-0481- danm8488@gmail.com
4. Dennis Champine- (586) 202-5608- dchampine@centerline.gov
5. Ana Salazar- (513) 620-9276- arsalazar@gmail.com
6. Douglas Carr- (248)-370-2972- carr@oakland.edu
7. Brian Reed (517) 256-9843- BReed@deltami.gov
8. John Curp (614) 313-2877- johncurp@gmail.com