

DAVID A. STROHL

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January 7, 2026

S. Renée Narloch
President/CEO
S. Renée Narloch & Associates
2910 Kerry Forest Parkway D4-242
Tallahassee, Florida 32309

Dear Ms. Narloch:

Please accept this letter as application for the position of City Manager of the City of Madeira Beach, Florida. My résumé accompanies this letter for your review and consideration.

I most recently served as City Administrator of the City of Palos Heights, Illinois, an upscale community with a high quality of life and a population of approximately 12,000 located in the Chicago Metropolitan Area. Palos Heights, with more than 70 full-time employees, over 260 part-time employees, a General Fund budget of more than \$14 million, and a total budget of nearly \$40 million (including over \$11 million in capital projects), provides a variety of services, including general administration, building inspection, code enforcement, economic development, nature center, parks and recreation, planning and zoning, police, stormwater collection, street maintenance, wastewater collection, and water treatment and distribution. As City Administrator, I served as the Chief Administrative Officer responsible to the Mayor and eight-member City Council for the day-to-day management of the municipal operations. During my tenure with the City, much of my attention was focused on conducting an assessment of the organization and identifying opportunities for increased effectiveness and efficiency of operations and service delivery, on improving the condition of the City's infrastructure, and on positioning the City to better pursue economic development. My accomplishments during my tenure in Palos Heights include initiating the City's first classification and compensation study and the development of the City's first pay plan for full-time, non-union employees, initiating the City's first street pavement assessment to provide for the objective evaluation of the City's street infrastructure to assist in the capital planning process, the establishment of a Business District to facilitate and provide funding for community and economic development and redevelopment activities within the City's "downtown" business/commercial corridor, and the preparation of a water main replacement assessment and the development of a ten-year capital plan for the City's water distribution system.

My professional experience also includes the following:

- Serving as the Village Administrator of the Village of Forsyth, Illinois, a community with a population of approximately 3,500, for a period of more than seven years. Forsyth is also an upscale community with a high quality of life and is home to the area's regional shopping mall and additional retail, restaurant, and hotel development. As Village Administrator, I served as the Chief Administrative Officer responsible to the Village President and six-member Board of Trustees for the day-to-day management of the municipal operations. My accomplishments during my tenure in Forsyth include initiating a review of and revisions to the Village's subdivision construction standards and practices in order to ensure high-quality, long-lasting development, initiating a street pavement assessment to provide for the objective evaluation of the Village's street infrastructure to assist in the capital planning process, and the establishment of the Village's first Tax Increment Financing (TIF) District, leading to the development of a residential subdivision in a long-time Village-owned greenfield site and several commercial developments.
- Serving as the Business Manager of the Village of Morton, Illinois, a community with a population of approximately 16,300, for a period of nearly twelve years. Morton is also an upscale community with a high quality of life, being the recipient of many accolades from a variety of sources. As Business Manager, I served as the Chief Administrative Officer and was responsible to the Village President and six-member Board of Trustees for the management of the administrative operations and the performance of economic development duties. My accomplishments during my tenure in Morton include developing a building façade improvement

grant program and a revolving loan fund program for businesses located within the Morton Business District, leading the effort to develop a Downtown Development Plan to guide downtown redevelopment efforts, and the establishment of a Business District to facilitate and provide funding for community and economic development and redevelopment activities.

- Serving as the first City Administrator of the City of West Peoria, Illinois, a community with a population of approximately 5,300, for a period of more than five years. Beginning my employment with the City less than a year after its incorporation provided me with the opportunity to develop and implement many of the City's policies, procedures, practices, processes, and protocols, to develop the municipal organization, and to work on many of the City's "firsts," including developing a sidewalk replacement program and ongoing funding mechanism to provide for the replacement of the City's sidewalk infrastructure, developing the City's first comprehensive personnel manual and first position descriptions, developing the City's first residential waste collection and recycling program, establishing all zoning administration operating procedures, implementing the City's first health insurance plan, and negotiating the City's first electric, natural gas, and telephone franchise agreements.

These and other positions have provided me with experience in managing, supervising, and/or performing many local government administrative, management, and operational functions. In addition to my broad base of experience, I offer a commitment to achieving results, to conservative fiscal management and fiscal sustainability, and to effective, efficient, high-quality service delivery, as well as a management philosophy emphasizing collaboration and teamwork, openness and transparency, and communication. I consider myself to be a problem-solver with an attention to detail and the ability to think analytically who takes a common-sense, down-to-earth, practical approach to addressing issues. I am also a dedicated and hardworking individual who continually strives for the highest level of achievement, ethics, and professional conduct.

I am looking for a local government management position which will provide me with an opportunity to utilize my more than thirty years of highly responsible local government leadership and management experience in a dynamic, ethical, forward-thinking, and progressive organization that embraces and encourages innovation, initiative, creativity, continuous improvement, change, challenging the status quo, and appropriate risk-taking, and which will provide me with an opportunity to confront a variety of new challenges and with opportunities for professional and personal growth and development.

I believe that I am well qualified for this position and that I can make a valuable, long-term contribution to the City of Madeira Beach. I would welcome the opportunity for a personal interview to discuss my qualifications in more detail. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

David A. Strohl

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PROFESSIONAL EXPERIENCE

City Administrator, City of Palos Heights, Illinois

July, 2021 - September, 2025

Chief Administrative Officer responsible to the Mayor and eight-member City Council for the management of the municipal operations of a full-service, non-home rule municipality operating under the mayor-council form of government.

General Administration And Management

- Assisted the Mayor as Local Liquor Control Commissioner administer and enforce state and local liquor codes within the corporate limits of the City.
- Drafted ordinances and resolutions.
- Initiated and coordinated the process of redistricting the City's wards as a result of the 2020 Decennial Census.
- Initiated the effort to organize, scan, and electronically file the documents and plans of the Building Department.
- Initiated the posting of the meeting packets for meetings of the City Council, City Council Committees, and the various other public bodies of the City on the City's World Wide Web site in order to promote openness and transparency.
- Managed and supervised the maintenance of the City's information technology (IT) infrastructure and telephone system.
- Managed and supervised the maintenance of the City's World Wide Web site.
- Managed and supervised the operations of the City's cable television government access channel.
- Managed and supervised the preparation and distribution of meeting agendas and meeting packets for meetings of the City Council and meetings of City Council Committees.
- Managed and supervised the production and distribution of the City's monthly newsletter.
- Managed the review and evaluation of the finances, governance, and operations of Lake Katherine Nature Center. Participated in the negotiation of a new Memorandum Of Understanding (MOU) between the City and the not-for-profit organization responsible for programming.
- Negotiated an intergovernmental agreement with a neighboring municipality for the sharing of costs related to an outdoor warning siren.
- Performed community, intergovernmental, and media relations activities.
- Provided general administrative assistance and support to the Mayor and City Council.
- Responsible for the administration and oversight of the City's residential waste collection and recycling contract. Oversaw the negotiation of a renewal of the City's residential waste collection and recycling contract.

Community And Economic Development

- Led effort to engage a consulting firm to assist in the development of a development plan to guide redevelopment efforts within the City's "downtown" business/commercial corridor.
- Oversaw the development of a new Business District to facilitate and provide funding for community and economic development and redevelopment activities within the City's "downtown" business/commercial corridor.
- Oversaw the management of two existing Business Districts.
- Oversaw the management of two existing Tax Increment Financing (TIF) Districts.

Financial Management

- Initiated the adoption of the Budget System and served as Budget Officer.
- Initiated the elimination of the office of City Collector and the reorganization of front office operations, resulting in lower costs through attrition and greater efficiency.
- Managed and supervised the accounts payable, accounts receivable, and payroll functions.
- Managed and supervised utility billing, collections, and customer service operations for the City's waste water and water utilities. Monthly billing to 300+ commercial customers and quarterly billing to 5,000+ residential customers.
- Responsible for the preparation and administration of the annual operating and capital budgets, as well as the preparation of the annual appropriation ordinance (prior to the adoption of the Budget System) and the tax levy ordinance.

Human Resource/Personnel Management

- Initiated and managed the City's first classification and compensation study and development of the City's first pay plan for full-time, non-union employees.
- Managed and supervised all aspects of the City's human resource/personnel management system.
- Served as a member of the City's collective bargaining team (two collective bargaining units).

Public Works

- Initiated the performance of a street pavement assessment to provide objective evaluation of the City's street infrastructure to assist in the capital planning process.
- Initiated the remodeling of an abandoned regional dispatch center located adjacent to City Hall for use as a production facility for the City's cable television government access channel.
- Oversaw the development of plans for a multi-phase City Hall remodeling project.
- Oversaw the preparation of a water main replacement assessment and the development of a ten-year capital improvement plan for the City's water distribution system. Initiated the performance of a utility rate study to ensure the availability of financial resources to fund the ten-year capital improvement plan for the City's water distribution system. Oversaw the application process for \$15,000,000+ in Public Water Supply Loan Program loans through the Illinois Environmental Protection Agency (IEPA) to fund the ten-year capital improvement plan for the City's water distribution system.
- Responsible for the administration and oversight of the City's municipal electric supply contract for the supply of electricity to City facilities.

Risk Management

- Managed and supervised all aspects of the City's risk management program.
- Served as a Delegate on the Board of Directors of the Intergovernmental Risk Management Agency (IRMA).

Village Administrator, Village of Forsyth, Illinois**January, 2014 - June, 2021**

Chief Administrative Officer responsible to the Village President and six-member Board of Trustees for the management of the municipal operations of a full-service, non-home rule municipality operating under the mayor-council form of government.

General Administration And Management

- Assisted the Village President as Local Liquor Control Commissioner administer and enforce state and local liquor codes within the corporate limits of the Village.
- Drafted ordinances and resolutions.
- Initiated and oversaw the creation of a new Village logo. Managed the implementation of the new logo across the organization.
- Initiated conducting a citizen/community survey on a biennial basis to determine satisfaction with the services provided by the Village and other pertinent information. Developed survey instrument.
- Initiated the conversion of forms used by the public to fillable PDF documents and posting them on the Village's World Wide Web site in order to provide better service to the public.
- Initiated the posting of the meeting packets for meetings of the Board of Trustees on the Village's World Wide Web site in order to promote openness and transparency.
- Initiated the practice of having no open liquor licenses in order to provide greater control by the Board of Trustees over potential new licensed establishments.
- Initiated, coordinated, and participated in strategic planning activities and developed resulting strategic plan document. Responsible for implementing strategic plan.
- Led the process for the Village's participation in a County-wide mass/public notification system, working in a cooperative regional manner to obtain emergency notification capabilities to alert residents to emergency situations while achieving significant cost savings.
- Managed and supervised the maintenance of the Village's information technology (IT) infrastructure and telephone system.
- Managed and supervised the maintenance of the Village's World Wide Web site.
- Managed and supervised the production and distribution of the Village newsletter. Initiated and led the transition from publishing a paper newsletter that was mailed to each resident two times a month to publishing an electronic newsletter that was e-mailed to subscribers on a quarterly basis, saving considerable time, money, and effort.

- Performed community, intergovernmental, and media relations activities.
- Prepared and distributed meeting agendas and meeting packets for meetings of the Board of Trustees.
- Provided general administrative assistance and support to the Village President and Board of Trustees.
- Responsible for the administration and oversight of the Village's cable television, electric, natural gas, and telephone franchise agreements. Negotiated a renewal of the Village's cable television franchise agreement.
- Responsible for the administration and oversight of the Village's intergovernmental agreement with the Macon County Sheriff's Office for the provision of police services. Negotiated two (2) renewals of the police services agreement.
- Responsible for the administration and oversight of the Village's municipal electric aggregation program.
- Served as Freedom Of Information Act (FOIA) Officer and as Open Meetings Act (OMA) Officer.

Community And Economic Development

- Created the position of Community and Economic Development Coordinator and hired the Village's first community and economic development professional in order to better address community and economic development issues.
- Created the position of Event Coordinator in order to develop, promote, and conduct community activities and events that contribute to and enhance the quality of life of residents and that contribute to and enhance a sense of community among residents.
- Initiated a review of and revisions to code enforcement procedures and the creation of the position of Code Enforcement Officer in order to better address code enforcement issues.
- Initiated a review of and revisions to land use regulations in order to ensure the effectiveness and practicality of such regulations.
- Initiated and led the acquisition and development of a geographic information system (GIS).
- Initiated and led the process of establishing the Village's first Tax Increment Financing (TIF) District in order to create a funding mechanism for commercial and residential development within the Village. Initiated and led the process of expanding the Village's Tax Increment Financing (TIF) District.
- Initiated the requirement that the Village Attorney attend the meetings of the Planning and Zoning Commission in order to improve the conduct of business at such meetings.
- Led the process for the development of zoning regulations for medical marijuana facilities.
- Led the process for the Village's inclusion in a new multi-jurisdictional Enterprise Zone.
- Managed the Village's tourism program, with the goal of promoting tourism and attracting nonresident overnight visitors. Managed the Village's tourism grant program, which provided funding each year from the Village's hotel/motel tax revenues to local organizations to promote activities and events within the Village and the surrounding area that promoted tourism and attracted nonresident overnight visitors. Developed policies and procedures regarding the operation of the Village's tourism grant program in order to provide for a more orderly and objective decision-making process.
- Oversaw the application process for an Illinois Department of Natural Resources (IDNR) Land and Water Conservation Fund (LWCF) grant for the acquisition of more than 70 acres of land for the location of a family sports and nature park.
- Oversaw the management of more than 100 acres of land owned by the Village for the purpose of future residential development, but which was farmed until development occurred.
- Oversaw the process of acquiring approximately 15 acres of abandoned railroad right-of-way from the United States Department of the Interior for the purpose of developing a recreational trail.
- Participated in the process of examining potentially developing a family sports and nature park as both a community asset and a sports tourism destination.
- Served as Plat Officer.
- Served as Zoning Officer/Zoning Official.
- Served on the Board of Directors of the Economic Development Corporation of Decatur and Macon County.
- Served on the Community Marketing Governance Committee, overseeing an area-wide branding and marketing initiative.
- Served on the Enterprise Zone Advisory Board.
- Served on the Village's Community Center Committee examining the issue of potentially building and operating a community center.
- Successfully negotiated several Tax Increment Financing (TIF) redevelopment agreements.

Financial Management

- Initiated online utility bill presentment and payment system.
- Initiated the conversion of the Village's fiscal year from May 1-April 30 to January 1-December 31 in order to better align the fiscal year with numerous events and processes.
- Initiated the establishment of a special revenue fund to account for the tax levied and imposed by the Village upon the use and privilege of renting a hotel or motel room within the Village in order to promote accountability for such revenue.
- Initiated the outsourcing of printing and mailing utility bills, thereby reducing costs and allowing staff to perform other duties.

- Managed and supervised the accounts payable, accounts receivable, and payroll functions.
- Managed and supervised utility billing, collections, and customer service operations for the Village's waste water and water utilities. Monthly billing to 1,500+ customers.
- Responsible for the preparation and administration of the annual operating and capital budgets, as well as the preparation of the tax levy ordinance.
- Served as Budget Officer.

Human Resource/Personnel Management

- Managed and supervised all aspects of the Village's human resource/personnel management system.
- Initiated and implemented a Section 125 (Premium-Only) Plan.
- Initiated and implemented the increasing of the annual work-hour threshold for participation in the Illinois Municipal Retirement Fund (IMRF) in an effort to decrease the number of part-time employees eligible for participation, thereby lessening the labor costs of the Village.
- Performed labor relations activities, including handling of grievances and serving as a member of the Village's collective bargaining team (one collective bargaining unit).

Public Works

- Initiated a review of and revisions to subdivision construction standards and practices in order to ensure that development is constructed and infrastructure is installed so as to last a reasonable amount of time in order to save taxpayers' money in the future.
- Initiated the development of regulations regarding the installation of personal wireless service facilities in Village rights-of-way and on private property.
- Initiated the performance of a street pavement assessment to provide objective evaluation of the Village's street infrastructure to assist in the capital planning process.
- Initiated the practice of conducting open houses for major public works projects in order to facilitate better communication between the Village and property owners and residents affected by such public works projects.
- Initiated the practice of performing design work for public works projects during one calendar year and construction the following calendar year in order to allow for the orderly and timely completion of public works projects.
- Led the process for the Village's participation in a regional effort to protect the Mahomet Aquifer from contamination from a proposed hazardous waste disposal site.
- Oversaw the acquisition of extraterritorial property for the purpose of locating a water well.
- Oversaw the application process for an Illinois Environmental Protection Agency (IEPA) loan for \$6,000,000+ in water system capital projects.
- Responsible for the administration and oversight of the Village's municipal electric and natural gas supply contracts for the supply of electricity and natural gas to Village facilities.
- Served on the Policy Committee and the Technical Committee of the Decatur Urbanized Area Transportation Study (DUATS).

Risk Management

- Managed and supervised all aspects of the Village's risk management program.

Interim City Administrator, City of La Grange, Missouri

July, 2013 - January, 2014

Chief Administrative Officer responsible to the Mayor and six-member City Council for the management of the municipal operations of a full-service, Special Charter municipality operating under the mayor-council form of government.

- Implemented weekly staff meetings in order to facilitate management of municipal operations and communication and cooperation across departmental boundaries.
- Initiated and led the process of reviewing cash flow requirements in order to identify idle funds available for investment.
- Initiated and led the process of reviewing City records in order to identify records appropriate for and eligible for disposal and records required to be retained according to record retention requirements, organizing those records required to be retained, and destroying those records appropriate for and eligible for disposal.
- Initiated and led the process of reviewing existing bank and investment accounts in order to provide for effective cash management practices.
- Initiated the creation of a formal order of business for regular meetings of the City Council in order to improve the conduct of business at regular meetings of the City Council.

- Initiated the creation of a formal policy regarding public participation at meetings of the City Council in order to improve the conduct of business at meetings of the City Council.
- Initiated the preparation of monthly budget-to-actual reports and the distribution of those monthly budget-to-actual reports to the Mayor and City Council and to Department Heads in order to improve financial oversight by the Mayor and City Council and by Department Heads.
- Initiated the requirement that the City Attorney and Department Heads attend both regular meetings of the City Council each month in order to improve the conduct of business at the regular meetings of the City Council.
- Led the process of evaluating the appropriateness of converting the City's health insurance plan from a fully-insured plan to a self-funded plan.
- Led the process of soliciting and evaluating proposals for electronic mail and World Wide Web site services. Led the process of migrating the City's electronic mail and World Wide Web site to new service providers and revising and updating the City's World Wide Web site.

In Transition**January, 2012 - July, 2013**

Previous position was eliminated as a result of the decision to restructure the organization.

Business Manager, Village of Morton, Illinois**March, 2000 - December, 2011**

Chief Administrative Officer responsible to the Village President and six-member Board of Trustees for the management of the administrative operations of a full-service, non-home rule municipality operating under the mayor-council form of government.

General Administration And Management

- Assisted the Village President as Local Liquor Control Commissioner administer and enforce state and local liquor codes within the corporate limits of the Village.
- Coordinated the Village's municipal electric aggregation effort.
- Drafted ordinances and resolutions.
- Initiated and developed the Village's first World Wide Web site. Supervised the maintenance of the Village's World Wide Web site.
- Initiated and led process of implementing Google Apps as the Village's electronic mail service provider, thereby providing greater functionality at a lower cost.
- Initiated the adoption of an administrative policies and procedures manual.
- Initiated, coordinated, and participated in strategic planning activities.
- Managed and coordinated the maintenance of the Village's information technology (IT) infrastructure and telephone system.
- Managed the Village's cable television government access channel.
- Oversaw the management of two residential properties owned by the Village for the purpose of future expansion of a fire station, but which was rented out to tenants until expansion occurred.
- Performed community, intergovernmental, and media relations activities.
- Prepared a successfully-funded competitive grant application for a grant to replace the windows at Village Hall with energy efficient windows. Administered the grant upon its being awarded.
- Prepared and distributed meeting agendas and meeting packets for meetings of the Board of Trustees.
- Provided general administrative assistance and support to the Village President and Board of Trustees.
- Responsible for the administration and oversight of the Village's cable television, electric, natural gas, and telephone franchise agreements. Assisted in the negotiation of the Village's cable television, electric, and natural gas franchise agreements.
- Responsible for the administration and oversight of the Village's residential waste collection and recycling contract.

Community And Economic Development

- Coordinated special census project which resulted in an additional \$175,000+ in state-shared revenues per year.
- Developed a building façade improvement grant program to provide financial assistance for the rehabilitation of the exterior of commercial buildings located within the Morton Business District to promote commercial redevelopment activities within the Morton Business District, to improve the aesthetics of commercial buildings located within the Morton Business District, and to enhance the overall quality of life for residents of the Village.
- Developed a revolving loan fund program to make monies available to businesses located within the Morton Business District to provide financial assistance for the purchase of fixed assets and for the acquisition of or improvements to commercial properties located within the Morton Business District.

- Led effort to create a Business District to facilitate and provide funding for community and economic development and redevelopment activities. Served on the Business District Development and Redevelopment Commission.
- Managed the Village's tourism program, with the goal of promoting tourism and attracting nonresident overnight visitors, and supervised the Director of Tourism. Managed the Village's tourism grant program, which provided more than \$100,000 in funding each year from the Village's hotel/motel tax revenues to local organizations to promote activities and events within the Village that promote tourism and attract nonresident overnight visitors.
- Served as Chair of the Downtown Development Action Team of the Morton Economic Development Council. Led effort to engage a consulting firm to assist in the development of a development plan to guide redevelopment efforts within the Village's downtown. Led effort to develop and adopt Downtown Development Plan.
- Served as Chair of the Retail Recruitment Action Team of the Morton Economic Development Council. Initiated and led efforts to conduct a regional retail study involving several area communities intended to identify appropriate retailers and restaurants on which to focus attraction efforts, working in a cooperative regional manner to improve the retail environment of the area while achieving significant cost savings for the communities involved.
- Served as Enterprise Zone Administrator of the Morton Enterprise Zone, performing such duties as:
 - Assisting businesses in obtaining incentives from the State of Illinois.
 - Handling inquiries regarding incentives.
 - Providing periodic reports to the Illinois Department of Commerce and Economic Opportunity.
 - Verifying the location of properties within the Morton Enterprise Zone.
- Served on the Board of Directors of the Morton Economic Development Council.
- Served on the Comprehensive Plan Committee which reviewed and updated the Village's Comprehensive Plan. Served on the Economic Development Subcommittee of the Comprehensive Plan Committee. Wrote the core of the Economic Development Section of the Comprehensive Plan.
- Served on the Economic Development And Growth Experts (EDGE) Group, an advisory body to The Economic Development Council For Central Illinois.
- Served on the Peoria Area Convention and Visitors Bureau Advisory Board.

Financial Management

- Improved the collection of delinquent utility accounts by revising policies and procedures regarding delinquent utility accounts.
- Initiated and implemented modifications to the budget document in order to improve readability and usability.
- Initiated and led process to replace the Village's financial management software and related computer hardware.
- Managed and supervised the accounts payable, accounts receivable, and payroll functions.
- Managed and supervised utility billing, collections, and customer service operations for the Village's natural gas, storm water, waste water, and water utilities. Monthly billing to 6,000+ customers.
- Responsible for the preparation and administration of the annual operating and capital budgets, as well as the preparation of the annual appropriation ordinance and the tax levy ordinance.

Human Resource/Personnel Management

- Managed all aspects of the Village's human resource/personnel management system and performed various human resource/personnel management duties and functions, including:
 - Administering employee benefits (including the Village's self-funded health insurance plan).
 - Administering the Village's drug and alcohol testing program.
 - Administering the Village's pay plan.
 - Developing and implementing personnel policies and procedures.
 - Ensuring compliance with applicable laws and regulations.
 - In-processing and out-processing of employees.
 - Preparing position descriptions.
 - Serving as a member of the Village's collective bargaining team (two collective bargaining units).
 - Serving as ADA Coordinator.
 - Serving as Illinois Municipal Retirement Fund (IMRF) Authorized Agent.
- Developed the Village's first position descriptions.
- Implemented a payroll direct deposit program.
- Implemented a Section 457 Deferred Compensation Plan.
- Initiated and implemented a Section 125 Plan.

Risk Management

- Managed all aspects of the Village's risk management program and performed various risk management duties and functions, including:
 - Administering the Village's liability, property, and workers' compensation insurance programs.
 - Administering claims.
 - Performing loss control activities.

City Administrator, City of West Peoria, Illinois**October, 1994 - February, 2000**

Chief Administrative Officer responsible to the Mayor and eight-member City Council for the management of the municipal operations of a full-service, non-home rule municipality operating under the mayor-council form of government.

General Administration And Management

- Assisted the Mayor as Local Liquor Control Commissioner administer and enforce state and local liquor codes within the corporate limits of the City.
- Drafted ordinances and resolutions.
- Initiated, coordinated, and participated in strategic planning activities.
- Negotiated with both public sector and private sector entities on a variety of issues, including franchise agreements (including the City's first electric, natural gas, and telephone franchise agreements), intergovernmental agreements, and service contracts.
- Performed community, intergovernmental, and media relations activities.
- Prepared and distributed meeting agendas and meeting packets for meetings of the City Council and meetings of City Council Committees.
- Provided general administrative assistance and support to the Mayor and City Council.
- Responsible for the administration and oversight of the City's cable television, electric, natural gas, and telephone franchise agreements.
- Served as Deputy City Clerk.
- Served as the first City Administrator less than a year after the incorporation of the City in 1993, demonstrating the benefits of professional local government management. Began on a part-time basis, which was converted to a full-time basis in July, 1995.

Community And Economic Development

- Assisted in the development of the City's first comprehensive land use plan.
- Assisted in the development of the City's first zoning code and served as Zoning Officer/Zoning Official after its adoption.
- Established all zoning administration operating procedures.
- Served as Flood Zone Administrator.

Financial Management

- Computerized all accounting and budgetary records.
- Initiated and implemented modifications to the budget document to improve readability and usability.
- Initiated the adoption of the Budget System and served as Budget Officer.
- Responsible for the preparation and administration of the annual operating and capital budgets, as well as the preparation of the annual appropriation ordinance (prior to the adoption of the Budget System) and the tax levy ordinance.

Human Resource/Personnel Management

- Managed all aspects of the City's human resource/personnel management system and performed various human resource/personnel management duties and functions, including:
 - Administering employee benefits.
 - Administering the City's drug and alcohol testing program.
 - Administering the City's pay plan.
 - Developing and implementing personnel policies and procedures.
 - Ensuring compliance with applicable laws and regulations.
 - In-processing and out-processing of employees.
 - Preparing position descriptions.
 - Serving as ADA Coordinator.
- Developed the City's first position descriptions.
- Implemented the City's first health insurance plan.
- Initiated and developed the City's first comprehensive personnel manual.

Public Works

- Developed a sidewalk replacement program to provide a mechanism for the replacement of the City's sidewalk infrastructure. Developed the ongoing funding mechanism for the program through cost-sharing with property owners and the utilization of special service areas.
- Developed an equipment and vehicle replacement program to provide a mechanism and funding for the planned replacement of the City's fleet of equipment and vehicles.
- Developed the City's first residential waste collection and recycling program. Responsible for the administration and oversight of the City's residential waste collection and recycling contract.
- Prepared a successfully-funded competitive grant application for a grant to provide recycling bins and recycling promotional materials for every residence in the City as part of the City's first residential waste collection and recycling program. Administered the grant upon its being awarded.
- Served on the Policy Committee of the Peoria/Pekin Urbanized Area Transportation Study (PPUATS).

Risk Management

- Managed all aspects of the City's risk management program and performed various risk management duties and functions, including:
 - Administering the City's liability, property, and workers' compensation insurance programs.
 - Administering claims.
 - Performing loss control activities.

Personnel Assistant (Part-Time), County of Peoria, Illinois**July, 1994 - July, 1995**

- Collected data and prepared materials in connection with collective bargaining activities.
- Performed various personnel management tasks.
- Prepared revisions to position descriptions.
- Prepared revisions to the County's personnel manual.
- Provided general administrative assistance and support to the Personnel Director and the staff of the Personnel Department.

Administrative Assistant (Part-Time), Village of Peoria Heights, Illinois**May, 1994 - October, 1994**

- Administered the removal of architectural barriers grant initiated during internship.
- Provided general administrative assistance and support to the Village Administrator.
- Worked on special projects.

Intern, Village of Peoria Heights, Illinois

January, 1994 - May, 1994

- Developed a drug-free workplace policy.
- Developed a lockout/tagout program.
- Developed the Village's first employee performance review and evaluation system.
- Developed the Village's first merit-based pay system.
- Prepared a successfully-funded competitive grant application for a grant for the removal of architectural barriers to provide access by the disabled to the public restroom facilities and public drinking fountains at Village Hall. Administered the grant upon its being awarded.
- Provided general administrative assistance and support to the Village Administrator.
- Worked on special projects.

EDUCATION**Master of Public Administration, Valdosta State University, Valdosta, Georgia****Bachelor of Science (Major: Political Science), Illinois State University, Normal, Illinois****Associate in Arts and Science (Major: Political Science), Illinois Central College, East Peoria, Illinois****PROFESSIONAL MEMBERSHIPS****International City/County Management Association**

Member, 2008-2009, Conference Evaluation Committee

Member, 2010-2011, Conference Education Committee (Formerly Conference Planning Committee)

Member, Review Committee For 2014 ICMA Annual Conference Scholarship Applications

Member, 2011-2012, Task Force To Update The ICMA Model Employment Agreement

Member, 2019-2020, Task Force To Update The Recruitment Guidelines Handbook

Service Awards - 10 Years, 20 Years, 25 Years, 30 Years

Illinois City/County Management Association

Member, Committee On Professional Conduct

Member, Membership Services Committee

Participant, Manager/Administrator Outreach Program

Government Finance Officers Association Of The United States And Canada

Public Records Exemptions

Enclosed please find a copy of the response documents for your public records request. The following information is provided to explain the process employed to review and produce the response documents.

Reason	Description	Pages
119.071(4)(d)2h		1, 3