

Mickey T. Solomon, MBA

119.071(4)(d02.z.)II(A)

, Fulshear, TX 77441,

119.071(4)(d02.z.)II(B)

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January 20, 2025

Dear Human Resource Department

Please accept this letter and the enclosed résumé as an expression of my interest in the City Manager position for the City of Madeira Beach, FL, I am confident that my continual education, and familiarity with the government budgets, CIP, procurement, contracts, security, fleet, HR & higher education provides me with the necessary skills to meet and exceed the city's expectations in this role.

With my leadership skills in both the public and higher education sectors combined with my continual education and training I have gained firsthand knowledge in all areas of management operations.

I understand your time is limited and since a résumé can neither fully detail all my skills and accomplishments, nor predict my potential to your organization, I would welcome a personal interview to further explore the merging of my knowledge and training with The City of Madeira Beach, Florida.

Sincerely,

Mickey Todd Solomon

Mickey T Solomon, MBA/ CPM

MICKEY T. SOLOMON, MBA, CPM

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WORK EXPERIENCE:

MIAMI DADE COLLEGE – MIAMI, FL

December 2005-Presently

ADJUNCT BUSINESS/MANAGEMENT PROFESSOR (VIRTUAL COLLEGE & FACE-TO-FACE)

Lead, teach & provide adult learners with a critical & comprehensive look into all aspects of business operations as they use theoretical approaches in real world situations. Develop students to become more effective in the process of gathering, evaluation, analyzing raw information/data to make sound business decisions. Assist the School of Business in promoting its' intergraded marketing communication program, recruitment & other agendas. Courses taught include but are not limited to Principles of Management, Business, Retail, Marketing, Project Management and Customer Service.

CITY OF HOUSTON – HOUSTON, TX

February 2008-Presently

DEPUTY ASSISTANT DIRECTOR/ SENIOR DIVISION MANAGER (HPW/ WASTEWATER OPERATIONS)

Budget/Accounts Payable/ Procurement/ Contracts/ Fleet/ Warehouse/ Safety/ Human Resources/ Facility Management

Responsible for overseeing various management support functions within Wastewater Operations. Primary responsibility is to oversee work towards building and streamlining multiple teams for the purpose of improving overall performance and efficiency, facilitating a pending 2-billion-dollar Consent Decree (CD) and preparing for 2.4-billion-dollar Federal Emergency Management Agency projects.

Direct and coordinate all of Wastewater Operations functions as related to procurement, budgeting, staffing, building and maintenance contracts, safety, and security, human resources, fleet, warehouse, accounts payable, training license and memberships and other administrative and financial functions. The position is essential to meet all current and future requirements of the Wastewater branch.

DIVISION MANAGER (HPW/WASTEWATER OPERATIONS)

Budget/Accounts Payable/Procurement/Contracts/Fleet/Warehouse/Safety

Oversee and manage key departments and personnel within the service-line that includes both O&M and Capital Budgets, Accounts Payable, Procurement, Contracts (Formal and non-formal), Fleet, Safety and Warehouse(s). Supervises, coordinates and reviews departmental operations and procedures. Manage preparation of multiple contracts for special projects associated with critical services related to the maintenance of Wastewater facilities/ utility designs. Develops various management reports for implementing revised management procedures and policies. Monitoring key performance metrics. Serves as primary liaison to effectively manage financial policies, procedures, and systems. Supervises, trains and evaluates employees involved in evaluating, researching and analyzing financial and operational activities and procedures. Coordinates, prepares and reviews financial and management reports, such as budget reviews and projections. Reviews, researches and surveys requests to assess operational improvements and implements revised management procedures.

MANAGEMENT ANALYST IV (PWE/WASTEWATER OPERATIONS)

Budget/Accounts Payment/ Procurement/ Contracts/ Special Projects

Supervises, coordinates and reviews departmental operations and procedures. Manage preparation of multiple contracts for special projects associated with critical services related to the maintenance of Wastewater facilities/ utility designs. Develops various management reports for

implementing revised management procedures and policies. Monitoring key performance metrics. Serves as primary liaison to effectively manage financial policies, procedures and systems. Supervises, trains and evaluates employees involved in evaluating, researching and analyzing financial and operational activities and procedures. Coordinates, prepares and reviews financial and management reports, such as budget reviews and projections. Reviews, research and surveys requests to assess operational improvements and implements revised management procedures. Compiles and interprets statistical data in analyzing and assessing departmental operations, schedules and long-range forecasting. Provides systems development and maintenance to enhance functionality, coordinates systems user/support training, and handles various special projects as assigned.

MANAGEMENT ANALYST III (PWE/INFORMATION TECHNOLOGY)

Budget/ Procurement/ Contracts/ Special Projects

Monitored daily the expense and operating funds. Prepared and submitted any corrections required for problems discovered because of daily review. Prepared and submitted any funding transfers required to allow continued operations within a given appropriation. Prepared the Monthly Financial and Operations Report (MFOR) including expenses, and FTE analysis and projection, for one or more of the Sections operating funds, preparation of accompanying graphs and charts for CTO's presentation as well as being sufficiently knowledgeable about the fund's operations to be able to answer management's questions regarding line item, revenue and FTE year-to-date and projected amounts. Assisted in preparing the sections annual budget submission for one or more funds. Updated and distribute the biweekly payroll/salary and other related reports to section. Monitored key performance metrics that modernized the infrastructure for items such as Wi-Fi and radio.

MANAGEMENT ANALYST II (PWE/INFORMATION TECHNOLOGY)

Budget/ Procurement/ Contracts/ Special Projects

Administered researched and analyzed financial and operating activities and procedures. Evaluated findings and assists in preparing specific financial and management reports. Researched, analyzed and monitored various financial and management reports. Assisted in developing, preparing and evaluating financial and management reports. Identified and implemented solutions and systems necessary to optimize results. Conducted audits and/or needs assessments to identify and document specific financial operating and management procedures and policies. Prepared training material for financial systems and conduct user training. Performed training in related subject matters. Prepared documentation on financial systems and write user procedures. Monitored key performance metrics.

MANAGEMENT ANALYST I (HAS/ PUBLIC SAFETY & TECHNOLOGY)

Budget/ Procurement/ Special Projects

Performed a variety of analytical, evaluation work for the I.D. Badging section. Budget preparation. Reviewed related financial documents. Analyzed call records to determine trends. Reviewed and maintained electronic records for compliance. Monitored equipment usage records. Developed and maintained statistical databases and reports. Monitored, reconciled, and planed the expenditures of various services at IAH. Maintained PRF and P-Card systems with respect to authorized and emergency expenditures. Conducted monthly audits to determine financial irregularities. Worked closely with technical services division on procurement of equipment and supplies. Communicated in person, in writing and via telephone with airport users and tenants. Made recommendations for efficiency improvements.

EDUCATION:

- Certified Public Manager (CPM), Sam Houston State University, December 2018
- Master's in Business Administrations (MBA), Lynn University, August 2005, GPA – 3.25
- Bachelor's in Management Operations (BSMO), Embry-Riddle Aeronautical University, July 2004, GPA – 3.90

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)(d02.z.)II(A)		1
119.071(4)(d02.z.)II(B)		1-2