

# Howard W. Brown, Jr., ICMA-CM

West Palm Beach, FL

☎: 305-788-9647 | ✉: howardwbrownjr@gmail.com

April 25, 2024

City of Pahokee  
Attn: Mayor and City Commission Members  
171 North Lake Avenue  
Pahokee, FL 33476

RE: City Manager Vacancy – Pahokee, FL

Dear Honorable Mayor Babb and City Commission Members:

I am keenly interested in the City Manager role for the City of Pahokee. My extensive career in local government, spanning over two decades, includes transformative roles as City Manager and Senior Manager, with meaningful impact in South Florida, Los Angeles County, CA, and the Atlanta, GA metro area. My expertise is particularly relevant to Pahokee, given its unique challenges and opportunities.

While serving as the Village Manager for the Village of Indiantown, FL, I was instrumental in executing pivotal initiatives such as negotiating a multimillion-dollar interlocal agreement that achieved significant savings for our residents and leading the creation and implementation of a 5-year strategic action plan, which was realized three years ahead of schedule. My successful negotiation to purchase a water and sewer plant, followed by managing to have the majority of the loan forgiven, stands as a testament to my dedication to fiscal responsibility and innovative municipal management. These experiences honed my skills in strategic planning and executing large-scale projects that resonate well with the future objectives of Pahokee.

In my current role as CEO of Local Government Consulting Group, LLC, I apply a strategic lens to empower city managers and planning directors to advance their communities effectively. This role complements my practical experience by providing a broader perspective on municipal management challenges nationwide.

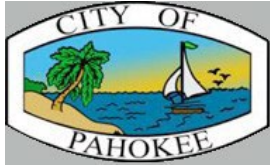
My approach to city management marries rigorous fiscal oversight with a genuine commitment to public service, ensuring all initiatives underpin a high quality of life for residents. I hold a Master's Degree in Public Administration and continue to engage in professional development, which has imbued me with the essential principles of public administration.

The City of Pahokee's commitment to sustainable growth, financial stewardship, and vibrant community participation aligns perfectly with my professional values. I am eager to contribute my blend of strategic acumen, operational expertise, and a passion for public service to the City of Pahokee.

I appreciate your consideration of my application. I am enthusiastic about the possibility of sharing how my experience and vision for effective governance can benefit Pahokee.

Sincerely,

Howard W. Brown, Jr.



# City of Pahokee

207 Begonia Dr., Pahokee, FL 33476 phone 561-924-5534 fax 561-924-8140

*Please Print Clearly*

## APPLICATION FOR EMPLOYMENT

***Please Answer All Questions. Résumés Are Not A Substitute for A Completed Application.***

We are an equal opportunity employer. Applicants are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other category protected by applicable federal, state, or local laws.

**THIS CITY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE CITY MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE PURSUANT TO CITY CODES AND POLICIES THAT MAY BE AMENDED FROM TIME TO TIME.**

Applicant Name Howard W. Brown, Jr.

Position Applied For (list only one) City Manager

Telephone Number ( ) \_\_\_\_\_ - \_\_\_\_\_ Alternate/Cellular Telephone Number ( ) 3057889647

Present Address: How long have you lived here? 5 years 2 months Years/Months

Street, Apartment, or Unit Number 11875 Dunbar Court

City/State/Zip: Palm Beach Gardens, FL 33412

Email Address (optional) howardwbrownjr@gmail.com

Type of employment desired? Full-time  Part-time  (Specify Hours) \_\_\_\_\_

Are you willing to work overtime? Yes  No

Date on which you can start work if hired \_\_\_\_\_

Have you previously applied for employment with this City? Yes  No

If Yes, when and for what position did you apply? N/A

Have you ever been employed by this City? Yes  No

If Yes, provide dates of employment, position and reason for separation from employment. \_\_\_\_\_

N/A

If applicable, below list any other names by which you have been known which may be necessary to allow us to confirm your work and educational record. For example, change of name, use of an assumed name, nickname, etc.

N/A

### SPECIAL SKILLS

List any licenses or certifications you have that relate to this job: American Planning Association; American Institute of Certified Planners, International City Manager's Association, etc

Education	School Name and Location (Address, City, State)	Course of Study or Major	Graduate? Y or N	# of Years Completed	Honors Received
High School	Pensacola High School	General	Y	4	No
College	Florida State University	BA, Criminology	Y	4	No
Graduate/ Professional	University of West Florida	MPA	Y	2	No
Trade or Correspondence					

### WORK EXPERIENCE

Please list the names of your present and/or previous employers in chronological order with present or most recent employer listed first. Provide information for at least the most recent seven (7) year period. If self-employed, supply firm name and business references. You may include any verifiable work performed on a volunteer basis, internships, or military service. Your failure to completely respond to each inquiry may disqualify you for consideration from employment. Please do not answer "see resume." (You may attach additional sheets if needed.)

1. Name of Current or Last Employer Village of Indiantown  
 Address: 15516 SW Osceola Street Telephone: (772)5979900  
 Job Title: Village Manager Supervisor Name: Mayor Janet Hernandez  
 From 01/19 To: 01/23 Hours Worked: 40  
 Duties: oversee day-to-day operations of municipal government includes but not limited to managing all employees

Reason for Leaving: Resigned  
 May we contact? Yes  No  If No, why not? N/A  
 Were you ever disciplined? If so, for what? No

2. Name of Former Employer: City of Bell  
 Address: 6330 Pine Ave Telephone: (323)5886211  
 Job Title: City Manager Supervisor Name: Fidencio Gallardo  
 From 01/16 To: 10/18 Hours Worked: 40 hrs per week  
 Duties: oversee management and day to day operations of municipal government.

Reason for Leaving: Resigned May we contact? Yes  No  If No, why not? \_\_\_\_\_

Were you ever disciplined while employed? If so, for what? No

3. Name of Former Employer: City of Muskogee

Address: 221 Okmulgee Avenue Telephone: ( ) \_\_\_\_\_ - \_\_\_\_\_

Job Title: City Manager Supervisor Name: Bob Coburn

From 01/14 To: 01/16 Hours Worked: 40 hours per week

Duties oversaw the management and day to day operations of municipal government

Reason for Leaving: Resigned

May we contact? Yes  No  If No, why not? \_\_\_\_\_

What will this employer say was the reason your employment terminated? that I resigned

Were you ever disciplined? If so, for what? No

Have you ever been terminated or asked to resign from any job? Yes  No

Has your employment ever been terminated by mutual agreement? Yes  No

Have you ever been given the choice to resign rather than be terminated? Yes  No

If you answered Yes to any of the above three questions, please explain the circumstances of each occasion.

~~At the Village of Indiantown, I negotiated my departure after the last election. In Bell, CA, I moved back to Florida and had mutual separation~~

### PROFESSIONAL REFERENCES

Please list the names of additional work-related references we may contact. Individuals with no prior work experience may list school or volunteer-related references.

Name	Position	Company	Work relationship (i.e. Supervisor, co-worker)	Telephone
Alfred Lott	City Manager	City of Bowie, MD	Supervisor	2408259124
Ivory Vann	Former Council Member	City of Muskogee	Supervisor	9183609191
Fidencio Gallardo	Mayor	City of Bell, CA	Supervisor	5626595668

### PERSONAL REFERENCES

Please list names of personal references (not previous employers or relatives) who you know that we may contact.

Name	Occupation	Address	Telephone	Number of Years Known
Jonathan Allen	Govt. Employee	4300 NW 36th Street	9546840471	24
Jason Riley	Social Worker	1400 Belair Road	8505251583	41
Celeste Dunmore	Govt. Employee	324 NW Cypress Street	9546324178	24

**DRIVING INFORMATION [Optional]**

**(Complete only if driving is an essential function of the job for which you are applying).**

Do you have a current valid driver's license? Yes  No

If yes, License No.: B650-339-71-208-0 State: FL Expiration Date: 06-08-2027

If you do not have a Florida driver's license, why not? \_\_\_\_\_  
\_\_\_\_\_ Has your license ever been suspended or revoked?

Yes  No

If yes, explain: N/A  
\_\_\_\_\_

Please list all moving traffic violations in the last five (5) years:

Offense	Date	Location	Comments
N/A		N/A	N/A

**APPLICANT ACKNOWLEDGEMENT & AUTHORIZATION**

I hereby certify that the answers to the foregoing are true and correct to the best of my knowledge. I understand that CITY OF PAHOKEE (“the CITY”) will attempt to verify statements made on my application.

I understand that the CITY requires certain information about me to evaluate my qualifications for employment and to conduct its business if I become an employee. I understand that false, incomplete or misleading statements or omissions on this application or any other pre or post-employment form, or in any interview or other oral communication, may be considered sufficient cause for dismissal, if and when discovered. The use of this application does not indicate there are positions open and does not in any way obligate the CITY.

I authorize personal references, as well as professional references, other persons, companies, corporations, schools, and law enforcement agencies identified in this application to furnish to the CITY and/or its representatives any information they have concerning me.

I understand that I may be required to submit to drug testing now or at any time in the future and I agree to such testing. Moreover, I understand that my failure or refusal to undergo such testing will result in the withdrawal of my employment application.

I will be able, if hired, to certify that I am authorized to work in the United States of America. The Immigration Reform and Control Act of 1986 requires that, upon hiring, employers verify the authorization to work and identity of all new employees. An offer of employment is contingent upon the CITY’s ability to verify this necessary information.

I understand that if I am hired, confidential information regarding the CITY, and/or its customers and employees may be available to me and that this information must not be disseminated or used except for the CITY’s benefit. If employed, I agree to keep all information about the CITY, including such information regarding its business methods, protocols, customers and employees, confidential and shall not disclose this information to any unauthorized personnel whether within or without the CITY.

I understand that this application or subsequent employment does not create a contract of employment nor does it guarantee employment for any definite period of time. Should I be hired, I understand that my employment is at-will and my employment may be terminated at any time with or without cause, and with or without notice.

**EXEMPTION FROM PUBLIC RECORDS DISCLOSURE**

**Are you a current or former law enforcement officer, other employee\*\*or the spouse or child of one, who is exempt from public records disclosure under 119.07, F.S.? Yes  No**

**If yes, explain:** Former Code Enforcement Officer

**\*\*Other covered jobs include: correctional and correctional probation officers, firefighters, certain judges, assistant state attorneys, state attorneys, assistant and statewide prosecutors, personnel of the Department of Revenue or local governments.**

\_\_\_\_\_  
Complete Signature of Applicant Date

Thank you for completing this application form and for your interest in employment with the City of Pahokee. Due to the volume of applications received, we may not interview every applicant. In the event you are selected for interview, we will contact you.

Applications will not be considered active after one hundred eighty (180) days from date of application unless renewed, in writing, by the applicant.

***INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED***

## VETERANS NOTICE & CONSENT FORM

Check appropriate item to claim Veterans' Preference. Documentation substantiating your claim **MUST** be furnished at the time of application or your claim for veterans' preference will be invalid.

1.  A Veteran who has served duty in any branch of the Armed Forces who has a presently existing service- connected disability 30% or more compensable under public laws administered by the Veterans' Administration; or who is receiving compensation, disability retirement benefits, or pension by reason of public laws administered by the Veterans' Administration and the Department of Defense; **or**
2.  The spouse of a veteran who cannot qualify for employment because of a total and permanent disability, or the spouse of a veteran missing in action, captured or forcibly detained or interned in line of duty by a foreign government of power; **or**
3.  A veteran of any war who has served on active duty for at least one (1) day during the wartime era, including but not limited to the following:
  - (a) Spanish-American War: April 21, 1898 to July 4,1902;
  - (b) Mexican Border Period: May 9, 1916 to April 5,1917;
  - (c) World War I: April 6, 1917 to November 11, 1918; extended to April 1, 1920, for those veterans who served in Russia; also, extended through July 1, 1921, for those veterans who served after November 11, 1918, and before July 2, 1921, provided such veterans had at least 1 day of service between April 5, 1917, and November 12, 1918;
  - (d) World War II: December 7, 1941, to December 31,1946;
  - (e) Korean Conflict: June 27, 1950, to January 31,1955;
  - (f) Vietnam Era: February 28, 1961, to May 7,1975;
  - (g) Persian Gulf War: August 2, 1990 and ending on the date thereafter prescribed by Presidential proclamation or by law; **or**
4.  The unmarried widow or widower of a veteran who died of a service-connected disability.

Have you claimed and been employed through Veterans' Preference since October 1, 1987?  Yes  No

If yes, give name of Employer: \_\_\_\_\_

**Note:** Under Florida law, preference in appointment and employment shall be given, by the State and its political subdivisions, first to those persons included in #1 and #2 above, and second to those persons included under #3 and #4 above. If any applicant claiming a veterans' preference for a vacant position is not selected for the position, they may file a complaint with the **Division of Veterans' Affairs, P. O. Box 1437, St. Petersburg, Florida 33731**. A complaint shall be filed within 21 days after notice of a hiring decision. If notice of a hiring decision is not given, a complaint may be filed at any time.

**Applicant's Full Name (Please Print)** \_\_\_\_\_

**BRANCH OF SERVICE**

**DATA ENTRY**

**DATE OF DISCHARGE**

\_\_\_\_\_



**SIGNATURE FORM**

**THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF ONE HUNDRED EIGHTY (180) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY. DO NOT SIGN UNTIL YOU HAVE READ ALL OF THE INFORMATION CONTAINED IN THE APPLICATION.**

**I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE, ACCURATE, AND COMPLETE.**

**Applicant Signature:** Howard W. Bump **Date:** 04252024

If the applicant is a minor, the foregoing release and consent must be signed by the applicant's parent or legal guardian. Signature by the applicant's parent or legal guardian constitutes acknowledgment by the applicant and the parent or legal guardian that the City, to the extent permitted by federal, state, and local law, can test the applicant for illegal or controlled substances, conduct inspections of property without notice, and communicate test results to City personnel who need to know, the applicant, and the applicant's legal guardian.

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**Parent/Legal Guardian**

**Witness**

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**Date**

**Date**

# HOWARD W. BROWN, JR., ICMA-CM

[Howardwbrownjr@gmail.com](mailto:Howardwbrownjr@gmail.com)

West Palm Beach, FL 33412 ☎ 305-788-9647 <https://www.linkedin.com/in/howardwbrownjr/>

## CITY MANAGER & CHIEF ADMINISTRATIVE OFFICER

A visionary leader and turnaround expert with 25+ year's leadership experience in both municipal government and the private sector. Proficient in planning, organizing, directing, coordinating, and evaluating results of day-to-day municipal operations focused on implementing policy directives by working independently and coordinating with various departments, agencies, and the public within the city. Adept at labor negotiations, community development, project management, and financial and budget knowledge to accomplish a vision.

*Leadership* □ *Budgeting and financial management* □ *Staff Mentoring & Development*  
□ *Program Implementation* □ *Verbal and Written Communication*  
*Office Administration* □ *Relationship management* □ *Contract Negotiation* □ *Municipal Management*

## CAREER HISTORY

### *As Village Manager, Village of Indiantown, FL*

*January 2019 – January 2023*

*Incorporated December 31, 2017, the Village of Indiantown is unique, being the 413th municipality incorporated in South Florida.*

- **Negotiated a multimillion-dollar** interlocal agreement with Martin County saving the residents of the Village ~ \$1.5MM throughout the interlocal agreement for Fire Rescue Services.
- **Created and implemented a 5-year strategic action plan** together with the initial Village Council; we hit the ground running, achieving it within 3-years.
- **Negotiated and purchased a private water and sewer plant for \$8.5MM**, subsequently managing to have ~80% of the loan to purchase the asset forgiven. In addition, we negotiated a 0% interest rate over a 30-year term. This was the best water and sewer acquisition deal ever done in Florida.

### *As City Manager, City of Bell*

*January 2016 – October 2018*

*The City of Bell, CA, is an incorporated city in Los Angeles County, California. Accountable for the day-to-day operations of all City departments, \$32MM in annual operating and capital budgets, and 150+ employees serving a daytime population of 50,000+.*

- **Led the City through its first-ever recodification** of all city codes of ordinances, including retaining a consultant to conduct a charter review for Council Consideration.
- **Prepared a balanced budget**, successfully adopted by the Mayor and Council two years in a row despite declining property, sales taxes, and rising pension costs.
- **Organized several neighborhood groups, including Neighborhood Watch**, and met regularly with residents to sell the city's Strategic Plan and City Priorities approved by the Mayor and Council.

### *As CITY MANAGER, City of Muskogee, Oklahoma*

*January 2014 – January 2016*

*The City of Muskogee is an incorporated city located in the Tulsa, Oklahoma, metropolitan area.*

- **Collaborated with the Mayor and City Council to develop** an employee compensation plan and labor relations strategy for three collective bargaining agreements: Police, Fire, and Non-uniformed employees.
- **Wrote the Muskogee 2020 Strategic Plan**, adopted by the Mayor and City Council.
- **Oversaw day-to-day operations of all city departments** while managing a \$61MM operating and capital budget and 600+ employees serving a daytime population of more than 50,000.

*City of Opa-Locka, FL*

*January 2010– January 2014*

*The City of Opa-Locka, FL, is an incorporated city in Miami-Dade County, FL.*

**ACTING ASSISTANT CITY MANAGER (2013-2014)**

- **Led the reorganization of the Building Services Division** to reduce the budget deficit by 25% and created the city's first Certificate of Use program, generating ~ \$1MM per annum.
- **Executed the directives of the City Manager, Mayor, and City Council** while managing a municipal organization with a \$13MM annual operating budget and 190 employees, serving a population of 16,000.
- **Directly supervised and managed** Police, Human Resources, IT, Finance, Public Works, Parks and Recreation, Planning and Community Development, Code Enforcement, and Building and Licensing Departments.

**DIRECTOR, PLANNING AND COMMUNITY DEVELOPMENT (2010- 2013)**

- **Prepared the city's first Annexation Plan** based on the Miami-Dade County Code and the State of Florida Annexation law
- **Managed/directed all Community Development Block Grant (CDBG) funding**, including project management/grant proposal writing.
- **Received 1.2 Million Community Challenge Planning Grant** – from the United States Housing and Urban Development Department. Only two cities within the state of Florida was awarded.

*Director, Planning and Development Services, City Of Albany, GA*

*October 2007– July 2010*

*Neighborhood Improvement Manager – Planning and Zoning Department City of Lilburn, GA*

*September 2002 – October 2007*

*Chief of Code Enforcement City of Lauderdale Lakes, FL*

*June 2000 – September 2002*

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**EDUCATION**

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Harvard University, Cambridge, MA (2022)  
**Certificate, Program for State and  
Local Government Executives**

University of West Florida, Pensacola, Florida (1995)  
**Master of Public Administration**

Florida State University, Tallahassee, Florida (1993)  
**Bachelor of Science in Criminology**

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**CERTIFICATION & PROFESSIONAL DEVELOPMENT**

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**Credentialed Manager**, International City Manager’s Association (ICMA)  
**Certified Urban Planner**, American Institute of Certified Planners (AICP) - Certification No. 24680  
**National Incident Management Systems (NIMS) Certifications:** ICS 100, 200, 300, 400, 700 & 800

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## **BOARD APPOINTMENTS / MEMBERSHIPS**

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International City/County Management Association (ICMA), Full Member  
Florida City and County Management Association (FCCMA), Full Member  
American Institute of Certified Planners (AICP), Full Member  
American Planning Association (APA), Full Member

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## **VOLUNTEER ACTIVITIES & CIVIC CONTRIBUTIONS**

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Habitat for Humanity, Albany, GA  
Boy Scouts of America, Tulsa, OK and Indiantown, FL  
International Rotary Club of America, Rotarian, Tulsa, Ok, and Albany, GA

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## **HONORS – AWARDS – PROFESSIONAL RECOGNITION**

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National Defense Service Medal – Persian Gulf War, United States Army  
Humanitarian Service Medal - Hurricane Andrew Disaster Relief, United States Army  
*40 under 40* – most influential persons - Albany Herald, Albany, GA