



Hello, my name is Brandon Eugene Carter, and I am writing to express deep interest in the City Manager position with the City of Westlake, Florida. I have garnered the pertinent leadership experience throughout my tenure in the United States Marine Corps (USMC). During my leadership tenure in the USMC, I ensured that daily operations were completed in a timely and efficient manner. This role truly prepared me for the duties and responsibilities to fulfill my previous role as the Executive Director of Finance for the City of Lake City, South Carolina. I am seeking to take on greater responsibilities that will enable me to uplift, nourish, and lead not only a team but also an organization to daily success. Additionally, I am also looking forward to seeking a greater challenge and to further develop my skill set in executive management. Importantly, I am striving to achieve this position to showcase youth progression and retention in the government sector. Young people are leaving the government sector at a staggering rate. I am doing everything within my power to encourage young people to not only stay in the government sector, but to refrain from being stagnant and to seek more challenging roles.

I am a strong candidate for this position, because I am adamant that I have a special calling to serve and lead others. I have practiced and perfected the leadership style of servant leadership. My hard work, unselfishness, and motivated mentality promotes camaraderie and high morale. Servant leaders are attuned to the needs of those underneath their charge. In my tenure as a Non-Commissioned Officer in the USMC as well as my previous role as the Executive Finance Director of Lake City, SC, I make it a top priority to ensure the social, emotional, and psychological wellbeing of my staff. I am indeed a natural born leader who believes in employee empowerment and self-accountability. Furthermore, I possess an unwavering loyalty to the adherence of ethical behavior and the abidance towards policies and procedures. I constantly ensure that my employees are adhering to the standards of procedures, while in the interim, implementing a harmonious environment. Servant leaders should be adaptable and possess the capability to overcome adverse situations. I possess strong critical thinking and assertive communication skills that are essential in a leadership role. The skills given allow me to think outside of the box, find positive strength base solutions, adapt well in unknown predicaments, and deescalate those with heightened emotions without aggression.

I am the top contender for this position due to my experience from my previous tenure from the City of Lake City. First, I filled in the role as Deputy City Administrator once he was terminated in 2023, then I filled in the role as City Administrator after his termination in 2025.

Albeit I was not appointed by mayor and city council as the official City Administrator. Once the City Administrator was terminated, I innately took the helm of the ship and continued to progress the city forward. I possess the mindset to hit the ground running and to go up and beyond the duties of my hired roll. This mindset aligns with my basic core principle of adaptation which is a leadership trait I have gleaned from my tenure in the USMC. This mindset sets me apart from your other applicants for the reason of results driven. The success of an organization is based upon the fluidity of the team.

I was the Executive Director of Finance for Lake City for over two years. I am new to government, and I love every second of it. I am looking forward to making it my lifelong career. I currently possess a Master of Business Administration (MBA) in business administration. Additionally, I currently possess my Certified Public Funds Investment Manager (CPFIM) Certification with the Association of Public Treasurers of United States and Canada (APTUS&C). I am currently enrolled in the Certified Public Finance Officer (CPFO) with the Government Finance Officer Association (GFOA). I am a member in organizations such as the Government Finance Officer Association (GFOA), Government Finance Officer Association of South Carolina (GFOASC), International City/County Manager Association (ICMA), South Carolina City/County Management Association (SCCCMA), Association of Public Treasurers of the United States and Canada (APTUSC), National League of Cities (NLC), and the Municipal Association of South Carolina (MASC). In regards with the MASC, I am a member of the South Carolina Business Licensing Officials Association, the South Carolina Municipal Finance Officers, Clerks, and Treasurers Association, and the South Carolina Municipal Human Resources Association. I am a sitting member of two committees with the NLC. One is the Finance, Administration, and Intergovernmental Relations (FAIR) committee, and the second is the Military Communities Council (MCC). I am a member of the Small Government Forum with the GFOA. Lastly, I had the honor to be elected and inducted to sit on the board of directors of the GFOASC and served as the President-Elect. I have also had the honor and privilege to be inducted and elected to sit on the board of directors of the Young Professionals Network (YPN) with the GFOA in which I am currently serving.

In conclusion, I strongly believe I am the best candidate for this position. Not only do I exhibit and live by the principals of servant leadership, but I am also a great team player as well. It would be a great honor to work with this outstanding team. Please reach out to me by phone or email if there are any additional questions or concerns. Thank you very much for your time and the opportunity.

Best Regards,

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“You will never reach your destination if you stop and throw stones at every dog that barks” –
Winston Churchill