

**From:** [Armani](#)  
**To:** [Public Records](#)  
**Subject:** Application – City Manager/Chief Administrative Officer | Armani Nelson  
**Date:** Thursday, October 23, 2025 3:41:28 PM  
**Attachments:** [Resume Armani.pdf](#)

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Dear Acting City Clerk Izquierdo and Members of the Westlake City Council,

I'm writing to apply for the City Manager/Chief Administrative Officer role. I am a results-driven leader with a Bachelor of Business Management (American Military University) and graduate study in Business Analytics, bringing a decade of progressive leadership across the U.S. Army/Marine Corps and civilian roles in operations, recruiting, and regulated financial services. I'm excited about Westlake's outsourced-services model and the opportunity to partner as an independent contractor to deliver innovation, fiscal discipline, and outstanding citizen service for a fast-growing city.

As a resident of Westlake, I've had the privilege of seeing firsthand the remarkable growth, strong community values, and family-friendly environment that make this city such an excellent place to live. I am deeply invested in Westlake's continued success and would be honored to help lead its next phase of development with integrity, efficiency, and innovation.

Why I'm a strong fit for Westlake's needs

- Outsourced services & vendor governance: Led contractor coordination and logistics at scale, including supervising and closing 2,400+ contract work orders supporting multi-facility operations; established SOPs and accountability rhythms with external partners to meet cost, quality, and timeline targets.
- Technology-driven efficiencies: Built and used analytics to track performance, workforce readiness, and service outcomes; implemented process dashboards that improved recruiting throughput to 150% of target in a highly competitive market; comfortable with data tools and automation to streamline operations.
- Operational stewardship & fiscal responsibility: Accountable for inventories and assets exceeding \$3M; managed procurement, compliance, and readiness standards; delivered measurable savings by standardizing training, maintenance, and supply chain practices.
- People, communication, and community: Nine years of public speaking and team development; hired, trained, and mentored cross-functional teams; negotiated with stakeholders; comfortable representing the City with residents, businesses, regional partners, and Tallahassee/Washington stakeholders.
- Municipal systems orientation: Hands-on experience aligned to finance (asset/budget stewardship), HR (recruiting, training, retention), purchasing/procurement, and project execution. I'm prepared to coordinate Westlake's finance, HR, purchasing, and land-development partners, set clear SLAs, and drive performance to Council priorities.

- Grants & appropriations readiness: Experienced navigating federal programs and compliance; I'm prepared to lead a focused plan to identify, apply for, and manage state and Federal grants/appropriations, partnering with Westlake's consultants and regional coalitions to bring outside dollars to priority infrastructure and services.

Westlake's founding commitment to streamlined governance resonates with how I lead: set clear outcomes, contract for the best capability, measure what matters, and communicate transparently. I welcome the chance to brief my 90-day plan—centered on vendor performance reviews, a simple public-facing dashboard, and a grants/appropriations pipeline—so the Council and residents can see immediate traction.

I've attached my resume. I would be honored to discuss how I can contribute to Westlake's next phase of growth. I'm available this week and next at your convenience.

Thank you for your consideration.

Respectfully,

Armani Nelson

West Palm Beach, FL

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