

CITY OF BROOKSVILLE  
SPECIAL CITY COUNCIL MEETING  
COUNCIL CHAMBERS  
201 HOWELL AVENUE

AGENDA

MAY 1, 2007

7:00 P.M.

- A. CALL TO ORDER
  
- B. INVOCATION AND PLEDGE OF ALLEGIANCE
  
- C. INTERVIEWS
  - 1. Finalize Interview Format
  - 2. One Hour Interview per Candidate
    - a) Lester B. Baird, Sr.
    - b) Mitchell N. Bobowski
    - c) Jennene Norman-Vacha
  
- D. BREAK FOR CITY COUNCIL TO EVALUATE AND RANK EMPLOYEES
  
- E. RECONVENE AND TALLY RANKING RESULTS
  
- F. ANNOUNCE SUCCESSFUL CANDIDATE AND SET NEGOTIATION STRATEGY
  
- G. ADJOURNMENT

*Meeting agendas and supporting documentation are available from the City Clerk's office, and online at [www.ci.brooksville.fl.us](http://www.ci.brooksville.fl.us). Persons with disabilities needing assistance to participate in any proceedings should contact the City Clerk's office 48 hours in advance of the meeting at 352/544-5407.*

**Lester B. Baird, Sr.**

510 Fifth Avenue, LaBelle, Florida 33935  
E-mail [Lesterbb2000@earthlink.net](mailto:Lesterbb2000@earthlink.net)

863-675-2585 (Home)

**EDUCATION**

Master of Public Administration, Florida Atlantic University, Boca Raton, FL 1996  
Bachelor of Science Business Administration, Edison State College, Trenton, NJ, 1993  
Associate of Arts, Meramec Community College, St. Louis, MO, 1979

**RELEVANT PROFESSIONAL EXPERIENCE**

**County Administrator, Hendry County, FL (pop. 39,000)** 1996 to 2007  
Administration of all departments under Board of County Commissioners. 200 full time employees. Budget \$60 million.

Major Accomplishments: (1) Established Grants Office that has secured more than \$6 million in grant funding. (2) Urged the formation of the Economic Development Council and the Tourist Development Council. (3) Established and promoted Airglades Industrial Park. (4) Expanded 911 program. (5) Developed Parks and Rodeo Grounds projects. (6) Major Development of two General Aviation Airports. (7) Major improvements to water plant and water line installation. (8) Organizational Restructuring from 22 department directors to 4. (9) Urged State & Federal lobbyists be hired that have garnered nearly \$10 million.

**City Manager, City of South Bay, FL (pop. 4,000)** 1990 to 1996  
Administration of all facets of a rural local government providing a full range of municipal services. Staff of 36.

Major accomplishments: (1) Aggressively sought, secured and administered a myriad of grants. (2) Major economic development efforts secured the location of a large privately operated state prison, and an industrial development park. (3) Development of affordable in-fill housing units and affordable housing subdivision. (4) Major park development. (5) Secured compliance of Comprehensive Plan with Florida DCA. (6) Authored Comp Plan Amendments. (7) Successfully dealt with severe budgetary constraints. (8) Successfully dealt with restoring reserves required by bond covenants. (9) Privatized trash collection operations. (10) Established pay and scheduling system to comply with FLSA requirements for police and fire personnel.

**City Manager, City of Belle Glade, FL (pop. 17,000)**

1989 to 1990

Administration of a mid-sized rural community that provides a full range of municipal services. Staff size 250.

Major accomplishments: (1) Spearheaded campaign opposing unionization of firefighters that was unsuccessful. (2) 3.75 million water treatment plant improvements project awarded. (3) Airport contamination issue dealt with. (4) Comprehensive Plan writing and approval by Florida DCA.

**Director of Community Services, City of Belle Glade, FL**

Duties included administration of the following Departments: Planning & Building; Community Development; Community Relations; and Parks & Recreation. The Parks & Recreation Department included the operation of a golf course and campground on Lake Okeechobee.

**Town Manager, Town of Ocean Ridge, FL (pop. 1,500)**

1984 to 1989

A barrier island Atlantic coastal community in urban Palm Beach County with a winter population of 3,000. Staff of 25.

Major accomplishments: (1) Development and implementation of the Town's first ever capital improvements program. (2) Successful negotiation of a County Park development for which deannexation was threatened. (3) Major computer improvements. (4) Coordinated litigation related to sand bypassing to Ocean Ridge beaches from the inlet.

**City Administrator, City of Eureka, MO (pop. 4,000)**

1975 to 1984

Administration of a suburban community in St. Louis County, MO that provided a full range of local government services. Staff of 10.

Major accomplishments: (1) Successful annexation of Six Flags Over Mid-America theme park that increased revenues by a quarter of a million dollars annually. (2) Major park improvements. (3) Computer billing improvements.

**Personal and Civic**

International City/County Managers Association (ICMA)  
Florida City/County Managers Association  
ICMA Credentialed Manager, since 2003  
Past President Palm Beach County City Managers Association

Vice Chairman Public Risk Management of Florida (Self Ins. Pool)  
Named 1976 "outstanding Young Civic Leader" by Missouri Jaycees  
Former insurance agent in MO (all lines)  
Former licensed real estate salesman and broker in MO

**Personal**

Married to Patricia for the past 15 years, four grown children.

## References for Lester B. Baird, Sr.

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Jeff Barwick  
P.O. Box 643  
Clewiston, FL 863-338-2763  
Community activist, former Executive Director of Clewiston Chamber of Commerce and  
Hendry County Tourist Development Council

Janet B. Taylor  
Commissioner, District 1  
Hendry County Board of County Commissioners  
Home: 863-983-2729  
Home Fax: 863-983-2729 (must be activated)  
[commish@gate.net](mailto:commish@gate.net)

1018 Louisiana Avenue  
Clewiston, FL 33440  
BOCC Mobile: 863-228-0612

Dan Stevens, Esquire  
2804 Walter Scott Road  
Tallahassee, FL 32312  
850-385-9562  
Former County Attorney

John C. Litton  
City Manager  
City of Lake Mary  
P.O. Box 958445  
Lake Mary, FL 32795-8445  
407-585-1419  
and Chairman of Public Risk Management of Florida (PRM)

Gerald J. Seeber  
City Manager  
City of Oviedo  
400 Alexandria Blvd.  
Oviedo, FL 32765  
407-971-5558

Ross Furry  
Executive Director  
Public Risk Management of Florida  
3434 Hancock Bridge Parkway, Suite 203  
Ft. Myers, FL 33903  
800-367-1705

Judi Kennington-Korf  
Assistant County Administrator  
Hendry County  
P.O. Box 2340  
LaBelle, FL 33975  
863-675-5220

Rock Aboujaoude, P.E.  
Rock Enterprises, Inc.  
180 N. Bridge Street, Suite B  
LaBelle, FL 33935  
863-612-0011  
Former Hendry County Engineer

**Lester B. Baird, Sr.**

**Salary History**

<b>As Of</b>	<b>Annual Salary</b>
<b>10-1-06</b>	<b>\$106,587.</b>
<b>10-1-05</b>	<b>\$102,982.</b>
<b>3-9-05</b>	<b>\$ 99,508.</b>
<b>10-1-04</b>	<b>\$ 86,973.</b>
<b>10-1-03</b>	<b>\$ 86,874.</b>
<b>10-1-02</b>	<b>\$ 84,042.</b>
<b>10-1-01</b>	<b>\$ 81,928.</b>

Lester B. Baird, Sr.  
510 Fifth Ave.  
LaBelle, FL 33935.

February 16, 2007

Human Resources  
City Of Brooksville  
Brooksville City Hall  
201 Howell Avenue  
Brooksville, FL 34601

Subject: City Manager's Position  
Brooksville, FL

Dear Mr. Baker:

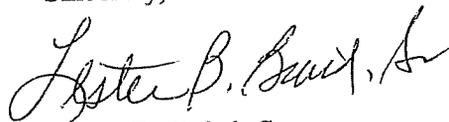
Enclosed please find my application, Resume, salary history, and References for consideration in your search to fill the above noted position.

As Hendry County Administrator for the past ten years, I have had significant experience in dealing with a myriad of complex issues, including innovative solutions to issues and a strong track record of accomplishments. As noted in my Resume I have achieved the designation of Credentialed Manager, and received the designation soon after the program was developed.

My experience is well suited for this position and I would be appreciative of favorable consideration.

Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Lester B. Baird, Sr.".

Lester B. Baird, Sr.

Baird

Applicant's Last Name

Lester

First Name

B.

Middle Initial

City Manager

Position Applied For

# City of Brooksville



## Employment Application

**To All Applicants:**

The City of Brooksville has a commitment to provide the best service possible to our community. The selection of qualified employees is the first critical step in our commitment to quality. We need your cooperation by carefully completing this application which will assist us in making the best hiring selections.

If you have any questions regarding this application, require assistance, or desire information relating to this or other positions with the City, please contact the Human Resources staff at (352) 544-5400, and we will be happy to assist you.

**IMPORTANT INSTRUCTIONS**

Our application form is designed to provide you with the opportunity to illustrate your qualifications. Please review the entire application form before you start. Following directions in completing this application form is part of the evaluation process. You may submit a resume and other supporting information along with your application, however, all sections of the application must be completed or it will not be considered. Information contained in your application will be verified.

*Please check areas in which you are competent:*

**OFFICE SKILLS**

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Calculator                 | <input type="checkbox"/> Filing                   | <input checked="" type="checkbox"/> Typing: <u>30</u> wpm          |
| <input type="checkbox"/> Switchboard                           | <input type="checkbox"/> Transcription of Minutes | <input checked="" type="checkbox"/> Office Equipment (fax, copier) |
| <input checked="" type="checkbox"/> Word Processing            | <input type="checkbox"/> Spreadsheets/Database    |  |
| <input type="checkbox"/> Software/Computer Applications: _____ |   |  |

**TRADE SKILLS**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Masonry                       | <input type="checkbox"/> Automotive/Mechanical  | <input type="checkbox"/> Map Preparation            |
| <input type="checkbox"/> Welding                       | <input type="checkbox"/> Grounds Keeping        | <input type="checkbox"/> Rough Carpentry            |
| <input type="checkbox"/> Pipefitting                   | <input type="checkbox"/> Photography            | <input type="checkbox"/> Finished Carpentry         |
| <input checked="" type="checkbox"/> Reading Blueprints | <input type="checkbox"/> Plumbing               | <input type="checkbox"/> Drafting/Graphics          |
| <input type="checkbox"/> Electrical Repair Work        | <input type="checkbox"/> Refrigeration/Repair   | <input type="checkbox"/> Heavy Equipment/Mechanical |
| <input type="checkbox"/> Painting                      | <input type="checkbox"/> Automotive/Bodywork    | <input type="checkbox"/> Roofing                    |
| <input type="checkbox"/> Asphalt Repair                | <input checked="" type="checkbox"/> Map Reading |   |

**EQUIPMENT SKILLS**

- |   |                                       |  |
|---|---------------------------------------|--|
| <input type="checkbox"/> Cranes                     | <input type="checkbox"/> Pay Loaders  | <input type="checkbox"/> Power Tools               |
| <input type="checkbox"/> Ditching Machines          | <input type="checkbox"/> Power Mowers | <input checked="" type="checkbox"/> Communications |
| <input type="checkbox"/> Air Hammers                | <input type="checkbox"/> Tractors     | <input type="checkbox"/> Bulldozers                |
| <input type="checkbox"/> Other (please list): _____ |                                       |  |

**PROCESSING OF APPLICATIONS**

Applicants may be conditionally hired based on their education, training and experience subject to successful completion of: 1) a health screening, including a drug/alcohol screen test; for police and CDL required positions only; 2) a personal background investigation; 3) a motor vehicle report (if driving is required for the position); and 4) when applicable, physical agility, polygraph for police only and /or voice stress test, and written examination.

All responses are to be hand-written (printed) not typed. Documentation substantiating military service will be required if "Veteran's Preference" is requested.

When hired, we require that each individual present the following items:

- Social Security Card/Verification of eligibility to work in the United States
- Verification of Date of Birth
- Proof of Education/Certificates/Licenses required for the position
- Valid Florida Driver's License (if required) for the position

*Thank you for applying to the City of Brooksville!*

# CITY OF BROOKSVILLE

## Unconditional Release of Background Information

TO WHOM IT MAY CONCERN:

**RE: Pre-employment Information**

The City of Brooksville needs to thoroughly investigate and evaluate my qualifications for employment, and I would appreciate your assistance and/or cooperation in providing background information. It is in the public's best interest that all relevant information concerning my background be disclosed on my personal and professional history. It may be necessary that the City discontinue processing my application if you decline to disclose the information requested.

I hereby authorize any representative of the City bearing this release to obtain any information in your files pertaining to my employment records, and I hereby direct that you disclose and release such information. The intent of this authorization is to give my consent for full and complete disclosure and full and free access to the background and history of my personal and professional life, however confidential it may appear to be, for the specific purpose of the City pursuing a background investigation to determine my suitability for employment.

Regardless of any agreement I may have made with you previously to the contrary, I consent to your release of any and all public and private information that you have concerning me, my work record, my background, my educational records, attendance records, discipline and when applicable for police officers, examinations (including polygraph, aptitude, skills, voice stress, and psychological/personality).

I, and on behalf of my heirs, family, and associates, hereby release you as the custodian of such records and/or information, including officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result because of compliance with this authorization and/or release of information, or any attempt to comply with my request, including any liability or damage pursuant to any Federal or State Laws. A photocopy or faxed copy of this Release Form will be as valid as an original thereof, even though the said photocopy or fax copy does not contain an original writing of my signature.

For and in consideration of the City's acceptance of my application for employment, I, and on behalf of my heirs, family, and associates, agree to hold the City, its agents and employees harmless for any and all claims of liability associated with my application for employment and the use or dissemination of any information obtained as a result of this release or otherwise obtained, and/or the decision whether or not to employ me. I understand that should information of a serious criminal nature become known as a result of this investigation, such information may be provided to the proper authorities.

This waiver is valid for a period of 90 days from the date of my signature. Should there be any questions as to the validity of this release, you may contact me at the address listed below.

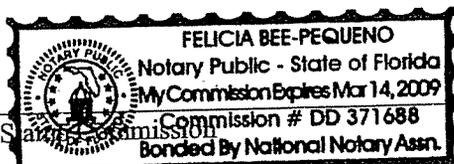
Applicant's Name: Lester B. Baird, Sr Telephone No. 863-675-2585  
Current Address: 510 Fifth Ave City: La Belle  
Social Security Number: \_\_\_\_\_ State/Zip: FL 33935  
Authorized Signature: Lester B. Baird, Sr Date: 2-14-07

### AFFIDAVIT

State of Florida  
County of Hernando

The foregoing instrument was acknowledged before me this 14th day of February, 20 07 by the above person Lester B. Baird, Sr., who is personally known to me or who has produced \_\_\_\_\_ as identification and who (did) (did not) take an oath.

Felicia Bee-Pequeno  
Signature of Notary

Print, Type, Or Stamp  


CITY OF BROOKSVILLE  
Human Resources Division  
201 Howell Avenue  
Brooksville, Florida 34601-2041



EMPLOYMENT APPLICATION  
(352) 544-5400

**APPLICATION STATEMENT**

I understand that this application will be given every consideration but is not an offer or promise of employment.

I understand that if hired, my employment will be for no definite time period, regardless of the period of payment of my wages. I further understand that I have the right to terminate my employment for any or no reason at any time with or without notice and the City has the same right. No one other than the City Manager has authority to modify this relationship or to make any agreement to the contrary. Any such modification or agreement must be in writing.

I understand that the City reserves the right to require me to submit to a physical agility demonstration if required for my Classification and to drug/alcohol testing prior to employment and at any time during my employment to the extent required or permitted by law.

I understand that the City may investigate my driving record and my criminal record if any, and that a background investigation/(police only) may be prepared from information obtained through personal interviews with my neighbors, friends, others with whom I am acquainted, former employers and other sources. I specifically authorize current and past employers and educational institutions to disclose to the City all records pertinent to my employment with them. These inquiries may include information as to my character, general reputation, personal characteristics, job performance and mode of living. I understand that I have the right to make a written request within 10 days of this application to obtain additional information about the nature and scope of these investigations.

I understand that if I am employed, I will be on a probationary status for 6 months or such longer period as may be required for my Classification.

I certify that all statements made by me on this application are true and complete. I understand that should I be employed, any omitted, false, misleading, incorrect, or incomplete oral or written statements made in connection with my application may result in my dismissal.

***DO NOT SIGN UNTIL YOU READ AND AGREE TO THE ABOVE STATEMENTS***

Signature: \_\_\_\_\_

*Lester B. Baird, Jr.*

Date: \_\_\_\_\_

*2/14/02*

CITY OF BROOKSVILLE  
Human Resources Division  
201 Howell Avenue  
Brooksville, Florida 34601-2041

EMPLOYMENT APPLICATION  
(352) 544-5400  
*(Please Print — Do Not Type)*

**WE ARE AN EQUAL OPPORTUNITY, DRUG AND ALCOHOL FREE WORKPLACE EMPLOYER**  
Employment applications are active for a minimum of three months. Once an application has been submitted to Human Resources, it is a public record. It is the applicant's responsibility to notify the City of any changes.

**GENERAL INFORMATION**

POSITION APPLIED FOR: City Manager DATE: 2-16-07

*Please review the job description and requirements for the position you are applying for; if you do not meet the minimum qualifications your application will not be processed.*

Name: Lester B. Baird, Sr. SSN:                     

Street Address: 510 Fifth Ave., La Belle, FL 33935

Previous Address: 1000 Whitaker Rd., Belle Glade, FL From: 1991 To: 1997

Telephone Numbers: Home (863) 675-2585 Work ( )

Emergency Contact Name: Patricia Relationship: Wife

Citizen of the United State?  YES  NO (Attach authorization to work in the United States)

Are you under 18 years old?  YES  NO

Date available to work: 3-1-07 Full-time  Part-time  Temporary

Available Weekends  Nights  Holidays  Minimum Weekly Starting Pay: \$

Have you ever been employed by the City:  NO  YES; When?

Position held:  Reason for leaving?

Do you have any relatives who are employees of the City?  NO  YES — List name and relationship:

Have you ever stolen from your current or a past employer?  NO  YES (Attach explanation)

Have you ever been terminated or asked to resign from any job?  NO  YES — Explain the circumstances: Henery County Administrator; City Manager Belle Glade, FL; City Administrator Eureka, Mo. — all asked for resignation

Are you on layoff and/or subject to recall?  NO  YES (Explain)

## EDUCATIONAL INFORMATION

Circle Highest Grade Completed:

Grammar  
1 2 3 4 5 6 7 **8**

High  
1 2 3 **4**

College  
1 2 3 **4**

Graduate  
1 **2** 3 4

Name/Address of School	Major/Minor	Degree Type	GPA	Degree?	
				Yes	No
McKinley High School 2156 Russell St. Louis, Mo.	General	High School Diploma	2.7	✓	
Mercer Comm. Coll.					
St. Louis, Mo.					
EDISON State College Trenton, N.J.	Business	Assoc of Arts	3.0	✓	
Florida Atlantic Univ. Boca Raton, Fl					
	Business	Bachelor of Science	Non- Traditional	✓	
	Public Administration	Master of Public Administration	3.2	✓	

Attach additional sheet if required.

## DRIVERS LICENSE

Issuing State: Florida

Type of License:  Operator  Commercial  Restricted Exp. Date: 12-12-07

If Commercial, include classification:  A  B  C  D

Is your license currently suspended or revoked?  NO  YES; Explain: \_\_\_\_\_

Has your license ever been suspended or revoked?  NO  YES; Explain (include dates): \_\_\_\_\_

**EXPERIENCE**

THIS SECTION MUST BE COMPLETED FULLY

1. Follow all instructions on page 5.
2. **Complete all information requested, even if duplicated in resumé or other optional attachment.** Begin with your most recent job. Separately list each job, and any period of unemployment. **Do not leave gaps in employment history.**
3. List names of all employers within the past 10 years (use additional sheet if necessary).
4. If your immediate supervisor is no longer with the employer, include the name of someone who knew your work.
5. If you have been employed under any other name(s), list name(s) by each employer as applicable.

Employer: Hendry County Your Job Title: County Administrator  
Address: PO Box 2340 City/State/Zip: La Belle, FL 33975  
Telephone: 863-675-5220 Business Type: County Government  
Start Date: 4-1-96 Weekly Pay: \$3116.00 Ending Date: 2-1-07 Ending Pay: \$106,000 Ann.  
Name of Supervisor/Contact Person: Kevin S. McCarthy Title: Chairman  
Specific Duties and Responsibilities: Chief administrative officer of County Government.

Reason for leaving: Asked to Resign

If currently employed, may we contact your employer regarding your employment record?  YES  NO

Employer: \_\_\_\_\_ Your Job Title: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Business Type: \_\_\_\_\_  
Start Date: \_\_\_\_\_ Weekly Pay: \$ \_\_\_\_\_ Ending Date: \_\_\_\_\_ Ending Pay: \$ \_\_\_\_\_  
Name of Supervisor/Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Specific Duties and Responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

If currently employed, may we contact your employer regarding your employment record?  YES  NO

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Employer: \_\_\_\_\_ Your Job Title: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Business Type: \_\_\_\_\_

Start Date: \_\_\_\_\_ Weekly Pay: \$ \_\_\_\_\_ Ending Date: \_\_\_\_\_ Ending Pay: \$ \_\_\_\_\_

Name of Supervisor/Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Specific Duties and Responsibilities: \_\_\_\_\_

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Reason for leaving: \_\_\_\_\_

If currently employed, may we contact your employer regarding your employment record? \_\_\_\_\_ YES \_\_\_\_\_ NO

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Employer: \_\_\_\_\_ Your Job Title: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Business Type: \_\_\_\_\_

Start Date: \_\_\_\_\_ Weekly Pay: \$ \_\_\_\_\_ Ending Date: \_\_\_\_\_ Ending Pay: \$ \_\_\_\_\_

Name of Supervisor/Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Specific Duties and Responsibilities: \_\_\_\_\_

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Reason for leaving: \_\_\_\_\_

If currently employed, may we contact your employer regarding your employment record? \_\_\_\_\_ YES \_\_\_\_\_ NO

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Employer: \_\_\_\_\_ Your Job Title: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Business Type: \_\_\_\_\_

Start Date: \_\_\_\_\_ Weekly Pay: \$ \_\_\_\_\_ Ending Date: \_\_\_\_\_ Ending Pay: \$ \_\_\_\_\_

Name of Supervisor/Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Specific Duties and Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

If currently employed, may we contact your employer regarding your employment record? \_\_\_\_\_ YES \_\_\_\_\_ NO

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Employer: \_\_\_\_\_ Your Job Title: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Business Type: \_\_\_\_\_

Start Date: \_\_\_\_\_ Weekly Pay: \$ \_\_\_\_\_ Ending Date: \_\_\_\_\_ Ending Pay: \$ \_\_\_\_\_

Name of Supervisor/Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Specific Duties and Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

If currently employed, may we contact your employer regarding your employment record? \_\_\_\_\_ YES \_\_\_\_\_ NO

**ADDITIONAL INFORMATION**

*(Please Print — Do Not Type)*

What are your primary strengths and weaknesses? Why do you want to work for the City of Brooksville? List any additional information that should be considered in evaluating your application.

I am a professional Credentialed City Manager. I possess a positive "can-do" attitude to projects and tasks. I have a long track record of aggressively addressing City issues, including extensive grants experience. I believe a strength of mine is in keeping Commissioners equally and fully informed on a particular issue.

I am very patient with employees and some would label that as a weakness. I prefer to give everyone ample opportunity to display their ability or lack of ability.

Why do you believe the City should hire you rather than another applicant?

I believe that my experience is superior to most candidates. I have a strong commitment to ethics of the profession. I have a calm approach to issues and a strong commitment to work diligently.

**FOR OFFICE USE ONLY:**

Date Received \_\_\_\_\_

Resume Attached Yes \_\_\_\_\_ No \_\_\_\_\_

Retention Period \_\_\_\_\_

Reviewed for Position \_\_\_\_\_

Interviewed \_\_\_\_\_

Job Offered \_\_\_\_\_

**VETERAN'S PREFERENCE REQUEST**

Veterans and certain Veteran spouses / widows / widowers

**ALL APPLICANTS MUST ANSWER "YES" OR "NO" TO QUESTION NUMBER 1.**  
**SIGN AND DATE LINE 4 AT THE BOTTOM OF PAGE**

1. Are you claiming Veteran's Preference: \_\_\_\_\_ YES  NO (skip to number 4 below)

(If yes, a copy of your DD214 must be attached with this application.)

2. Check the appropriate line if you are claiming Veteran's Preference (Effective April 8, 1992, Chapter 92-80, Laws of Florida amended the definition of wartime service to include the Persian Gulf War):

\_\_\_\_\_ a) A Veteran with a service-connected disability which is compensated under public laws; or a Veteran who is receiving compensation, disability retirement benefits, or pension by reason of public laws, where "public laws" are those administered by the U.S. Department of Veteran Affairs; or

\_\_\_\_\_ b) The spouse of a Veteran who cannot qualify for employment due to a total and permanent disability, or spouse of a Veteran missing in action, captured or forcibly detained by a foreign power; or

\_\_\_\_\_ c) A Veteran who has served on active duty for at least one day, and who was separated with an honorable discharge from the Armed Forces of the United States if any part of such active duty was performed during a wartime era. Active duty for which training is now allowable; or

\_\_\_\_\_ d) The non-remarried widow or widower of a Veteran who died of a service-connected disability.

3. Have you ever claimed and been employed through Veteran's Preference? \_\_\_\_\_ NO \_\_\_\_\_ YES;

Employer: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Employed from: \_\_\_\_\_ to: \_\_\_\_\_

**NOTE:** Under the Florida law preference, an appointment and employment shall be given first to those persons included in category "a" and "b" above. If any applicant claiming Veteran's Preference for a vacant position is not selected for the position, they may file a complaint with the Division of Veteran's Affairs. A complaint shall be filed within 21 days after notice of a hiring decision. If a notice of hiring decision is not given, a complaint may be filed at any time. Contact Human Resources if assistance is needed.

4. Signature: Lester B. Bausch, Jr. Date: 2-16-07

## REFERENCES

### PERSONAL

Name: Jeff Barwick Telephone (day): 863-338-2763  
Address: PO Box 643 City/State/Zip: Clewiston, FL  
Years Known: 8 Related: YES  NO; How Known?: TDC Director

Name: Janet B. Taylor Telephone (day): 863-983-2729  
Address: 1018 Louisiana City/State/Zip: Clewiston, FL 33448  
Years Known: 11 Related: YES  NO; How Known?: Hendry County Commissioner

Name: Dan Stevens Telephone (day): 850-385-9562  
Address: 2804 Walter Scott Rd City/State/Zip: Tallahassee, FL 32312  
Years Known: 11 Related: YES  NO; How Known?: Former County Attorney

### PROFESSIONAL

Name: Ross Furry Telephone (day): 800-367-1705  
Address: 3434 Hancock Bridge Parkway Suite 203 City/State/Zip: FT. Myers, FL 33903  
Years Known: 7 Related: YES  NO; How Known?: Ex Dir, PRM - Seals Ins Pool

Name: Rock Aboujaoude, P.E. Telephone (day): 863-612-0011  
Address: 180 N. Bridge St. City/State/Zip: La Belle, FL 33935  
Years Known: 7 Related: YES  NO; How Known?: former County Engineer

Name: John C. Litton Telephone (day): 407-585-1419  
Address: P.O. Box 958 445 City/State/Zip: Lake Mary, FL 32795  
Years Known: 7 Related: YES  NO; How Known?: Former City Manager

## CRIMINAL RECORD INFORMATION

*Information concerning convictions will not necessarily disqualify an applicant.*

Have you ever been convicted, entered a plea of no contest, fined, had prosecution deferred or adjudication withheld for any crime (except minor traffic violations), or is there a criminal charge pending against you?  NO  YES; give details (nature of the offenses, date, location, disposition, including fines, prison, and suspended sentences, probation served, and also convictions during military service). Records will be checked as applicable. Attach additional sheets if required.

APPLICANT'S NAME: Lester Baird

INTERVIEW DATE: May 1, 2007

### CITY MANAGER APPLICANT EVALUATION

#### A. PROFESSIONAL EVALUATION

RATING (SEE BELOW)

1. Experience in Past performance of Essential Job Functions \_\_\_\_\_
2. Knowledge of Principles, Procedures & Practices of Local Government Operations \_\_\_\_\_
3. Knowledge of Principles, Procedures & Practices of Business & Public Administration \_\_\_\_\_
4. Knowledge and Skill in Negotiating Techniques with Proven Record of Successful Contact negotiations and Administration \_\_\_\_\_
5. Knowledge of State and Local Laws and Regulations \_\_\_\_\_
6. Skill in the Areas of Local government Administration/Management as relates to this position \_\_\_\_\_
7. Proven Fiscal Management Skills \_\_\_\_\_
8. Proven Long Range Planning Abilities \_\_\_\_\_

Areas of Weakness: \_\_\_\_\_

\_\_\_\_\_

Total Average  
Composite Rating  
(Sum of the above  
divided by 8)

**RATING: 1 Not Qualified 2 Marginally Qualified 3 Qualified 4 Well Qualified 5 Best Qualified**

**B. PERSONAL DATA EVALUATION**

RATING (SEE BELOW)

- 1. Strong Sense of Necessity of Community Involvement \_\_\_\_\_
- 2. Implementation of Council Policies \_\_\_\_\_
- 3. Formulate Goals & Plans for Staff \_\_\_\_\_
- 4. Facilitate Development, Implementation & Maintenance of Strategic Vision for Economic Growth of City \_\_\_\_\_
- 5. Progressive thinker depicting initiative & self confidence \_\_\_\_\_
- 6. Team Player \_\_\_\_\_
- 7. Highly developed interpersonal communication skills with superiors, subordinates, intergovernmental agencies & general public \_\_\_\_\_
- 8. Personal conduct beyond reproach \_\_\_\_\_
- 9. Ability to make effective public presentations \_\_\_\_\_

Areas of Weakness: \_\_\_\_\_

\_\_\_\_\_

Total Average  
 Composite Rating  
 (Sum of the above  
 divided by 8)

**RATING:**    1                    2                    3                    4                    5  
                   Not Qualified    Marginally Qualified    Qualified    Well Qualified    Best Qualified

\_\_\_\_\_

(Sum of A & B)

**OVERALL RATING** . . . . .



February 20, 2007

City of Brooksville  
Attention: Ron Baker  
201 Howell Avenue  
Brooksville, FL 34601

Re: City Manager Position

Dear Ron:

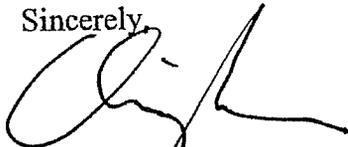
I am pleased to submit my resume for consideration as City Manager for Brooksville. I have over 26 years of recognized achievements and management in local governmental administration.

I am proud of my leadership style which provides strong staff oversight, responsiveness to citizen concerns, common sense approach to daily issues and hands on management style. My knowledge of the Tampa Bay area, Planning and Growth Management issues and economic development will allow me to address the City's vision for its future.

I am a member in good standing with ICMA and FCCMA and support their Code of Ethics and standards of honesty and integrity in local governance.

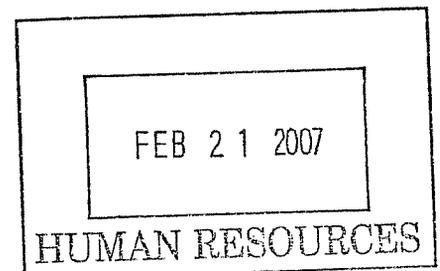
Additional information available upon request. You may contact me at [mnbobowski@yahoo.com](mailto:mnbobowski@yahoo.com) or 727-393-6997.

Sincerely,



Mitch Bobowski  
916 Bay Point Drive  
Madeira Beach, FL 33708  
(727) 393-6997

Enclosures



MITCHELL N. BOBOWSKI  
916 Bay Point Drive  
Madeira Beach, Florida 33708  
C (727) 798-4536 H (727) 393-6997  
mnbobowski@yahoo.com

## EDUCATION

Embry Riddle University – BS Aeronautical Science  
University of Virginia, Center for Public Service  
University of South Florida – Executive Fellows Leadership Program  
Emergency Management Institute - FEMA  
Public Housing Manager / Certified – NAHRO  
FAA Certified Airline Transport Pilot / Flight Instructor

## EXPERIENCE

Municipal Management; Planning & Community Development; Florida Growth Management Issues, including Comprehensive Plan and Land Development Regulation Amendments; Economic Development – Long and Short-term; Building Department and Code Enforcement; Public Works Administration; Stormwater Administration; Budgeting & Financial Management; Department and Code Enforcement; Labor Negotiations; Land Acquisition / Relocation; CDBG Program Administration; UDAG Grants; Downtown Development Authorities (DDA); Public Housing Programs; Capital Improvement Project Administration; Florida Community Trust (FCT) Grants.

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*General Services Director Salary \$84,500*

City of Seminole, 9199 113<sup>th</sup> St. N., Seminole, Florida 33772

Population: 19,500

General Services Director for a growing community located within Pinellas County. Through annexation, the City has doubled in geographic size and population. Manage and direct all aspects of Planning and Community Development, Public Works, Building and Code Enforcement, Capital Improvement/Special Projects, Budgets, Beautification and Drainage (See supplement)

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Air Southwest Florida, Inc., Airport Road, Punta Gorda, FL

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Air Trek Air Ambulance, Inc. 2800 – A5 Airport Road, Punta Gorda, FL

1987 – 1994

*City Manager / Planning, Building, Public Works & Community Development Director*

*Salary \$72,000*

City of Hazel Park, 111 E. Nine Mile Road, Hazel Park, Michigan (Population: 23,720)

1974 – 1987

*Assistant Planning Director Salary \$29,500*

City of St. Clair Shores, 27600 Jefferson Avenue, St. Clair Shores, Michigan, (Population: 76,210)

## MILITARY

US Army – 41<sup>st</sup> Signal Division, Vietnam – Honorable Discharge / SGT E-5

MITCHELL N. BOBOWSKI  
916 Bay Point Drive  
Madeira Beach, Florida 33708  
C (727) 798-4536 H (727) 393-6997  
mnbobowski@yahoo.com  
Supplemental Resume Information

### **Management Expertise**

Economic Development  
Planning and Community Development Administration  
Grant Writing  
Budgeting and Financial Management  
Water and Sewer Administration  
Stormwater Management  
Personnel Administration/Labor Negotiations  
Capital Improvements and Project Management  
CDBG Administration  
Downtown Development Authority / TIFA Districts  
Building and Code Enforcement Administration  
Public Works Administration

### **Professional Experience**

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**CITY OF SEMINOLE**, Seminole, Florida – Population: 18,500

*General Services Director*

Serve as the General Services Director for this rapidly growing community in Pinellas County. Duties include: Supervising the day-to-day operations of the Planning and Community Development, Building and Code Enforcement and Public Works Divisions. Perform the duties of Acting City Manager at the request of the City Manager.

Participated in the Pinellas Assembly Process, familiar with issues effecting the County and cities. Member of the Pinellas Planning Council's Planning Advisory Committee; served as Chair in 2001. Familiar with the principles of the "Countywide Economic Development and Redevelopment Plan" and the impact on redevelopment as a result of the Coastal Construction Control Line (CCCL) as established by FDEP along with established FEMA regulations.

**February 1987 – January 1994**

**CITY OF HAZEL PARK**, Hazel Park, Michigan - Population 20,940

*City Manager / Planning, Building, Public Works & Community Development Director*

Served as City Manager, responsible for efficient day-to-day operations of all Departments within a full service community. Annual budget of \$12 million with a full-time staff of 135.

Performed administrative duties including: labor negotiations (7 unions), preparation and administration of the annual City Budget, Capital Improvement Project administration, managed / implemented the goals and objectives each year by the Mayor and City Council. (City Management duties were from February 1988 to April 1989 and from August 1990 to June 1991.)

### ***Planning, Building and Community Development Director***

Supervised the day-to-day activities of the Planning, Building and Community Development departments.

Duties included site plan reviews, zoning and land use management, administering the City's CDBG and Economic Development programs, code enforcement and building permit supervision.

Major Accomplishments: Received the following grants and loans: Federal Urban Development Action Grant (UDAG) for \$387,522, \$300,000 from the Michigan State Department of Commerce, \$45,000 from the County of Oakland for Economic Development, \$548,000 in CDBG Funds, established the City's first Downtown Development Authority (DDA), Local Development Finance Authority (LDFA), coordinated the renovation of City Hall, Senior Citizens Center, park improvements along with CIP fire equipment purchases.

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Major Accomplishments: Acquired \$265,000 worth of new equipment for the department and was able to effectuate a turn-around in the morale of the department's 18 employees.

**October '74 – February '87**

**CITY OF ST. CLAIR SHORES, St. Clair Shores, Michigan – Population 76,210**

### ***Assistant Planning Director***

Coordinated the technical aspects of the Planning Department, implemented and assured compliance with regulatory programs at the City, State and Federal levels.

Duties included site plan reviews, planning policies and procedures, zoning laws and ordinances, demolition contracts, sale of public land, housing rehabilitation, acquisition of property and relocation of homeowners, tenants and businesses as outlined by the Uniform Act of 1970 (HUD), acted as the City's Liaison Officer to the Federal Emergency Management Authority and Census Bureau.

### **Professional Memberships:**

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- Florida City/County Management Association (FCCMA)
- American Planning Association (APA)
- Florida American Planning Association (FAPA)
- National Association of Housing and Redevelopment Officials (NAHRO)

## Professional References

David Healey  
Executive Director  
Pinellas County Planning Council  
600 Cleveland St., Ste. 850  
Clearwater, FL 33755  
(727) 464-8250 (office)

Steve Howarth  
Vice President  
Tampa Bay Engineering  
380 Park Place Blvd., Ste. 300  
Clearwater, FL 33759  
(727) 531-3505 (office)  
(727) 639-5573 (cell)

Phil H. Graham  
President  
Phil Graham & Company  
Landscape Architects  
436 Second Street, N.  
St. Petersburg, FL 33701  
(727) 821-5225 (office)

Carl Schwing  
Assistant City Manager  
City of Cape Coral  
P.O. Box 150027  
Cape Coral, FL 33915  
(941) 574-0457 (office)

Ed Klobucher  
City Manager  
City of Hazel Park  
111 E. Nine Mile Road  
Hazel Park, MI 48030  
(248) 546-4060

Jack Lloyd  
Mayor  
City of Hazel Park  
111 E. Nine Mile Road  
Hazel Park, MI 48030  
(248) 546-4060

Laura Clements  
Building Inspector  
City of Seminole  
9199 113th St.  
Seminole, FL 33772  
(727) 535-9555 (home)

William Sanders  
Building Official  
City of Seminole  
9199 113th St.  
Seminole, FL 33772  
(727) 535-9555

Karen Barr Ardoff  
Former Administrative Assistant  
City of Seminole  
16021 Redington Dr.  
Redington Beach, FL 33708  
(727) 480-5402 (cell)  
(727) 398-6799 (home)

Beverly Brown  
Former City Clerk  
City of Seminole  
11124 Sailbrook Drive  
Riverview, FL 33569  
(727) 481-7680 (cell)

## Personal References

Ron Gardner  
49312 Glasco Court  
Shelby Twp, MI 48315  
(586) 206-7719 (cell)  
(586) 566-5844 (office)

Helen Cole  
1218 Windward Court  
Largo, FL 33770  
(727) 421-1823 (cell)  
(813) 636-3098 (office)



---

In honor of  
**25 Years  
of Service**  
to local government

**Mitchell N. Bobowski**

is recognized  
for significant contributions  
and achievements in the advancement of  
local government administration

Presented at the 91st ICMA Annual Conference in  
Minneapolis/Hennepin County, Minnesota  
September 28, 2005

A handwritten signature in cursive script, appearing to read "J. Thomas Lundy".

---

J. Thomas Lundy, ICMA President

A handwritten signature in cursive script, appearing to read "Robert J. O'Neill Jr.".

---

Robert J. O'Neill Jr., ICMA Executive Director

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**MITCHELL N. BOBOWSKI**

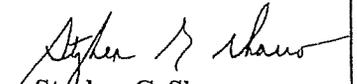
has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00700

National Incident Management System  
(NIMS) an Introduction

Issued this 29th Day of August, 2005

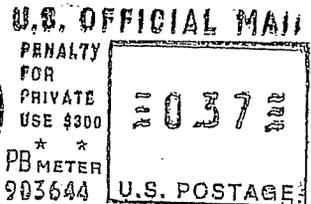
0.3 CEU

  
Stephen G. Sharro  
Director, Training Division

DETACH THIS STUB

FEDERAL EMERGENCY MANAGEMENT AGENCY  
Emergency Management Institute  
Independent Study Program  
16825 South Seton Avenue  
Emmitsburg, MD 21727-8998  
OFFICIAL BUSINESS

FIRST CLASS



**IMPORTANT COURSE  
MATERIAL ENCLOSED**

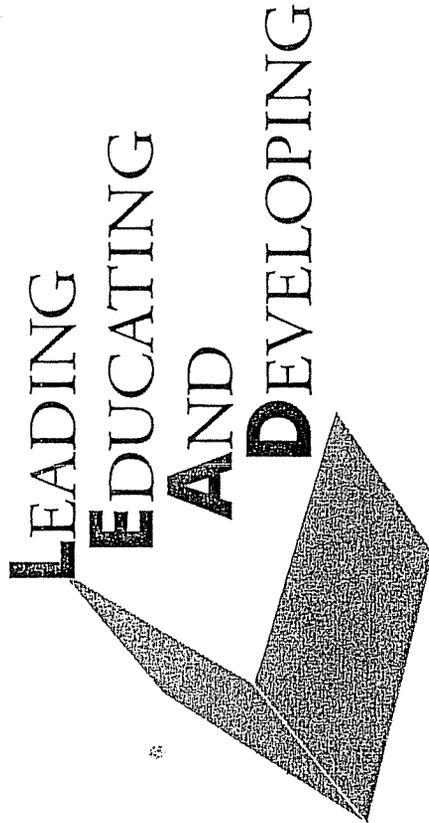
IS-00700

MITCHELL N. BOBOWSKI  
9199 113TH ST.N  
SEMINOLE, FL 33772-2806

**IMPORTANT COURSE  
MATERIAL ENCLOSED**

# Mitch Bobowski

is Recognized for Contributions as a Participant in the



Program conducted by  
WELDON COOPER  
CENTER FOR PUBLIC SERVICE  
*University of Virginia*

April 10-15, 2005  
Charlottesville, Virginia

John P. Thomas  
Director, Weldon Cooper Center for Public Service

Robert E. Matson  
Director, Leadership Development

March 13, 2007

City of Brooksville  
Attention: Human Resources  
201 Howell Avenue  
Brooksville, FL 34601

Re: City Manager Position

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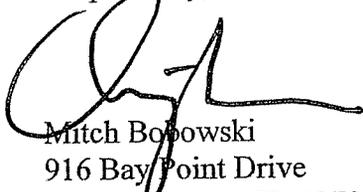
I am a member in good standing with ICMA and FCCMA and support their Code of Ethics and standards of honesty and integrity in local governance.

Additional information available upon request. You may contact me at  

---

mnbobowski@yahoo.com or 727-393-6997.

Respectfully,



Mitch Bobowski  
916 Bay Point Drive  
Madeira Beach, FL 33708  
(727) 393-6997

Enclosures

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## **EDUCATION**

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## **EXPERIENCE**

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September 28, 2005.

---

J. Thomas Lundy, ICMA President

---

Robert J. O'Neill Jr., ICMA Executive Director

*CITY MANAGER*

Position Applied For

*N*

Middle Initial

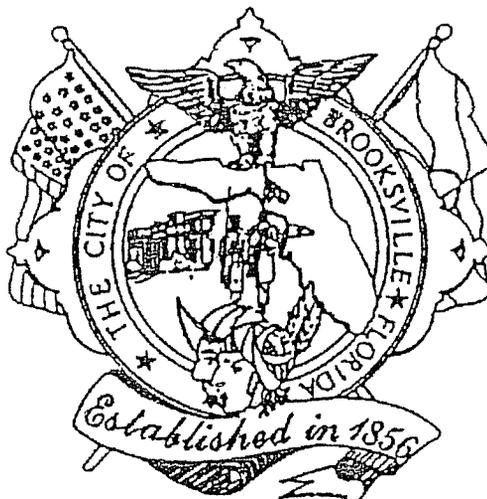
*MITCHELL*

First Name

*BOBOWSKI*

Applicant's Last Name

# City of Brooksville



## Employment Application

---

*To All Applicants:*

The City of Brooksville has a commitment to provide the best service possible to our community. The selection of qualified employees is the first critical step in our commitment to quality. We need your cooperation by carefully completing this application which will assist us in making the best hiring selections.

If you have any questions regarding this application, require assistance, or desire information relating to this or other positions with the City, please contact the Human Resources staff at (352) 544-5400, and we will be happy to assist you

**IMPORTANT INSTRUCTIONS**

Our application form is designed to provide you with the opportunity to illustrate your qualifications. Please review the entire application form before you start. Following directions in completing this application form is part of the evaluation process. You may submit a resume and other supporting information along with your application, however, all sections of the application must be completed or it will not be considered. Information contained in your application will be verified.

*Please check areas in which you are competent:*

**OFFICE SKILLS**

- |   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> Calculator                            | <input type="checkbox"/> Filing                           | <input type="checkbox"/> Typing: _____ wpm                         |
| <input type="checkbox"/> Switchboard                                      | <input type="checkbox"/> Transcription of Minutes         | <input checked="" type="checkbox"/> Office Equipment (fax, copier) |
| <input checked="" type="checkbox"/> Word Processing                       | <input checked="" type="checkbox"/> Spreadsheets/Database |  |
| <input checked="" type="checkbox"/> Software/Computer Applications: _____ |   |  |

**TRADE SKILLS**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Masonry                           | <input type="checkbox"/> Automotive/Mechanical  | <input type="checkbox"/> Map Preparation              |
| <input type="checkbox"/> Welding                           | <input type="checkbox"/> Grounds Keeping        | <input type="checkbox"/> Rough Carpentry              |
| <input type="checkbox"/> Pipefitting                       | <input type="checkbox"/> Photography            | <input type="checkbox"/> Finished Carpentry           |
| <input checked="" type="checkbox"/> Reading Blueprints     | <input type="checkbox"/> Plumbing               | <input checked="" type="checkbox"/> Drafting/Graphics |
| <input checked="" type="checkbox"/> Electrical Repair Work | <input type="checkbox"/> Refrigeration/Repair   | <input type="checkbox"/> Heavy Equipment/Mechanical   |
| <input checked="" type="checkbox"/> Painting               | <input type="checkbox"/> Automotive/Bodywork    | <input type="checkbox"/> Roofing                      |
| <input type="checkbox"/> Asphalt Repair                    | <input checked="" type="checkbox"/> Map Reading |   |

**EQUIPMENT SKILLS**

- |   |                                       |   |
|---|---------------------------------------|---|
| <input type="checkbox"/> Cranes                     | <input type="checkbox"/> Pay Loaders  | <input type="checkbox"/> Power Tools    |
| <input type="checkbox"/> Ditching Machines          | <input type="checkbox"/> Power Mowers | <input type="checkbox"/> Communications |
| <input type="checkbox"/> Air Hammers                | <input type="checkbox"/> Tractors     | <input type="checkbox"/> Bulldozers     |
| <input type="checkbox"/> Other (please list): _____ |                                       |   |

**PROCESSING OF APPLICATIONS**

Applicants may be conditionally hired based on their education, training and experience subject to successful completion of: 1) a health screening, including a drug/alcohol screen test; for police and CDL required positions only; 2) a personal background investigation; 3) a motor vehicle report (if driving is required for the position); and 4) when applicable, physical agility, polygraph for police only and /or voice stress test, and written examination.

All responses are to be hand-written (printed) not typed. Documentation substantiating military service will be required if "Veteran's Preference" is requested.

When hired, we require that each individual present the following items:

- Social Security Card/Verification of eligibility to work in the United States
- Verification of Date of Birth
- Proof of Education/Certificates/Licenses required for the position
- Valid Florida Driver's License (if required) for the position

*Thank you for applying to the City of Brooksville!*

---

# CITY OF BROOKSVILLE

## Unconditional Release of Background Information

TO WHOM IT MAY CONCERN:

RE: *Pre-employment Information*

The City of Brooksville needs to thoroughly investigate and evaluate my qualifications for employment, and I would appreciate your assistance and/or cooperation in providing background information. It is in the public's best interest that all relevant information concerning my background be disclosed on my personal and professional history. It may be necessary that the City discontinue processing my application if you decline to disclose the information requested.

I hereby authorize any representative of the City bearing this release to obtain any information in your files pertaining to my employment records, and I hereby direct that you disclose and release such information. The intent of this authorization is to give my consent for full and complete disclosure and full and free access to the background and history of my personal and professional life, however confidential it may appear to be, for the specific purpose of the City pursuing a background investigation to determine my suitability for employment.

Regardless of any agreement I may have made with you previously to the contrary, I consent to your release of any and all public and private information that you have concerning me, my work record, my background, my educational records, attendance records, discipline and when applicable for police officers, examinations (including polygraph, aptitude, skills, voice stress, and psychological/personality).

I, and on behalf of my heirs, family, and associates, hereby release you as the custodian of such records and/or information, including officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result because of compliance with this authorization and/or release of information, or any attempt to comply with my request, including any liability or damage pursuant to any Federal or State Laws. A photocopy or faxed copy of this Release Form will be as valid as an original thereof, even though the said photocopy or fax copy does not contain an original writing of my signature.

For and in consideration of the City's acceptance of my application for employment, I, and on behalf of my heirs, family, and associates, agree to hold the City, its agents and employees harmless for any and all claims of liability associated with my application for employment and the use or dissemination of any information obtained as a result of this release or otherwise obtained, and/or the decision whether or not to employ me. I understand that should information of a serious criminal nature become known as a result of this investigation, such information may be provided to the proper authorities.

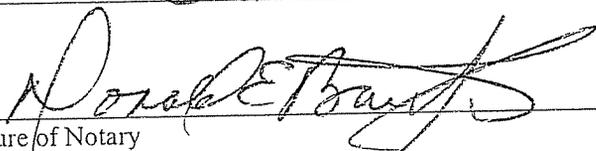
This waiver is valid for a period of 90 days from the date of my signature. Should there be any questions as to the validity of this release, you may contact me at the address listed below.

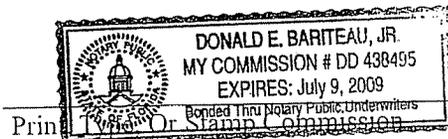
Applicant's Name: MITCHELL BOBOWSKI Telephone No. 727-393-6997  
Current Address: 916 BAY POINT DR City: MADEIRA BEACH  
Social Security Number: \_\_\_\_\_ State/Zip: FLORIDA 33708  
Authorized Signature:  Date: 03-12-07

### AFFIDAVIT

State of Florida  
County of Hernando

The foregoing instrument was acknowledged before me this 10 day of MARCH, 20 07 by the above person MITCHELL BOBOWSKI, who is personally known to me or who has produced FC, DR, L as identification and who (did) (did not) take an oath.

Signature of Notary 



CITY OF BROOKSVILLE  
Human Resources Division  
201 Howell Avenue  
Brooksville, Florida 34601-2041



EMPLOYMENT APPLICATION  
(352) 544-5400

**APPLICATION STATEMENT**

I understand that this application will be given every consideration but is not an offer or promise of employment.

I understand that if hired, my employment will be for no definite time period, regardless of the period of payment of my wages. I further understand that I have the right to terminate my employment for any or no reason at any time with or without notice and the City has the same right. No one other than the City Manager has authority to modify this relationship or to make any agreement to the contrary. Any such modification or agreement must be in writing.

I understand that the City reserves the right to require me to submit to a physical agility demonstration if required for my Classification and to drug/alcohol testing prior to employment and at any time during my employment to the extent required or permitted by law.

I understand that the City may investigate my driving record and my criminal record if any, and that a background investigation/(police only) may be prepared from information obtained through personal interviews with my neighbors, friends, others with whom I am acquainted, former employers and other sources. I specifically authorize current and past employers and educational institutions to disclose to the City all records pertinent to my employment with them. These inquiries may include information as to my character, general reputation, personal characteristics, job performance and mode of living. I understand that I have the right to make a written request within 10 days of this application to obtain additional information about the nature and scope of these investigations.

I understand that if I am employed, I will be on a probationary status for 6 months or such longer period as may be required for my Classification.

I certify that all statements made by me on this application are true and complete. I understand that should I be employed, any omitted, false, misleading, incorrect, or incomplete oral or written statements made in connection with my application may result in my dismissal.

***DO NOT SIGN UNTIL YOU READ AND AGREE TO THE ABOVE STATEMENTS***

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

03-12-07

CITY OF BROOKSVILLE  
Human Resources Division  
201 Howell Avenue  
Brooksville, Florida 34601-2041

EMPLOYMENT APPLICATION  
(352) 544-5400  
*(Please Print — Do Not Type)*

**WE ARE AN EQUAL OPPORTUNITY, DRUG AND ALCOHOL FREE WORKPLACE EMPLOYER**  
Employment applications are active for a minimum of three months. Once an application has been submitted to Human Resources, it is a public record. It is the applicant's responsibility to notify the City of any changes.

**GENERAL INFORMATION**

POSITION APPLIED FOR: CITY MANAGER DATE: 03-12-07

*Please review the job description and requirements for the position you are applying for; if you do not meet the minimum qualifications your application will not be processed.*

Name: MITCHELL BOBOWSKI SSN: \_\_\_\_\_

Street Address: 916 BAY POINT DR MADEIRA BEACH FL 33708

Previous Address: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Telephone Numbers: Home (727) 393-6997 <sup>CELL</sup> Work (727) 798-4536

Emergency Contact Name: HELEN COLE Relationship: FIANCE

Citizen of the United State?  YES \_\_\_\_\_ NO (Attach authorization to work in the United States)

Are you under 18 years old?  YES \_\_\_\_\_ NO

Date available to work: \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Temporary \_\_\_\_\_

Available Weekends  Nights \_\_\_\_\_ Holidays \_\_\_\_\_ Minimum Weekly Starting Pay: \$ \_\_\_\_\_

Have you ever been employed by the City:  NO \_\_\_\_\_ YES; When? \_\_\_\_\_

Position held: \_\_\_\_\_ Reason for leaving? \_\_\_\_\_

Do you have any relatives who are employees of the City?  NO \_\_\_\_\_ YES – List name and relationship: \_\_\_\_\_

Have you ever stolen from your current or a past employer?  NO \_\_\_\_\_ YES (Attach explanation)

Have you ever been terminated or asked to resign from any job?  NO \_\_\_\_\_ YES – Explain the circumstances: \_\_\_\_\_

Are you on layoff and/or subject to recall?  NO \_\_\_\_\_ YES (Explain) \_\_\_\_\_

## EDUCATIONAL INFORMATION

Circle Highest Grade Completed:

Grammar  
1 2 3 4 5 6 7 8

High  
1 2 3 4

College  
1 2 3 4

Graduate  
1 2 3 4

Name/Address of School	Major/Minor	Degree Type	GPA	Degree?	
				Yes	No
EMBRY-RIDDLE UNIVERSITY DAYTONA BEACH FL	AERONAUTICAL SCIENCE	BS		X	

*Attach additional sheet if required.*

### DRIVERS LICENSE

Issuing State: FLORIDA B120 554 511790

Type of License: \_\_\_\_\_ Operator \_\_\_\_\_ Commercial \_\_\_\_\_ Restricted Exp. Date: 2010

If Commercial, include classification: \_\_\_\_\_ A \_\_\_\_\_ B \_\_\_\_\_ C \_\_\_\_\_ D

Is your license currently suspended or revoked? P NO \_\_\_\_\_ YES; Explain: \_\_\_\_\_

Has your license ever been suspended or revoked? P NO \_\_\_\_\_ YES; Explain (include dates): \_\_\_\_\_

EXPERIENCE

THIS SECTION MUST BE COMPLETED FULLY

1. Follow all instructions on page 5.
2. Complete all information requested, even if duplicated in resumé or other optional attachment. Begin with your most recent job. Separately list each job, and any period of unemployment. Do not leave gaps in employment history.
3. List names of all employers within the past 10 years (use additional sheet if necessary).
4. If your immediate supervisor is no longer with the employer, include the name of someone who knew your work.
5. If you have been employed under any other name(s), list name(s) by each employer as applicable.

Employer: CITY OF SEMINOLE Your Job Title: GENERAL SERVICES DIRECTOR  
 Address: 9199 113TH ST City/State/Zip: SEMINOLE FL 33772  
 Telephone: 727-398-3108 Business Type: MUNICIPAL GOVERNMENT  
 Start Date: 11-1999 Weekly Pay: \$ 50000<sup>PA</sup> Ending Date: 07-2006 Ending Pay: \$ 84,500.<sup>2</sup>  
 Name of Supervisor/Contact Person: FRANK EDMUNDS Title: CITY MANAGER  
 Specific Duties and Responsibilities: SUPERVISE PLANNING & COMMUNITY DEVELOPMENT,  
BUILDING & CODE ENFORCEMENT, PUBLIC WORKS, ANNEXATION,  
SPECIAL PROJECTS - ACTING CITY MANAGER - GRANTS - ECONOMIC  
DEVELOPMENT - PERSONNEL MANAGEMENTS - BUDGET PREP - CIP  
BUDGETS

Reason for leaving: PROFESSIONAL GROWTH  
 If currently employed, may we contact your employer regarding your employment record?  YES  NO

Employer: AIR TREK AIR AMBULANCE Your Job Title: PILOT - CAPTAIN  
 Address: 2800 AIRPORT RD City/State/Zip: PUNTA GORDA FL  
 Telephone: 941 639-7855 Business Type: AIR AMBULANCE  
 Start Date: 02-1995 Weekly Pay: \$ \_\_\_\_\_ Ending Date: 01-1999 Ending Pay: \$ 50,000.<sup>2</sup>  
 Name of Supervisor/Contact Person: DANN CARR Title: OWNER  
 Specific Duties and Responsibilities: CITATION JET AIR AMBULANCE SERVICES

Reason for leaving: RELOCATION  
 If currently employed, may we contact your employer regarding your employment record?  YES  NO

Employer: CITY OF LAZEL PARK Your Job Title: CITY MANAGER  
Address: 111 E. NINE MILE RD City/State/Zip: HAZEL PARK, MICHIGAN  
Telephone: 248-546-4060 Business Type: MUNICIPAL GOVERNMENT  
Start Date: 1987 Weekly Pay: \$ \_\_\_\_\_ Ending Date: 1994 Ending Pay: \$ 70000  
Name of Supervisor/Contact Person: JACK CLOYD Title: MAYOR

Specific Duties and Responsibilities: CITY MANAGER - DAY-TO-DAY CITY ADMINISTRATION  
135 FULL TIME EMPLOYEES - 13 MILLION BUDGET - FULL SERVICE COMMUNITY -  
LABOR NEGOTIATIONS - ALSO PERFORMED DUTIES OF PLANNING, BUILDING &  
AND COMMUNITY DEVELOPMENT DIRECTOR - PUBLIC WORKS DIRECTOR  
CDBG ADMINISTRATION - GRANTS

Reason for leaving: RELOCATION TO FLORIDA

If currently employed, may we contact your employer regarding your employment record?  YES  NO

Employer: CITY OF ST CLAIR SHORES Your Job Title: ASSISTANT PLANNING DIR  
Address: 27600 JEFFERSON AVE City/State/Zip: ST. CLAIR SHORES MI 48081  
Telephone: 586 447-3303 Business Type: MUNICIPAL GOVERNMENT  
Start Date: 1994 Weekly Pay: \$ \_\_\_\_\_ Ending Date: 1987 Ending Pay: \$ 29,500  
Name of Supervisor/Contact Person: H. F. SCHWARTZENBERG Title: PLANNING DIR

Specific Duties and Responsibilities: ACQUISITION AND RELOCATION PER UNIFORM ACT  
OF 1970 - SITE PLANS - ZONING - CDBG - PUBLIC HOUSING

Reason for leaving: PROFESSIONAL ADVANCEMENT

If currently employed, may we contact your employer regarding your employment record?  YES  NO

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Employer: \_\_\_\_\_ Your Job Title: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Business Type: \_\_\_\_\_

Start Date: \_\_\_\_\_ Weekly Pay: \$ \_\_\_\_\_ Ending Date: \_\_\_\_\_ Ending Pay: \$ \_\_\_\_\_

Name of Supervisor/Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Specific Duties and Responsibilities: \_\_\_\_\_

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Reason for leaving: \_\_\_\_\_

If currently employed, may we contact your employer regarding your employment record? \_\_\_\_\_ YES \_\_\_\_\_ NO

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Employer: \_\_\_\_\_ Your Job Title: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Business Type: \_\_\_\_\_

Start Date: \_\_\_\_\_ Weekly Pay: \$ \_\_\_\_\_ Ending Date: \_\_\_\_\_ Ending Pay: \$ \_\_\_\_\_

Name of Supervisor/Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Specific Duties and Responsibilities: \_\_\_\_\_

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Reason for leaving: \_\_\_\_\_

If currently employed, may we contact your employer regarding your employment record? \_\_\_\_\_ YES \_\_\_\_\_ NO

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**VETERAN'S PREFERENCE REQUEST**

Veterans and certain Veteran spouses / widows / widowers

**ALL APPLICANTS MUST ANSWER "YES" OR "NO" TO QUESTION NUMBER 1,  
SIGN AND DATE LINE 4 AT THE BOTTOM OF PAGE**

1. Are you claiming Veteran's Preference: \_\_\_\_\_ YES  NO (skip to number 4 below)  
(If yes, a copy of your DD214 must be attached with this application.)

2. Check the appropriate line if you are claiming Veteran's Preference (Effective April 8, 1992, Chapter 92-80, Laws of Florida amended the definition of wartime service to include the Persian Gulf War):

\_\_\_\_\_ a) A Veteran with a service-connected disability which is compensated under public laws; or a Veteran who is receiving compensation, disability retirement benefits, or pension by reason of public laws, where "public laws" are those administered by the U.S. Department of Veteran Affairs; or

\_\_\_\_\_ b) The spouse of a Veteran who cannot qualify for employment due to a total and permanent disability, or spouse of a Veteran missing in action, captured or forcibly detained by a foreign power; or

\_\_\_\_\_ c) A Veteran who has served on active duty for at least one day, and who was separated with an honorable discharge from the Armed Forces of the United States if any part of such active duty was performed during a wartime era. Active duty for which training is now allowable; or

\_\_\_\_\_ d) The non-remarried widow or widower of a Veteran who died of a service-connected disability.

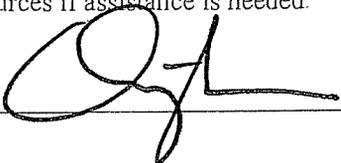
~~3. Have you ever claimed and been employed through Veteran's Preference?  NO  YES;~~

Employer: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Employed from: \_\_\_\_\_ to: \_\_\_\_\_

**NOTE:** Under the Florida law preference, an appointment and employment shall be given first to those persons included in category "a" and "b" above. If any applicant claiming Veteran's Preference for a vacant position is not selected for the position, they may file a complaint with the Division of Veteran's Affairs. A complaint shall be filed within 21 days after notice of a hiring decision. If a notice of hiring decision is not given, a complaint may be filed at any time. Contact Human Resources if assistance is needed.

4. Signature:  \_\_\_\_\_ Date: 03-12-07

ADDITIONAL INFORMATION

(Please Print — Do Not Type)

What are your primary strengths and weaknesses? Why do you want to work for the City of Brooksville? List any additional information that should be considered in evaluating your application.

AS A PROUD ICMA MEMBER I HAVE BEEN RECOGNIZED WITH A 25 YEAR SERVICE AWARD FOR MY CONTRIBUTIONS AND ACHIEVEMENTS IN PUBLIC MANAGEMENT. THIS DEMONSTRATES MY COMMITMENT TO THE ETHICAL PRACTICES AND STANDARDS OF ACCOUNTABILITY IN GOVERNMENTAL MANAGEMENT.

Why do you believe the City should hire you rather than another applicant?

AS A FLORIDA RESIDENT FOR OVER 13 YEARS, I SHARE THE CONCERNS REGARDING PROPERTY TAXES, INSURANCE, THE EFFICIENT DELIVERY OF PUBLIC SERVICES AND OUR NATURAL ENVIRONMENT. I BELIEVE THAT MY 26 YEARS OF EXPERIENCE IN PUBLIC SERVICE PROVIDES ME WITH THE NECESSARY SKILLS TO DEAL EFFECTIVELY WITH THESE CONCERNS.

HURRICANE PREPAREDNESS IS A CONSTANT ISSUE FACING ALL OF US WHO RESIDE IN THIS AREA. OVER THE PAST SEVERAL YEARS, I HAVE BEEN INVOLVED WITH ALL ASPECTS OF PLANNING FOR SIGNIFICANT STORM EVENTS. THAT INCLUDES BOTH INITIATING PREVENTIVE MEASURES FOR MUNICIPALITY, ITS RESIDENTS AND STAFF AS WELL AS PREPARATIONS FOR DISASTER. I HAVE WORKED WITH PINELLAS EOC, LOCAL EOC AND FEMA.

FOR OFFICE USE ONLY:

Date Received \_\_\_\_\_

Resume Attached Yes \_\_\_\_\_ No \_\_\_\_\_

Retention Period \_\_\_\_\_

Reviewed for Position \_\_\_\_\_

Interviewed \_\_\_\_\_

Job Offered \_\_\_\_\_

REFERENCES

\* SEE ATTACHED \*

PERSONAL

Name: \_\_\_\_\_ Telephone (day): \_\_\_\_\_
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_
Years Known: \_\_\_\_\_ Related: \_\_\_\_\_ YES \_\_\_\_\_ NO; How Known?: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone (day): \_\_\_\_\_
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_
Years Known: \_\_\_\_\_ Related: \_\_\_\_\_ YES \_\_\_\_\_ NO; How Known?: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone (day): \_\_\_\_\_
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_
Years Known: \_\_\_\_\_ Related: \_\_\_\_\_ YES \_\_\_\_\_ NO; How Known?: \_\_\_\_\_

PROFESSIONAL

Name: \_\_\_\_\_ Telephone (day): \_\_\_\_\_
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_
Years Known: \_\_\_\_\_ Related: \_\_\_\_\_ YES \_\_\_\_\_ NO; How Known?: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone (day): \_\_\_\_\_
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_
Years Known: \_\_\_\_\_ Related: \_\_\_\_\_ YES \_\_\_\_\_ NO; How Known?: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone (day): \_\_\_\_\_
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_
Years Known: \_\_\_\_\_ Related: \_\_\_\_\_ YES \_\_\_\_\_ NO; How Known?: \_\_\_\_\_

CRIMINAL RECORD INFORMATION

Information concerning convictions will not necessarily disqualify an applicant.

Have you ever been convicted, entered a plea of no contest, fined, had prosecution deferred or adjudication withheld for any crime (except minor traffic violations), or is there a criminal charge pending against you? [X] NO \_\_\_\_\_ YES; give details (nature of the offenses, date, location, disposition, including fines, prison, and suspended sentences, probation served, and also convictions during military service). Records will be checked as applicable. Attach additional sheets if required.

## Professional References

David Healey  
Executive Director  
Pinellas County Planning Council  
600 Cleveland St., Ste. 850  
Clearwater, FL 33755  
(727) 464-8250 (office)

Steve Howarth  
Vice President  
Tampa Bay Engineering  
380 Park Place Blvd., Ste. 300  
Clearwater, FL 33759  
(727) 531-3505 (office)  
(727) 639-5573 (cell)

Phil H. Graham  
President  
Phil Graham & Company  
Landscape Architects  
436 Second Street, N.  
St. Petersburg, FL 33701  
(727) 821-5225 (office)

Carl Schwing  
Assistant City Manager  
City of Cape Coral  
P.O. Box 150027  
Cape Coral, FL 33915  
(941) 574-0457 (office)

Ed Klobucher  
City Manager  
City of Hazel Park  
111 E. Nine Mile Road  
Hazel Park, MI 48030  
(248) 546-4060

Jack Lloyd  
Mayor  
City of Hazel Park  
111 E. Nine Mile Road  
Hazel Park, MI 48030  
(248) 546-4060

Laura Clements  
Building Inspector  
City of Seminole  
9199 113th St.  
Seminole, FL 33772  
(727) 535-9555 (home)

William Sanders  
Building Official  
City of Seminole  
9199 113th St.  
Seminole, FL 33772  
(727) 535-9555

Karen Barr Ardoff  
Former Administrative Assistant  
City of Seminole  
16021 Redington Dr.  
Redington Beach, FL 33708  
(727) 480-5402 (cell)  
(727) 398-6799 (home)

Beverly Brown  
Former City Clerk  
City of Seminole  
11124 Sailbrook Drive  
Riverview, FL 33569  
(727) 481-7680 (cell)

## Personal References

Ron Gardner  
49312 Glasco Court  
Shelby Twp, MI 48315  
(586) 206-7719 (cell)  
(586) 566-5844 (office)

Helen Cole  
1218 Windward Court  
Largo, FL 33770  
(727) 421-1823 (cell)  
(813) 636-3098 (office)

APPLICANT'S NAME: Mitchell Bobowski

INTERVIEW DATE: May 1, 2007

### CITY MANAGER APPLICANT EVALUATION

#### A. PROFESSIONAL EVALUATION

RATING (SEE BELOW)

- 1. Experience in Past performance of Essential Job Functions \_\_\_\_\_
- 2. Knowledge of Principles, Procedures & Practices of Local Government Operations \_\_\_\_\_
- 3. Knowledge of Principles, Procedures & Practices of Business & Public Administration \_\_\_\_\_
- 4. Knowledge and Skill in Negotiating Techniques with Proven Record of Successful Contact negotiations and Administration \_\_\_\_\_
- 5. Knowledge of State and Local Laws and Regulations \_\_\_\_\_
- 6. Skill in the Areas of Local government Administration/Management as relates to this position \_\_\_\_\_
- 7. Proven Fiscal Management Skills \_\_\_\_\_
- 8. Proven Long Range Planning Abilities \_\_\_\_\_

Areas of Weakness: \_\_\_\_\_  
\_\_\_\_\_

**RATING:**    1            2            3            4            5  
                  Not Qualified    Marginally Qualified    Qualified    Well Qualified    Best Qualified

Total Average  
Composite Rating  
(Sum of the above  
divided by 8)

**B. PERSONAL DATA EVALUATION**

RATING (SEE BELOW)

- 1. Strong Sense of Necessity of Community Involvement \_\_\_\_\_
- 2. Implementation of Council Policies \_\_\_\_\_
- 3. Formulate Goals & Plans for Staff \_\_\_\_\_
- 4. Facilitate Development, Implementation & Maintenance of Strategic Vision for Economic Growth of City \_\_\_\_\_
- 5. Progressive thinker depicting initiative & self confidence \_\_\_\_\_
- 6. Team Player \_\_\_\_\_
- 7. Highly developed interpersonal communication skills with superiors, subordinates, intergovernmental agencies & general public \_\_\_\_\_
- 8. Personal conduct beyond reproach \_\_\_\_\_
- 9. Ability to make effective public presentations \_\_\_\_\_

Areas of Weakness: \_\_\_\_\_

\_\_\_\_\_

Total Average  
Composite Rating  
(Sum of the above  
divided by 8)

**RATING:**    1                    2                    3                    4                    5

                  Not Qualified    Marginally Qualified    Qualified    Well Qualified    Best Qualified

\_\_\_\_\_

OVERALL RATING . . . . . (Sum of A & B)

**C. PERSONAL OBSERVATIONS, COMMENTS OR CONCERNS**

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Rating  
(Maximum +/- 5 Points)

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(Sum of Overall Rating  
Plus C)

OVERALL RATING . . . . .

\_\_\_\_\_  
(Signature) \_\_\_\_\_  
(Date)

March 5, 2007

03-05-07 09:16:18

Honorable Mayor David Pugh, Jr.  
& Members of the Brooksville City Council  
City of Brooksville  
201 Howell Avenue  
Brooksville, Florida 34601

RE: City Manager position

Dear Mayor Pugh and City Councilmen:

It is with great interest that I submit my letter of application and resume for the position of City Manager. Having been involved in the local community and the City of Brooksville since about 1984 and having been a resident of the City for approximately fifteen (15) years, I have strong convictions in applying for this position and the thought of being allowed the opportunity of serving as a team member and leader in preserving, growing and improving the beautiful City of Brooksville is more than desirable.

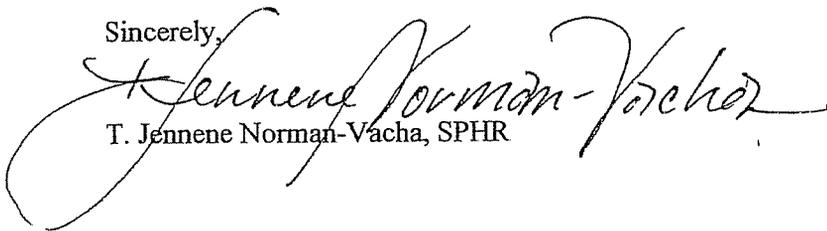
I hold a Master's degree in Public Administration and have more than seventeen (17) years of managerial experience, including skills in organization management, financial/budgetary administration and human resource management; including over five (5) years of experience as the Deputy County Administrator for Hernando County. I am currently the owner of a human resource management and organizational consulting firm and have functioned as principle consultant for over nine (9) years.

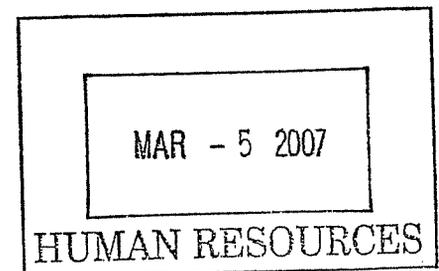
I believe that the combination of both public and private sector management experience, along with my long-time community involvement in Hernando County and the City of Brooksville, make me uniquely qualified for your position. Specific professional experiences and accomplishments are provided within my enclosed resume for your consideration.

I believe that I function well as both a team leader and a team member. I am creative, innovative and like to "think out-of-the-box" in problem solving situations. I have great compassion for people and community when building consensus and setting goals. I consider myself a strong manager that is fair and equitable in applying the rules and regulations across the board. I possess good communication skills on many levels, in written, verbal and presentational form.

I welcome the opportunity to meet with you and further discuss how I can contribute to your team.

Sincerely,

  
T. Jennene Norman-Vacha, SPHR



# **T. Jennene Norman-Vacha**

**Post Office Box 10038, Brooksville, Florida 34603 ♦ 352.585.0066**

## **Executive Manager/Administrator/Human Resources**

More than seventeen years of managerial experience, including skills in organization management, financial/budgetary administration and human resource management. Owner of human resource/management consulting business for over eight (8) years, providing services through full-service "retainer" and individual project work. Have provided human resource services and training for clients in industries that include non-profit businesses, manufacturing, mining, construction, professional services, and food services. Responsible for oversight and management for operations in public sector organization of 500+ employees and annual financial budget in excess of \$120 million, including eight service departments and five internal staff departments. Possess superior communication skills required for excellent client relations/customer service and in managing and motivating a skilled and unskilled labor force. Graduated with honors with a Master's degree in Public Administration while working full time. Creative, compassionate, innovative, self-sufficient, goal/results oriented and motivated. Personal computer literate and functional, including proficiency in MS Office (Word, Excel, PowerPoint, Outlook), Internet Explorer/Applications, Windows XP and various web-based applications and software products.

## ***Professional Experience & Accomplishments***

### **Organizational Management**

- ▶ Restructured and reorganized department areas within a public sector structure/environment for greater effectiveness and efficiency, resulting in overall staff reduction and a decrease in personal/operating costs.
- ▶ Conducted managerial review and reorganized a public sector department for greater accountability, resulting in division of function, overall reduction of 4 full-time employees, through a phase-out process and outsourcing services with a cost reduction of more than \$100,000.
- ▶ Designed and facilitated implementation of multi-agency coordinated effort to identify sources of cost savings through shared staffing, cooperative purchasing of like materials/services and joint asset/land development. Multi-agency coordination involved Hernando County Board of County Commissioners, Hernando County School Board and the City of Brooksville. Articles on the multi-agency effort were published within NACo's *County News* and Florida League of Cities' *Quality Cities*.
- ▶ Designed, developed and implemented reorganization of several departments in a company to streamline reporting lines and improve management accountability and communications.

### **Financial/Budgetary Administration**

- ▶ Developed and implemented Hernando County Board of County Commissioners' first organizational, automated budgeting system for \$80 million budget, eliminating manual reporting and duplicitous data-entry staff time, resulting in 30% improved staff efficiency.
- ▶ Developed Hernando County Commissioners' first organizational budget manual and procedures with annual timeline, improving communications, reporting, forecasting, budgetary analysis and significantly improved informational documentation production for management and board of directors for decision-making.
- ▶ Preparation of various cost-benefit analysis and expenditure reviews for various in-house services where with some resulted in contractual outsourcing. Saving and cost reductions of 20% or more were realized.

### **Human Resource Management**

- ▶ Developed a complete human resource system for a new business employing over 50 employees. The system included a pay and classification program, recruitment and selection practices, drug-free workplace policy, employee handbook, and performance evaluation program.
- ▶ Developed ADA compliant job descriptions, supervisor training/training manuals, and conducted supervisory training for clients within several different industries. Job descriptions were developed to eliminate liabilities of non-compliance and meet legal requirements.
- ▶ Conducted formal employee turnover analysis for employer of 80+ employees and then targeted areas for improvement to reduce the high turnover costs; review included retirement and benefit plans, workflow and inventory improvement and organization restructuring.
- ▶ Implemented salary administration plan based on factor evaluation methodologies, lessening liabilities and strengthening legal defense in Equal Employment Opportunities and Equal Pay issues for Hernando County Commissioners, for workforce of approximately 500 and a client with 300+ employees.
- ▶ Designed, presented, implemented organizational training programs, targeting needed skills in customer service, total quality management, production, supervisory/management/leadership skills, human resource management, recruitment, interviewing and retaining employees, team-building and succession planning.

- ▶ Analyzed, reviewed and negotiated employee benefit packages, resulting in reduced costs, improved products, and several years of stabilized health insurance premium rates, including over two years with a 0% increase in medical coverage premiums for non-profit client of 300+ employees.
- ▶ Created/prepared, implemented and communicated new/revised employee policy manuals/handbooks, including compensation/wage & hour, leave policies (FMLA, vacation, PTO, sick, military), tuition reimbursement, code of conduct/conflict of interest, disciplinary policies and travel. Certain policies were designed to address financial auditor's remarks/concerns of financial risk/exposure.
- ▶ Implemented Human Resources automated system that interfaces with the financial/payroll system, resulting in reduced duplicated data-entry, improved data retrieval and workforce database for 500+ employees, and enhanced record management, tracking and analysis capabilities. Initialized "on-line" access to employee personnel files through imaging technology with actual links to the human resource/payroll database.

## Employment History

**November 7, 1997 – present**

**President/Owner/HR Consultant**

**Professional Human Resource Partners, Inc.** — P.O. Box 10038, Brooksville, FL

Owner and consultant for company that provides human resource/management services for small and mid-size (5 to 500 employees) businesses. Services are provided through project work and a full-service "retainer" arrangement. Services provided include, but are not limited to, the following: communication/guidance/assistance for management regarding changes in employment laws/regulations/court rulings, policy manual/handbook development and interpretation, wellness programs, employee benefit review/administration, training and development programs, record-keeping and compliance audits, job description development, salary administration and compensation programs, recruitment/selection/hiring policies and procedures, staff development, supervisory training/guidance on HR issues/concerns, performance counseling/HR documentation and disciplinary/termination actions.

Additional consulting services include marketing, public relations, organizational and managerial review/development, leadership/management training and development of operational policies and procedures.

**August 30, 1999 – October 1, 2002**

**Account Executive**

**Brown & Brown, Inc.** — 614 East Jefferson Street, Brooksville, FL

Account Executive for Brown & Brown, Inc., 6<sup>th</sup> largest broker nationally and largest broker in Florida. Responsible for design, sales, service and customer relations for employee benefit insurance coverage and services, including medical/health care, life, dental, long-term care and home health care policies, disability and flexible benefit planning. (Worked as Account Executive while continuing to provide HR/Organizational consulting services.)

**June 4, 1984 - November 7, 1997**

**Hernando County Board of County Commissioners** — 20 N. Main St., Brooksville, FL

**August 25, 1992 - November 7, 1997**

**Deputy County Administrator**

Functioned as chief of staff with independent authority to direct and evaluate skilled and unskilled support staff and department directors; oversight responsibility of total operations, management, and coordination of services. *Note: From August 25, 1992 through October 1, 1993, this position also functioned as the Human Resources Director, at the request of the Board.*

**October 1, 1991 - August 25, 1992**

**Human Resources Director**

Oversight and responsibility included human resources administration, salary administration, human resource policy development, resource training and development, employee benefit administration, and records/compliance/support. Supervised professional/technical staff members.

**October 5, 1987 - October 1, 1991**

**Budget Analyst**

Responsible for budget development in the determination and establishment of data requirements and budgetary reporting formats, and budgetary practices. Involved in reviewing, analyzing budgetary requests and producing a tentative and formal/final budgetary document.

**December 29, 1986 - October 5, 1987**

**Management Analyst**

**December 12, 1984 - December 29, 1986**

**Personnel Manager**

**June 4, 1984 - December 12, 1984** Student Intern to the County Administrator

## Education

### **Masters of Public Administration**

University of South Florida, Tampa Florida ♦ *Graduated with honors*

### **Bachelor of Arts, double major in Pre-law and Art**

Saint Leo College, Saint Leo, Florida ♦ *Graduated Magna Cum Laude*

*Who's Who Among American Colleges & Universities, 1984*

## Professional Designation

### **Senior Professional in Human Resources (SPHR)**

National certification of human resource professionals who meet minimum eligibility standards and pass a rigorous examination. The testing requires professionals to demonstrate their expertise in both the underlying principles of HR practice and the real-world application of those principles. Exam consists of material related to: Strategic Management, Workforce Planning and Employment, Human Resources Development, Total Rewards (Compensation & Benefits), and Core Knowledge required by HR Professionals.

## Other Experience/Community Involvement & Honors

### **Speaker/Presenter**

- ♦ Guest speaker and panelist in the topic of "privatization" for the University of Central Florida, the Central Florida Community College's Institute of Government, the University of South Florida and the Florida Association of Counties on numerous occasions;
- ♦ Panelist/moderator for the Florida City and County Manager Association's Annual Conference on the topic of public sector management;
- ♦ Presenter/trainer for the Florida Head Start Annual Conference.

### **Published Professional Articles**

- ♦ Articles about the created/facilitated multi-governmental agency collaborative to share/coordinate cost-saving initiatives were published within the National Association of Counties' *County News* and the Florida League of Cities' *Quality Cities*.

### **Community Service** within Hernando County has included:

- ♦ The first woman member of the Brooksville Kiwanis Club and served as an active member for several years;
- ♦ Co-Chairman of Hernando County's weeklong 150<sup>th</sup> Birthday Celebration, an event that raised more than \$100,000 and drew over 30,000 participants in 1993;
- ♦ City of Brooksville, Charter Review and Revision Committee in 1995;
- ♦ Chairman of the Hernando County Heart Walk in 1997 and 1998, increasing the amount of funds raised during this event from around \$12,000 to over \$60,000;
- ♦ Guest columnist/writer for several articles on Hernando County's history/heritage featured/published in Millennium Edition series within the *Hernando Today* newspaper in 2000;
- ♦ Board of Directors for the Pasco/Hernando Chapter of the American Heart Association (1999-2001);
- ♦ President of the Brooksville Downtown Development Board (1999 – 2002);
- ♦ President of the Genealogy Society of Hernando County (2000 and 2001).

### **Community Honors** in Hernando County has included:

- ♦ **Woman of Achievement Award** by Hernando County's Business and Professional Women's organization (1992)
- ♦ **Nominee for the Government Service Award** granted by the Greater Hernando County Chamber of Commerce (1995)
- ♦ **Business Associate of the Year** by Tangerine Charter Chapter of the American Business Women's Association. (2001)

*Professional and personal references can be provided upon request.*

*City Manger*

Position Applied For

*Jennene*

Middle Initial

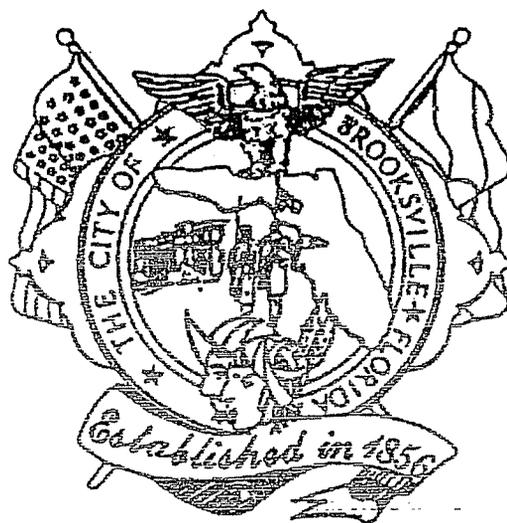
*T.*

First Name

*Norman-Vacha*

Applicant's Last Name

# City of Brooksville



## Employment Application

**To All Applicants:**

The City of Brooksville has a commitment to provide the best service possible to our community. The selection of qualified employees is the first critical step in our commitment to quality. We need your cooperation by carefully completing this application which will assist us in making the best hiring selections.

If you have any questions regarding this application, require assistance, or desire information relating to this or other positions with the City, please contact the Human Resources staff at (352) 544-5400, and we will be happy to assist you.

**IMPORTANT INSTRUCTIONS**

Our application form is designed to provide you with the opportunity to illustrate your qualifications. Please review the entire application form before you start. Following directions in completing this application form is part of the evaluation process. You may submit a resume and other supporting information along with your application, however, all sections of the application must be completed or it will not be considered. Information contained in your application will be verified.

*Please check areas in which you are competent:*

**OFFICE SKILLS**

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Calculator   | <input checked="" type="checkbox"/> Filing                | <input checked="" type="checkbox"/> Typing: <u>25-30</u> wpm       |
| <input type="checkbox"/> Switchboard   | <input type="checkbox"/> Transcription of Minutes         | <input checked="" type="checkbox"/> Office Equipment (fax, copier) |
| <input type="checkbox"/> Word Processing   | <input checked="" type="checkbox"/> Spreadsheets/Database |  |
| <input checked="" type="checkbox"/> Software/Computer Applications: <u>Word, Excel, Powerpoint, Outlook, Internet Explorer</u> |   |  |

**TRADE SKILLS**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Masonry                | <input type="checkbox"/> Automotive/Mechanical | <input type="checkbox"/> Map Preparation            |
| <input type="checkbox"/> Welding                | <input type="checkbox"/> Grounds Keeping       | <input type="checkbox"/> Rough Carpentry            |
| <input type="checkbox"/> Pipefitting            | <input type="checkbox"/> Photography           | <input type="checkbox"/> Finished Carpentry         |
| <input type="checkbox"/> Reading Blueprints     | <input type="checkbox"/> Plumbing              | <input type="checkbox"/> Drafting/Graphics          |
| <input type="checkbox"/> Electrical Repair Work | <input type="checkbox"/> Refrigeration/Repair  | <input type="checkbox"/> Heavy Equipment/Mechanical |
| <input type="checkbox"/> Painting               | <input type="checkbox"/> Automotive/Bodywork   | <input type="checkbox"/> Roofing                    |
| <input type="checkbox"/> Asphalt Repair         | <input type="checkbox"/> Map Reading           |   |

**EQUIPMENT SKILLS**

- |   |                                       |   |
|---|---------------------------------------|---|
| <input type="checkbox"/> Cranes                     | <input type="checkbox"/> Pay Loaders  | <input type="checkbox"/> Power Tools    |
| <input type="checkbox"/> Ditching Machines          | <input type="checkbox"/> Power Mowers | <input type="checkbox"/> Communications |
| <input type="checkbox"/> Air Hammers                | <input type="checkbox"/> Tractors     | <input type="checkbox"/> Bulldozers     |
| <input type="checkbox"/> Other (please list): _____ |                                       |   |

**PROCESSING OF APPLICATIONS**

Applicants may be conditionally hired based on their education, training and experience subject to successful completion of: 1) a health screening, including a drug/alcohol screen test; for police and CDL required positions only; 2) a personal background investigation; 3) a motor vehicle report (if driving is required for the position); and 4) when applicable, physical agility, polygraph for police only and /or voice stress test, and written examination.

All responses are to be hand-written (printed) not typed. Documentation substantiating military service will be required if "Veteran's Preference" is requested.

When hired, we require that each individual present the following items:

- Social Security Card/Verification of eligibility to work in the United States
- Verification of Date of Birth
- Proof of Education/Certificates/Licenses required for the position
- Valid Florida Driver's License (if required) for the position

*Thank you for applying to the City of Brooksville!*

# CITY OF BROOKSVILLE

## Unconditional Release of Background Information

TO WHOM IT MAY CONCERN:  
*RE: Pre-employment Information*

The City of Brooksville needs to thoroughly investigate and evaluate my qualifications for employment, and I would appreciate your assistance and/or cooperation in providing background information. It is in the public's best interest that all relevant information concerning my background be disclosed on my personal and professional history. It may be necessary that the City discontinue processing my application if you decline to disclose the information requested.

I hereby authorize any representative of the City bearing this release to obtain any information in your files pertaining to my employment records, and I hereby direct that you disclose and release such information. The intent of this authorization is to give my consent for full and complete disclosure and full and free access to the background and history of my personal and professional life, however confidential it may appear to be, for the specific purpose of the City pursuing a background investigation to determine my suitability for employment.

Regardless of any agreement I may have made with you previously to the contrary, I consent to your release of any and all public and private information that you have concerning me, my work record, my background, my educational records, attendance records, discipline and when applicable for police officers, examinations (including polygraph, aptitude, skills, voice stress, and psychological/personality).

I, and on behalf of my heirs, family, and associates, hereby release you as the custodian of such records and/or information, including officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result because of compliance with this authorization and/or release of information, or any attempt to comply with my request, including any liability or damage pursuant to any Federal or State Laws. A photocopy or faxed copy of this Release Form will be as valid as an original thereof, even though the said photocopy or fax copy does not contain an original writing of my signature.

For and in consideration of the City's acceptance of my application for employment, I, and on behalf of my heirs, family, and associates, agree to hold the City, its agents and employees harmless for any and all claims of liability associated with my application for employment and the use or dissemination of any information obtained as a result of this release or otherwise obtained, and/or the decision whether or not to employ me. I understand that should information of a serious criminal nature become known as a result of this investigation, such information may be provided to the proper authorities.

~~This waiver is valid for a period of 90 days from the date of my signature. Should there be any questions as to the validity of this release, you may contact me at the address listed below.~~

Applicant's Name: T. Jennene Norman-Vacha Telephone No. 352.585.0066  
Current Address: P.O. Box 10038 City: Brooksville  
Social Security Number: provided at time of serious State/Zip: FL 34603  
Authorized Signature: Jennene Norman-Vacha Date: 03/09/07  
*officer* JAC  
13

### AFFIDAVIT

State of Florida  
County of Hernando

The foregoing instrument was acknowledged before me this 13th day of March, 20 07 by the above person Tonya Jennene Norman-Vacha, who is personally known to me or who has produced FL Driver License as identification and who (did) (did not) take an oath.

Kim J. Harsin  
Signature of Notary

NOTARY PUBLIC-STATE OF FLORIDA  
  
Kim J. Harsin  
Commission # DD417148  
Expires: APR. 11, 2009  
Bonded Thru Atlantic Bonding Co., Inc.  
Print, Type, Or Stamp Commission

CITY OF BROOKSVILLE  
Human Resources Division  
201 Howell Avenue  
Brooksville, Florida 34601-2041



EMPLOYMENT APPLICATION  
(352) 544-5400

**APPLICATION STATEMENT**

I understand that this application will be given every consideration but is not an offer or promise of employment.

I understand that if hired, my employment will be for no definite time period, regardless of the period of payment of my wages. I further understand that I have the right to terminate my employment for any or no reason at any time with or without notice and the City has the same right. No one other than the City Manager has authority to modify this relationship or to make any agreement to the contrary. Any such modification or agreement must be in writing.

I understand that the City reserves the right to require me to submit to a physical agility demonstration if required for my Classification and to drug/alcohol testing prior to employment and at any time during my employment to the extent required or permitted by law.

I understand that the City may investigate my driving record and my criminal record if any, and that a background investigation/(police only) may be prepared from information obtained through personal interviews with my neighbors, friends, others with whom I am acquainted, former employers and other sources. I specifically authorize current and past employers and educational institutions to disclose to the City all records pertinent to my employment with them. These inquiries may include information as to my character, general reputation, personal characteristics, job performance and mode of living. I understand that I have the right to make a written request within 10 days of this application to obtain additional information about the nature and scope of these investigations.

~~I understand that if I am employed, I will be on a probationary status for 6 months or such longer period as may be required for my Classification.~~

I certify that all statements made by me on this application are true and complete. I understand that should I be employed, any omitted, false, misleading, incorrect, or incomplete oral or written statements made in connection with my application may result in my dismissal.

***DO NOT SIGN UNTIL YOU READ AND AGREE TO THE ABOVE STATEMENTS***

Signature: \_\_\_\_\_

*Jennene Norman-Vachra*

Date: \_\_\_\_\_

*03/09/07*

CITY OF BROOKSVILLE  
Human Resources Division  
201 Howell Avenue  
Brooksville, Florida 34601-2041

EMPLOYMENT APPLICATION  
(352) 544-5400  
*(Please Print — Do Not Type)*

**WE ARE AN EQUAL OPPORTUNITY, DRUG AND ALCOHOL FREE WORKPLACE EMPLOYER**

Employment applications are active for a minimum of three months. Once an application has been submitted to Human Resources, it is a public record. It is the applicant's responsibility to notify the City of any changes.

**GENERAL INFORMATION**

POSITION APPLIED FOR: City Manager DATE: 03/09/07

*Please review the job description and requirements for the position you are applying for; if you do not meet the minimum qualifications your application will not be processed.*

Name: T. Jennene Norman-Vacha SSN: will provide upon serious offer

Street Address: 1260 Batten Road

Previous Address: P.O. Box 350431, Grand Island, FL From: 04/2004 To: 06/2006

Telephone Numbers: Home (352) 585-0066 Work ( )

Emergency Contact Name: John Vacha Relationship: Spouse

Citizen of the United State?  YES  NO (Attach authorization to work in the United States)

Are you under 18 years old?  YES  NO

Date available to work: 2 weeks Full-time  Part-time  Temporary

Available Weekends  Nights  Holidays  Minimum Weekly Starting Pay: \$ negotiable

Have you ever been employed by the City:  NO  YES; When? \_\_\_\_\_

Position held: \_\_\_\_\_ Reason for leaving? \_\_\_\_\_

Do you have any relatives who are employees of the City?  NO  YES – List name and relationship: \_\_\_\_\_

Have you ever stolen from your current or a past employer?  NO  YES (Attach explanation)

Have you ever been terminated or asked to resign from any job?  NO  YES – Explain the circumstances: \_\_\_\_\_

Are you on layoff and/or subject to recall?  NO  YES (Explain) \_\_\_\_\_

## EDUCATIONAL INFORMATION

Circle Highest Grade Completed:

Grammar  
1 2 3 4 5 6 7 8

High  
1 2 3 4

College  
1 2 3 4

Graduate  
1 2 3 4

Name/Address of School	Major/Minor	Degree Type	GPA	Degree?	
				Yes	No
South Sumter High Bushnell, FL	General	High School Diploma	3.87 of 4.0	X	
Saint Leo College Saint Leo, FL	Pre-law & Art	Bachelor of Arts	3.63 of 4.0	X	
University of South Florida Tampa, FL	Public Administration	Masters (MPA)	3.384 of 4.0	X	

Attach additional sheet if required.

## DRIVERS LICENSE

Issuing State: Florida

Type of License: X Operator \_\_\_\_\_ Commercial \_\_\_\_\_ Restricted Exp. Date: 05/29/2010

If Commercial, include classification: \_\_\_\_\_ A \_\_\_\_\_ B \_\_\_\_\_ C \_\_\_\_\_ D

Is your license currently suspended or revoked? X NO \_\_\_\_\_ YES; Explain: \_\_\_\_\_

Has your license ever been suspended or revoked? X NO \_\_\_\_\_ YES; Explain (include dates): \_\_\_\_\_

## EXPERIENCE

THIS SECTION MUST BE COMPLETED FULLY

1. Follow all instructions on page 5.
2. **Complete all information requested, even if duplicated in resumé or other optional attachment.** Begin with your most recent job. Separately list each job, and any period of unemployment. **Do not leave gaps in employment history.**
3. List names of all employers within the past 10 years (use additional sheet if necessary).
4. If your immediate supervisor is no longer with the employer, include the name of someone who knew your work.
5. If you have been employed under any other name(s), list name(s) by each employer as applicable.

Employer: Professional Human Resource Partners Your Job Title: President/owner/HR Consultant  
Address: P.O. Box 10038 City/State/Zip: Brooksville, FL 34603  
Telephone: 352.585.0066 Business Type: Consulting  
Start Date: 11/07/1997 Weekly Pay: \$ \_\_\_\_\_ Ending Date: Current Ending Pay: \$ \_\_\_\_\_  
Name of Supervisor/Contact Person: Self - company owner Title: \_\_\_\_\_  
Specific Duties and Responsibilities: Provide human resource/management services for small and mid-size businesses. Services include, but are not limited to; communications/guidance for management regarding employment laws/regulations/court ruling, policy development/interpretation, employee benefit review/admin, training & development, recordkeeping/compliance audits job descriptions, salary administration, recruitment/hiring procedures, staff development, HR issues/concerns/performance. Also marketing, public relations, organization management, leadership, etc.  
Reason for leaving: \_\_\_\_\_  
If currently employed, may we contact your employer regarding your employment record?  YES  NO

Employer: Brown & Brown Your Job Title: Account Executive  
Address: 614 East Jefferson Street City/State/Zip: Brooksville, FL 34601  
Telephone: 352.796.8200 Business Type: Insurance Broker  
Start Date: 08/30/1999 Weekly Pay: \$ \_\_\_\_\_ Ending Date: 10/01/2002 Ending Pay: \$ \_\_\_\_\_  
Name of Supervisor/Contact Person: John Church Title: Manager  
Specific Duties and Responsibilities: Responsible for design, sales, service and customer relations for employee benefit coverages, including group medical/health care, life, dental, short & long-term disability, long term care and flexible benefit planning.  
(Note: worked as Account Executive while continuing to provide consulting services.)  
Reason for leaving: consulting business growing where unable to do but jobs to the fullest.  
If currently employed, may we contact your employer regarding your employment record?  YES  NO

Employer: Hernando County Board of County Commissioners Your Job Title: Deputy County Administrator  
 Address: 20 North Main Street City/State/Zip: Brooksville, FL 34601  
 Telephone: 352.754.4000 Business Type: local government  
 Start Date: 06/04/1984 Weekly Pay: \$ \_\_\_\_\_ Ending Date: 11/07/1997 Ending Pay: \$ \_\_\_\_\_  
 Name of Supervisor/Contact Person: Charles Hetrick Title: County Administrator  
 Specific Duties and Responsibilities: Served as Deputy County Administrator for the last 5 years of employment (1992-1997). Functioned as Chief of Staff with independent authority to direct and evaluate staff and department directors; oversight responsibilities of total operations, management, and coordination of services. Also employed as Human Resources Director (1991-92)/Personnel Manager (1984-86) with oversight and responsibility for human resource administration. Budget Analyst (1987-88) responsible for budget development, formulation, review and production.  
 Reason for leaving: to start/open consulting firm  
 If currently employed, may we contact your employer regarding your employment record?  YES  NO

Employer: \_\_\_\_\_ Your Job Title: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Business Type: \_\_\_\_\_  
 Start Date: \_\_\_\_\_ Weekly Pay: \$ \_\_\_\_\_ Ending Date: \_\_\_\_\_ Ending Pay: \$ \_\_\_\_\_  
 Name of Supervisor/Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
 Specific Duties and Responsibilities: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for leaving: \_\_\_\_\_  
 If currently employed, may we contact your employer regarding your employment record?  YES  NO

---

Employer: \_\_\_\_\_ Your Job Title: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Business Type: \_\_\_\_\_  
Start Date: \_\_\_\_\_ Weekly Pay: \$ \_\_\_\_\_ Ending Date: \_\_\_\_\_ Ending Pay: \$ \_\_\_\_\_  
Name of Supervisor/Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Specific Duties and Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

If currently employed, may we contact your employer regarding your employment record? \_\_\_\_\_ YES \_\_\_\_\_ NO

---

Employer: \_\_\_\_\_ Your Job Title: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Business Type: \_\_\_\_\_  
Start Date: \_\_\_\_\_ Weekly Pay: \$ \_\_\_\_\_ Ending Date: \_\_\_\_\_ Ending Pay: \$ \_\_\_\_\_  
Name of Supervisor/Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Specific Duties and Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

If currently employed, may we contact your employer regarding your employment record? \_\_\_\_\_ YES \_\_\_\_\_ NO

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**VETERAN'S PREFERENCE REQUEST**

Veterans and certain Veteran spouses / widows / widowers

**ALL APPLICANTS MUST ANSWER "YES" OR "NO" TO QUESTION NUMBER 1.**  
**SIGN AND DATE LINE 4 AT THE BOTTOM OF PAGE**

1. Are you claiming Veteran's Preference: \_\_\_\_\_ YES  X  NO (skip to number 4 below)  
(If yes, a copy of your DD214 must be attached with this application.)

2. Check the appropriate line if you are claiming Veteran's Preference (Effective April 8, 1992, Chapter 92-80, Laws of Florida amended the definition of wartime service to include the Persian Gulf War):

\_\_\_\_\_ a) A Veteran with a service-connected disability which is compensated under public laws; or a Veteran who is receiving compensation, disability retirement benefits, or pension by reason of public laws, where "public laws" are those administered by the U.S. Department of Veteran Affairs; or

\_\_\_\_\_ b) The spouse of a Veteran who cannot qualify for employment due to a total and permanent disability, or spouse of a Veteran missing in action, captured or forcibly detained by a foreign power; or

\_\_\_\_\_ c) A Veteran who has served on active duty for at least one day, and who was separated with an honorable discharge from the Armed Forces of the United States if any part of such active duty was performed during a wartime era. Active duty for which training is now allowable; or

\_\_\_\_\_ d) The non-remarried widow or widower of a Veteran who died of a service-connected disability.

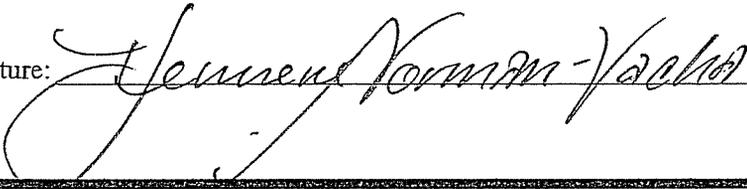
~~\_\_\_\_\_ 3. Have you ever claimed and been employed through Veteran's Preference? \_\_\_\_\_ NO \_\_\_\_\_ YES;~~

Employer: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Employed from: \_\_\_\_\_ to: \_\_\_\_\_

**NOTE:** Under the Florida law preference, an appointment and employment shall be given first to those persons included in category "a" and "b" above. If any applicant claiming Veteran's Preference for a vacant position is not selected for the position, they may file a complaint with the Division of Veteran's Affairs. A complaint shall be filed within 21 days after notice of a hiring decision. If a notice of hiring decision is not given, a complaint may be filed at any time. Contact Human Resources if assistance is needed.

4. Signature:    Date:  03/09/07

**ADDITIONAL INFORMATION**

*(Please Print — Do Not Type)*

What are your primary strengths and weaknesses? Why do you want to work for the City of Brooksville? List any additional information that should be considered in evaluating your application.

Strengths - I feel that my primary strengths can be described as: I am fair; innovative (think out of the box); am compassionate; am creative; a good "thinker" and problem solver; I enjoy a challenge; and always work hard to get the job done.

Weaknesses - I, at times, work too many hours; I strive to be a perfectionist; and do not believe the words "it cannot be done."

I want to work for the City in the capacity of the City Manager because I am interested in returning to service in the public sector in Brooksville, a community that I have long served and appreciated.

Why do you believe the City should hire you rather than another applicant?

I feel that ~~express~~ my combination of both public and private sector management experience along with years of community involvement in Brooksville and Hernando County make me uniquely qualified for the City Manager position.

**FOR OFFICE USE ONLY:**

Date Received \_\_\_\_\_

Resume Attached Yes \_\_\_\_\_ No \_\_\_\_\_

Retention Period \_\_\_\_\_

Reviewed for Position \_\_\_\_\_

Interviewed \_\_\_\_\_

Job Offered \_\_\_\_\_

## REFERENCES

### PERSONAL

Name: Jacqueline Worthy Telephone (day): 352.567.6413  
Address: P.O. Box 695 City/State/Zip: Dade City, FL 33526  
Years Known: about 37 Related: YES  NO; How Known?: personal friend & business  
years relationship

Name: Yvonne Taylor Telephone (day): 727.523.1512 x1152  
Address: \_\_\_\_\_ City/State/Zip: Brandon, FL 33511  
Years Known: about 21 Related: YES  NO; How Known?: personal friend & business  
years relationship

Name: Lesia Chihak-Pagnotta Telephone (day): 727.953.1000  
Address: \_\_\_\_\_ City/State/Zip: Clearwater, FL 33764  
Years Known: about 13 Related: YES  NO; How Known?: personal friend & business  
years relationship

### PROFESSIONAL

Name: Charles Hetrick Telephone (day): 850.219.0204  
Address: \_\_\_\_\_ City/State/Zip: Tallahassee, FL  
Years Known: about 21 Related: YES  NO; How Known?: business relationship/supervis  
years

Name: Michael Georgini Telephone (day): 352.796.1425  
Address: 820 Kennedy Boulevard City/State/Zip: Brooksville, FL 34601  
Years Known: \_\_\_\_\_ Related: YES \_\_\_\_\_ NO; How Known?: \_\_\_\_\_

Name: Gary Schraut Telephone (day): 352.799.3000  
Address: 702 South Broad Street City/State/Zip: Brooksville, FL 34601  
Years Known: about 19 Related: YES  NO; How Known?: business, community &  
years personal relationship

## CRIMINAL RECORD INFORMATION

*Information concerning convictions will not necessarily disqualify an applicant.*

Have you ever been convicted, entered a plea of no contest, fined, had prosecution deferred or adjudication withheld for any crime (except minor traffic violations), or is there a criminal charge pending against you?  NO \_\_\_\_\_ YES; give details (nature of the offenses, date, location, disposition, including fines, prison, and suspended sentences, probation served, and also convictions during military service). Records will be checked as applicable. Attach additional sheets if required.

APPLICANT'S NAME: T. Jennene Norman-Vacha INTERVIEW DATE: May 1, 2007

### CITY MANAGER APPLICANT EVALUATION

#### A. PROFESSIONAL EVALUATION

RATING (SEE BELOW)

- 1. Experience in Past performance of Essential Job Functions \_\_\_\_\_
- 2. Knowledge of Principles, Procedures & Practices of Local Government Operations \_\_\_\_\_
- 3. Knowledge of Principles, Procedures & Practices of Business & Public Administration \_\_\_\_\_
- 4. Knowledge and Skill in Negotiating Techniques with Proven Record of Successful Contact negotiations and Administration \_\_\_\_\_
- 5. Knowledge of State and Local Laws and Regulations \_\_\_\_\_
- 6. Skill in the Areas of Local government Administration/Management as relates to this position \_\_\_\_\_
- 7. Proven Fiscal Management Skills \_\_\_\_\_
- 8. Proven Long Range Planning Abilities \_\_\_\_\_

Areas of Weakness: \_\_\_\_\_

\_\_\_\_\_

Total Average  
Composite Rating  
(Sum of the above  
divided by 8)

**RATING: 1 Not Qualified 2 Marginally Qualified 3 Qualified 4 Well Qualified 5 Best Qualified**

**B. PERSONAL DATA EVALUATION**

RATING (SEE BELOW)

- 1. Strong Sense of Necessity of Community Involvement \_\_\_\_\_
- 2. Implementation of Council Policies \_\_\_\_\_
- 3. Formulate Goals & Plans for Staff \_\_\_\_\_
- 4. Facilitate Development, Implementation & Maintenance of Strategic Vision for Economic Growth of City \_\_\_\_\_
- 5. Progressive thinker depicting initiative & self confidence \_\_\_\_\_
- 6. Team Player \_\_\_\_\_
- 7. Highly developed interpersonal communication skills with superiors, subordinates, intergovernmental agencies & general public \_\_\_\_\_
- 8. Personal conduct beyond reproach \_\_\_\_\_
- 9. Ability to make effective public presentations \_\_\_\_\_

Areas of Weakness: \_\_\_\_\_

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Total Average  
 Composite Rating  
 (Sum of the above  
 divided by 8)

**RATING:**    1                      2                      3                      4                      5  
                   Not Qualified    Marginally Qualified    Qualified    Well Qualified    Best Qualified

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(Sum of A & B)

**OVERALL RATING** . . . . .

**C. PERSONAL OBSERVATIONS, COMMENTS OR CONCERNS**

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Rating  
(Maximum +/- 5 Points)

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(Sum of Overall Rating  
Plus C)

OVERALL RATING . . . . .

\_\_\_\_\_  
(Signature) \_\_\_\_\_ (Date)

**CITY OF BROOKSVILLE**

**CITY MANAGER APPLICANT SELECTION PROCESS**  
**EVALUATION FORM**

MAY 1, 2007

**RANK**

**APPLICANT NAME**

1

\_\_\_\_\_  
Name of Applicant

2

\_\_\_\_\_  
Name of Applicant

3

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Council Member Signature

\_\_\_\_\_  
Date

CITY MANAGER APPLICANT SELECTION PROCESS							
May 1, 2007							
APPLICANT	BERNARDINI	BRADBURN	BURNETT	LEWIS	PUGH	TOTALS	SELECTION POSITION
LESTER B. BAIRD, SR.							
MITCHELL N. BOBOWSKI							
JENNENE NORMAN - VACHA							

NOTE: 1st Place Vote = 3 Points  
2nd Place Vote = 2 Points  
3rd Place Vote = 1 Point

"ALL TIES TO BE BROKEN BY HIGHEST NUMBER OF 1ST PLACE VOTES"