



Fort Myers Beach Town Council

**Town Hall Council Chambers
2731 Oak Street
Fort Myers Beach, FL 33931**

Agenda

Friday, April 18, 2025

1:00 PM

ORDER OF BUSINESS

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. APPROVAL OF FINAL AGENDA**
- IV. PUBLIC COMMENT**
- V. ADMINISTRATIVE AGENDA**

- A. Question-and-Answer Sessions
- B. Public Comment Regarding Prospective Town Manager Candidates Only
- C. Selection of Town Manager

In accordance with Town Council Policies and Procedures, Resolution 23-182: Town Council shall have a 15-minute Question-and-Answer Session with each of the applicants (previous item). Town Councilors are to have an open discussion of the candidates. Each Council member uses the provided ranking sheet to list their order of selection, with 1 being their top choice. The Town Clerk will tally the votes and announce each applicant's combined ranking score with the lowest score being the candidate selected. A contract negotiator from Town Council is selected and the transition period, if necessary, is discussed.

VI. ADJOURNMENT

NOTE: THIS MEETING IS STREAMED LIVE ON [YOUTUBE](#).

IF A PERSON DECIDES TO APPEAL A DECISION MADE BY THE COUNCIL IN ANY MATTER CONSIDERED AT THIS MEETING/HEARING, SUCH PERSONS MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDING IS MADE, TO INCLUDE THE TESTIMONY AND EVIDENCE UPON WHICH ANY SUCH APPEAL IS TO BE BASED.



For special accommodation, please notify the Town Clerk's Office at least 72 hours in advance. (239) 765-0202

In accordance with the Americans with Disabilities Act (ADA), persons needing a special accommodation to participate in the Board's proceedings should contact the Town Clerk's Office not later than three days prior to the proceedings.

1. **Request:**

Meeting Date: April 18, 2025

Individual 15-minute Question-and-Answer Sessions with Town Manager Applicants

Why the action is necessary:

What the action accomplishes:

2. **Agenda:**

ADMINISTRATIVE AGENDA

3. **Requirement/Purpose:**

4. **Submitter of Information:**

Talissa Oliveira, Human
Resources Director

5. **Background:**

At the April 7, 2025, Town Council meeting, five finalists and two alternate candidates were identified for consideration in the selection of a new Town Manager. As part of the continued evaluation process, each of the five finalists will participate in an individual 15-minute question-and-answer session with the Town Council.

These sessions provide Council members with an opportunity to directly engage and further assess each applicant's qualifications, leadership approach, and vision for the Town of Fort Myers Beach.

This step follows the initial application review and preliminary interview process and is intended to support the Council in making a well-informed hiring decision.

Attachments:

Financial Impact:

6. **Alternative Action**

7. **Management Recommendations:**

8. **Recommended Approval:**

Lizzette Roman, Town Clerk Administrative Coordinator
Talissa Oliveira, Human Resources Director
Amy Baker, Town Clerk
nancy stuparich, Town Attorney
Amy Baker, Town Clerk
Andy Hyatt, Town Manager

Created/Initiated - 4/9/2025
Approved - 4/11/2025
Approved - 4/11/2025
Approved - 4/11/2025
Approved - 4/14/2025
Final Approval - 4/14/2025

1. **Request:**

Meeting Date: April 18, 2025

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Why the action is necessary:

Appoints the Chief Administrative Officer of the Town

What the action accomplishes:

Fills the vacant Town Manager position

2. **Agenda:**

ADMINISTRATIVE AGENDA

3. **Requirement/Purpose:**

Other

4. **Submitter of Information:**

Talissa Oliveira, Human
Resources Director

5. **Background:**

A nationwide solicitation was issued, resulting in sixty-six (66) responses. Seventeen (17) of those responses were deemed to meet the qualifications by the Human Resources Director and Human Resources Generalist. The 17 candidates were reviewed by the current Town Manager, Human Resources Director and the Assistant to the Town Manager. Per the Town Council Policies and Procedures, the review panel provided 5 applicants and 2 alternates who meet the qualifications and appeared to be a strong potential fit for the role.

At the Town Council meeting on April 7, 2025, Town Council identified the following candidates and two alternates and agreed to invite them in for in-person interviews at the April 18, 2025, special meeting.

In accordance with Council policy and additional activities to provide for both Council interviews, exposure to town management and public transparency, the following process has been developed:

Thursday, April 17, 2025 - Candidates will be invited for introductory meetings with Department Directors at the Town Hall and be taken on a tour of the island. Additionally, the Human Resources Department will orient the candidates on the agenda and schedule of the interview day.

Friday, April 18, 2025

- 9:00 AM Public Meet and Greet Reception
- 9:30 AM 1:1 Interviews, Rotating candidates to each Councilor
- 12:00 PM Lunch with Town Manager and Directors
- 1:00 PM Town Council Individual Public Interviews
- 3:00 PM Selection of final candidate for contract negotiation

Attachments:

1. Brillhart, Michael
2. Jordan, Patrick
3. McKannay, Will
4. Shaffer, Jeremy
5. Trew, John

Financial Impact:

Pay negotiated salary, within budgeted range.

6. Alternative Action

Reject all candidates and instruct staff to re-advertise and continue to accept applications

7. Management Recommendations:

Per the Town Charter, Sec. 6.01. Appointment and qualifications. *The council shall appoint a Town Manager. The Town Manager shall be appointed primarily on the basis of executive and administrative qualifications.*

Town Council selects a final candidate for contract negotiation or rejects all candidates and readvertises.

8. Recommended Approval:

Lizzette Roman, Town Clerk Administrative Coordinator
Talissa Oliveira, Human Resources Director
Amy Baker, Town Clerk
nancy stuparich, Town Attorney
Andy Hyatt, Town Manager

Created/Initiated - 4/9/2025
Approved - 4/11/2025
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Approved - 4/14/2025
Final Approval - 4/14/2025

MICHAEL BRILLHART

100 Grove Avenue, Unit D - Crescent City, FL 32112 ■ 772.643.4874 ■ michael.brillhart6@gmail.com

February 8, 2025

Talissa Oliveira, Director of Human Resources
Town of Fort Myers Beach
2731 Oak Street
Fort Myers Beach, FL 33931

Dear Ms. Oliveira:

This letter of interest and resume are being submitted for the Town Manager recruitment being conducted for the Town of Fort Myers Beach. My background in local government management will provide the leadership to successfully direct organizational resources in support of the Town Council, staff, and residents.

My skills as a Chief Executive Officer include: policy implementation; capital improvement planning; public utilities; police/fire/EMS; managing public works, and coordinating emergency management responses. I have professional expertise in budgeting and finance, community engagement, advancing economic vibrancy, experience in coastal communities, and directing long term fiscal sustainability.

With success in prioritizing citizens' concerns and operational excellence, I will be dedicated to advancing critical projects, programs, and protecting high quality of life values. Additionally, I will maintain productive relationships with all Council members and an engaged community.

Accordingly, I have enclosed my resume for your review. Thank you for your consideration of my interest and qualifications.

Sincerely,

Michael L. Brillhart

Michael L. Brillhart

Enclosure: Resume

MICHAEL BRILLHART

PROFILE

Experienced local government management professional with success in operations, human resources, communication, network utilization, policy development, and goal achievement.

SKILLS

- Organizational leadership
- Responsive personnel management
- Public & media relations proficiency
- Efficient workflow and time management

PROFESSIONAL EXPERIENCE

Interim City Manager 2024 to present

CITY OF CRESCENT CITY, Crescent City, Florida

I am currently serving as Interim City Manager and CRA Executive Director of Crescent City, Florida. Responsibilities include grants writing and management, legislative affairs, personnel management, economic development, capital improvement planning, project management, meeting agenda preparation, customer service, and fiscal management.

City Administrator/Safety Service Director 2021 – 2024

CITY OF WAPAKONETA, Wapakoneta, OH

Directed public safety and all comprehensive municipal operations with responsibilities in overseeing police/fire/EMS, personnel, grants, public works, media relations, intergovernmental coordination, a \$110 million annual appropriations budget, water/sewer/electric utility operations.

Key Achievements

- Coordinated funding, work scope, and administration with the Ohio EPA for new water and wastewater treatment facilities in excess of \$100 million
- Managed the 5-Year Capital Improvement Program and infrastructure projects
- Administer job creation business incentives for council and the Wapakoneta EDC

Administrator 2018 – 2021

VILLAGE OF NORTH BALTIMORE, North Baltimore, OH

Administer operations and services for the Village Council. Responsibilities in staff supervision, public works, utilities, public safety, planning and zoning, grant writing, intergovernmental relations, agenda preparation, capital planning, and customer service.

Key Achievements

- Implemented the North Main Street reconstruction project in excess of \$1.5 million
- Acquired over \$3 million in state capital grant assistance for critical infrastructure projects
- Directed regional Township bulk water/sewer and development agreements

County Manager 2016 – 2018

CAMDEN COUNTY, Camden, NC

Managed operations, services, staff activities, and affairs for the Board of County Commissioners and consolidated jurisdiction with responsibilities in budget development, human resources, grant writing, finance, intergovernmental relations, and agenda preparation.

Key Achievement

- Provided FEMA coordination to property owners affected by Hurricane Matthew Served as Budget Manager and prepared a cost saving budget in excess of \$25 million while continuing to provide effective service delivery to residents and utility service customers
- Directed the planning design for a \$3.5 million reverse osmosis wastewater treatment plant with funding from the U.S. EDA; and the \$20 million County Administration building

MICHAEL BRILLHART

County Administrator 2013 – 2016

BARNSTABLE COUNTY, Barnstable/Cape Cod, MA

Directed operations, services, and affairs for the Board of County Commissioners and the countywide population of 215,000 with duties including budget & finance, human resources, intergovernmental relations, meeting agenda preparation, and regional infrastructure planning.

Key Achievements

- Directed 14 departments, 450 personnel, and general appropriations of \$80 million
- Coordinated intergovernmental relations, legislative affairs, regional IT service enhancements, emergency management planning, and annual budgeting
- Directed human resources including recruitment, hiring, termination, compensation, and collective bargaining while implementing a personnel Succession Plan
- Coordinated co-op education and scientific research with the University of Massachusetts

County Business Manager 2004 – 2013

ST. LUCIE COUNTY, Fort Pierce, FL

Directed business growth, economic development functions, and legislative affairs for the Board of County Commissioners serving a population of 300,000. Responsibilities in job creation, legislative requests, grants management, intergovernmental relations, staff supervision, and strategic planning. Served as interim Growth Management and MPO Director.

Key Achievements

- Managed staff in the acquisition of over \$100 million in grants through legislative requests and federal/state assistance programs
- Acquired \$9 million in FHWA monies to assist in the new Crosstown Parkway project
- Coordinated the award-winning *Towns, Villages and the Countryside (TVC)* Plan
- Assisted the University of Florida, Florida State, and Indian River Community College on regional baccalaureate program enhancements

EDUCATION

Master of Public Administration

University of South Florida - Tampa, FL

Bachelor of Science – Urban Administration

University of Cincinnati - Cincinnati, OH

AFFILIATIONS

International City/County Management Association

Florida League of Cities

Florida City/County Management Association

National Association of County Officials

REFERENCES

Justyna Marczak, HR Manager Barnstable County, MA 508.375.6646

Michele Myers, Mayor of Crescent City, FL 850.974.5115

Stephanie Jackson, Finance Director, Camden County, NC 252.338.6363

Gina Harvey, Traffic Engineering Manager Pinellas County, FL 727.464.5651

Calvin Schneider, Chief of Police City of Wapakoneta 419.738.2222

Erica Preston, County Administrator Auglaize County, OH 419.739.6710

Jackie Martell, Chamber of Commerce Director Wapakoneta, OH 330.388.0792

Patrick S. Jordan

8534 Anglers Cove, Clarksville, MI 48815

Phone: (231) 920-1122

Email: Patrick-Jordan@live.com

SUMMARY

More than twenty years of local government experience with expertise in the following areas:

- Operations & Project Management
- Labor Relations
- Customer Service
- Media Relations
- Strategic Planning & Operations Analysis
- Financial Operations and Budget
- System Design and Implementation
- Organizational Change and Development

An innovative leader with demonstrated organizational, analytical and communications skills. Experienced in managing change and specializing in turnarounds. Achievement-oriented with foresight; a dedicated team player who is able to work independently within the organizational framework.

RELEVANT PROFESSIONAL EXPERIENCE

County Administrator, Ionia County, MI

2022 - 2024

Chief Administrative Office for the County, serving at the pleasure of the Board of Commissioners. Responsible for ensuring directives and policies of the BOC are implemented. Responsible for the day-to-day business activities of the County, Finance/Budget management and Human Resources including union negotiations. Staff resource to the Board of Commissioners on all matters facing the County and attend all BOC and Committee meetings. I serve as liaison for various community commissions.

City Manager, Escanaba, MI

2017 – 2022

Chief Administrative Officer of a full-service municipality of 13,000 with a private deep water port. Our budget, that I am responsible for assembling and managing, is \$30 Million including Electric, Water and Wastewater utilities. I am responsible to the 5-member City Council and serve at their pleasure. I am very active as a community liaison with other local governments, working groups, Tribal governments and committees with interest in the community. I oversee Directors of Water, Wastewater, Electric, Public Works, Recreation, Finance, HR/Treasurer, City Clerk, Public Safety and Library. We have a DDA that covers our approximately 1 ½ mile long downtown corridor. I arrived in Escanaba after the first Court of Appeals decision in the “Dark Store” case, Menards v. City of Escanaba. I built support for our case through the MML, MTA and MAC and raised over \$250,000 in contributions from member communities to help fight this fight. I directed improvements to our water system and hydrant system, and oversaw the initial phases of lead service line replacements.

Wexford County Administrator, Wexford County, MI

2015 – 2017

Chief Administrative Office for the County, serving at the pleasure of the Board of Commissioners. Responsible for ensuring directives and policies of the BOC are implemented. Responsible for the day-to-day business activities of the County, Finance/Budget management and Human Resources including union negotiations. Staff resource to the Board of Commissioners on all matters facing the County and attend all BOC and Committee meetings. I served as liaison for various community commissions.

Assistant City Manager, Unalaska, AK

2013- 2015

I was the Director of Administration for the City. My duties included management of all HR functions, Risk Management, City Housing program and the Community Grants program, a program with a \$1 million annual endowment. I served as City Manager in his absence and therefore must stay current on all issues facing the city. I worked closely with the Tribe and the Native Corporation on various community projects. Unalaska had several Enterprise Funds. Critical ICS 100-400 certification.

Borough Manager, Bristol Bay Borough, AK

2011 - 2013

I served as Borough Manager with Bristol Bay Borough. Bristol Bay Borough is made up of three villages; Naknek, South Naknek and King Salmon. Children in S. Naknek are flown to school every day. We have an established Port but have also been accepted as part of a GO Bond by the State for \$350 million of which we are \$7 million for property acquisition and port expansion. My general fund budget was \$8 Million, with 40FT employees. In Alaska, the Native Corporations own virtually all lands, so good relationships are a necessity. I worked closely with the Native Corporation and the local Tribe on cooperative issues.

OTHER PROFESSIONAL EXPERIENCE

Also worked briefly as the Chief of Staff for the House Majority Leader of the Alaska State Legislature. Additionally, served as a Vital Records Manager (three years) for the Tarrant County (TX) Clerk, as a Township Supervisor (four years) for Muskegon Township (MI), and as an Adjunct Professor (ten years working part-time while working full time elsewhere) at Baker College in Muskegon, MI where I taught college level courses in American Government, International Relations and Western Regional Geography.

Early in my career, worked as Deputy County Clerk Supervisor (four years) in Muskegon, MI, a Friend of the Court Investigator (two years) for Ottawa County Family Court in Grand Haven, MI, and as a Corrections Officer (four years) for the Ottawa County Sheriff Department

EDUCATION

Master of Public Administration, Western Michigan University, Kalamazoo, MI (awarded 2000)
Bachelor of Science, Political Science Grand Valley State University in Allendale, MI (1995)

PROFESSIONAL AFFILIATIONS

- Muskegon Area-Wide Plan-Smart Growth/Sustainable Development
- West Michigan Shoreline Regional Development Commission Board /MPO
- COPS (9-1-1) Board of Directors of Muskegon County
- Leadership West Michigan, Class of 2005
- Prison Liaison Committee, Brooks, MCF and Shoreline Correctional Facilities
- Muskegon Area First, Governmental Economic Development Agency Board of Directors

William (Will) McKannay

808-892-0124/Email: will.mckannay@gmail.com
www.linkedin.com/in/willmckannay/

- **Motivated and highly accomplished senior executive with over 30 years of leading large, dispersed, and multi-faceted organizations through high operational tempo, risk, and crisis.**
- **Expertise in agile organizational and visionary leadership, management, innovation, and social intelligence to lead people and teams of character in an adaptive global environment.**

Leadership – Oral and Written Communication – Solve Complex Problems – Strategic Thinking - Project and Program Management - Security and Emergency Management – Planning Programming, and Budgeting – Grant Management – Capital Improvement – Legislative Affairs – Local Government – Veteran Service Organizations - City Management – Logistics – Public Affairs – Community Relations Team Development and Talent Management – EO/EEO – ICS/NIMS – ICMA Member

Emergency Management Consultant, 40+hours/week Applied Training Solutions, San Antonio, TX – Hybrid

January 2025 – Present

Evaluates the performance of exercise participants, evaluates Emergency Operations, Response Plans, Prevention, Control and Countermeasure Plans, Facility Response Plans, Integrated Contingency Plans, and Security Plans for US Army installations worldwide.

Chief, Protection and Mission Assurance (Director, Security and Emergency Management) 60+hours/week U.S. Northern Command (USNORTHCOM), Colorado Springs, Colorado

July 2022 – December 2024

Advised senior executive leaders on national/presidential policies and strategic guidance governing complex security, law enforcement, anti-terrorism, and emergency management operations and activities to ensure effective planning and decision-making during crisis response. Led and directed dynamic and diverse team that synchronized Department of Defense (DOD) activities and initiatives with multiple government agencies that improved whole-of-government efforts to prevent, deter, and counter threats to North America.

- Provided military unique support to law enforcement agencies countering narcotics flow from illicit traffickers into the U.S., directly resulting in the seizure of millions of dollars in narcotics, countless apprehensions of illegal narco-traffickers, and establishing long-lasting relationships with our Federal Law Enforcement partners.
- Synchronized 17 protection programs and activities across the 23 subordinate commands and agencies within the USNORTHCOM AOR. Recommendations for risk mitigation across Operations Security, Physical Security, and Force Protection activities were crucial to success.
- Expertly directed the principal staff element for the operational oversight of the command's law enforcement, antiterrorism program, and force protection (FP) and emergency response missions for USNORTHCOM's components and 18 Defense Agencies and Field Activities throughout the country.

Garrison Commander (City Manager) 60+ hours/week Fort Riley, Kansas

July 2020 – July 2022

Led U.S. Army Garrison, Fort Riley, Kansas, one of the Army's largest installations with over 15,000 Active Component Soldiers, 17,000 Family Members, and over 101,000 acres of real estate and training land. Directed a diverse workforce of 2,000 Civilians, contractors, and Soldiers. Integrated and delivered base support operations to generate lethality and readiness for the 1st Infantry Division and total Army partners. Directed services and quality of life for over 67,000 Soldiers, Family Members, Civilians, Retirees, and Survivors with an operating budget of over 200 million dollars. Communicated garrison and senior commander strategic messages and themes through community engagements across Kansas.

- Implemented Walking Town halls, where the Command Group walked through housing areas and talked to

the residents about concerns and issues. This achieved a \$6.8 million cost avoidance in Fiscal Year (FY) 21 and maintained a 91% satisfaction rating for FY21, which was among the TOP of all division-level Installations.

- Led implementing a Garrison Effects Review Board, successfully and safely reopening, and expanding hundreds of services and events during the COVID global pandemic.
- Developed the first COVID Academy for employees to ensure proper training and awareness of current policy and successful execution of three mobile vaccine sites that administered over 6,500 vaccines to Soldiers and Family members.
- Led a deliberate planning, budgeting, and exercise program to invest millions of dollars into infrastructure and training resources, enhancing mobilization and power projection capabilities. This led to Fort Riley's selection as an inactive Multi-Force Generating Installation.
- Led two successful Full-Scale exercises with more than ten partner organizations to train and test the installations' emergency preparedness, focusing on cyber and tornadic events. These exercises greatly enhanced installation resiliency and readiness.
- Directed training and preparation as Fort Riley successfully responded to and recovered from Winter Storm Uri and the Derecho Windstorm of 2021, both of which caused millions of dollars in damage but no injuries or fatalities. Calm and measured leadership and the ability to solve complex problems ensured Fort Riley responded appropriately and safely returned to normal operations.
- Worked tirelessly to cultivate an inclusive and professional environment. Established open and transparent feedback loops supported through action plans, such as creating a Garrison Employee Satisfaction Resiliency Team, numerous town halls, and Command Climate surveys.
- Emphasized civilian workforce wellness by providing Directors with time to implement programs and training to benefit the entire workforce. In addition to mental wellness, this also resulted in physical resiliency through the Garrison Steps Program, resulting in a combined 100,780 miles walked and a combined weight loss of over 315 lbs.
- Emphasis on a culture of safety led to the Garrison saving thousands of dollars in worker's compensation costs. This emphasis resulted in the Garrison safety program receiving a 100% rating during the ID-Readiness inspection programs. The Garrison was awarded seven FY20 DA Level Risk Management Awards and ten Department of the Army Level Risk Management Awards, as well as the US Army Safety Excellence streamer in FY21.

**Battalion Commander (Chief of Policing and Protection) 60+hours/week
Fort Benning, Georgia**

July 2017 – July 2020

Leader for a specialized policing, criminal investigative, and protection organization consisting of eight subordinate organizations on Continental US and overseas military installations. Responsible for supporting over 500,000 Soldiers, Families, and Civilian Employees. Principle director for talent management, training, logistics, communications, employee relations, cultural engagement, policy compliance, and risk management.

- Led over 200 program management, staff assistance visits and audits across an area covering seven states, one U.S. Territory, the Caribbean, Central and South America. Exceeded Army investigative standards for two consecutive years.
- Supervised organizational and community drug suppression training and operations resulting in the best program across Army Criminal Investigations Division.

**Director of Emergency Services Executive Officer, 60 hours/week
U.S. Army Garrison, Hawaii**

June 2016 – July 2017

Led and managed a team of 155 Civilians and eight military personnel responsible for law enforcement, installation access control, physical security, antiterrorism, force protection, and fire and emergency services for over 93,000 Soldiers, Family members, and Civilians on 22 geographically separated military installations. Led multiple joint and interagency strategic working groups. Responsible for technical competency, talent management, leadership development, and health and welfare of assigned personnel.

- Managed a budget of over \$1.82 million. Maintained accountability and serviceability for over \$10 million worth of vehicles and equipment.
- Led an organizational reorganization which resulted in the completion of long delayed hiring actions and 500% decrease in pay discrepancies.

Deputy Brigade Commander (Chief of Staff) 60+hours/week
8th Military Police Brigade, Hawaii

June 2015 – June 2016

Served as Deputy Commander of a multi-functional Military Police Brigade with world-wide deployment responsibilities in support of 8th Theater Sustainment Command, United States Army Pacific, and the Army. Ensured the synchronization of operations, training, force protection, force structure, and employment of a Military Police Brigade of 1,200 Soldiers.

- Led Humanitarian Mine Action Programs and training for enduring de-mining capabilities in Vietnam, Laos, Sri-Lanka, and Thailand.
- Directed a staff supporting a wide range of Military Police and Explosive Ordinance Disposal operations, training, readiness, force structure, talent management, law enforcement, administration, budgeting, and deployment issues affecting peacetime and wartime operations. Supervised the staff during all operations, exercises, and deployments.

Chief, Policy and Plans (Director of Strategic Planning) 60 hours/week
Office of the Provost Marshal General, The Pentagon,

May 2013 – July 2015

Led strategic assessments and planning to support the senior vision and strategic direction for law enforcement, forensics and biometrics, corrections, detention operations, and criminal investigations. Provided oversight for integration of outreach efforts for DOD, Joint, Interagency, Allied, Industry, academia, and civilian police organizations. Significantly increasing and enhancing partnerships.

- Led the development of the first-ever Military Police Strategic Plan, resulting in improved policy development, planning and assessment which informed resource allocation, program management, and senior leader decision making.
- Developed and monitored Army survey initiatives to include the Army Crime Victimization Survey.

EDUCATION

Masters of Public Policy Management, Georgetown University

Masters of Strategic Studies, Army War College

Bachelor of Science Criminal Justice with Minor in Political Science, Northern Arizona University

REFERENCES

LTG DA Sims, Director of The Joint Staff - (703) 614-5221

Brenda Lee McCullough, Director Installation Command-Pacific - (808) 438-1025

JEREMY SHAFFER

ADDRESS: 4660 FAIRWAY DRIVE • GENEVA-ON-THE-LAKE, OH 44041
PHONE: (937) 728-6052 • EMAIL: JEREMYROGERSHAFFER@GMAIL.COM

3 February 2025

Jeremy R. Shaffer
4660 Fairway Drive
Geneva, OH 44041

Talissa Oliveira, Director of Human Resources
2731 Oak Street
Fort Myers Beach, FL 33931

Dear Ms. Oliveira,

My public and professional experience, leadership skills and working knowledge of public administration from the local and state level, is well suited for the position of Town Manager. I have more than 21 years of experience in local government and specific knowledge of managing a resort community. I have created and implemented hundreds of pieces of local legislation, policies, and led nationally recognized community comprehensive planning initiatives. I have direct experience with city government. I have had hands on experience with public finance, project management, planning & zoning, building & code enforcement, employee management and relations, emergency management planning & implementation, park & recreation management, economic development, and successful grant funding awards. I want to bring my talents and knowledge to Fort Meyers Beach.

My background as an entrepreneur and public servant has allowed me to excel in public-private partnerships that assist in stimulating local economies, especially in a resort community. I have provided creative solutions for public works and infrastructure projects. I have maneuvered through complicated, timeline essential EPA mandated wastewater & water projects on schedule and with success. I have successfully executed infrastructure projects and Lake Erie shore projects with multiple local, State, and Federal agency requirements for permitting and funding. I was awarded \$8M in grant dollars for projects in 2024 that maximized multiple grant funding sources minimizing local match. I have utilized citizen engagement and the implementation of well devised community planning to achieve increased quality of life, and economic investment leading to Lake Erie shoreline public access, protection, and development. I have been involved in all aspects of a Community Revitalization Area as a tool for residential and commercial investment. I have experience with creating a TIF for both private development partnership and community infrastructure funding support. This experience will assist in tackling key issues and advancing your beach community.

JEREMY SHAFFER

ADDRESS: 4660 FAIRWAY DRIVE • GENEVA-ON-THE-LAKE, OH 44041
PHONE: (937) 728-6052 • EMAIL: JEREMYROGERSHAFFER@GMAIL.COM

I am skilled in aspects of analyzing budgets, processes, policy, and legislation. My background includes public administration, emergency management, and business management. I'm skilled at gathering input from constituents and developing communication strategies to reach various stakeholders. I have specialized U.S Air Force training in logistics and as a paralegal in the Ohio Air National Guard which supports and adds value to my role in public administration. I would bring collaboration, effective communication, leadership, a clear understanding of complex public projects, and a thorough working knowledge of public administration to your town.

The accompanying résumé will provide greater details of my background. I'm able to submit work product examples upon request. There are 6 references attached to the letter. I do not require health insurance as part of my employment package. Thank you for your time and consideration.

Sincerely
JEREMY R. SHAFFER

JEREMY SHAFFER

ADDRESS: 4660 FAIRWAY DRIVE • GENEVA-ON-THE-LAKE, OH 44041
PHONE: (937) 728-6052 • EMAIL: JEREMYROGERSHAFFER@GMAIL.COM

SUMMARY OF QUALIFICATIONS

- 21+ years of Leadership, Management & Supervisory Experience within government and military organizations.
- Experience with public budgets upwards of \$35 million
- Successfully managed complex projects in Public & Private Sector with multiple stakeholders, multiple government funding sources & multiple agency requirements
- Executive Team Leader directly managed 18+ FTE's, which supervised 240 FTE's
- Experience with successful grant awards, Federal appropriation awards, & State budget allocations equating to \$8M in 2024
- Expert knowledge of Local, State, and Federal Legislation and Public Policy
- Pioneered the nationally recognized & award winning 'Immersion Planning' model for towns
- 10 yrs. Air National Guard w/ Deployment Experience in Materiel Management and advanced training as a JAG Paralegal
- Experience building quality working relationships with multiple levels of stakeholders at local, regional, state, and federal level
- Experience as Planning & Zoning Director and Code Enforcement Official rewriting & simplifying the Geneva-on-the-Lake zoning code and map.
- Experience managing a Resort Community with seasonal tourist influx of more than 1.5M visitors and balancing public service demands.
- Experience with Erosion Control Projects involving complicated funding scenarios and public private partnerships with Federal & State oversight to include the Army Corps of Engineers.
- Experience managing emergency responses as EMA Board member & during real world state of emergencies as a public servant.

EDUCATION

Master of Public Administration, MPA, Park University, Parkville, MO, 2021

B.A, Social and Political Studies, Wilmington College, Wilmington, Ohio, August 2002- May 2004

PROFESSIONAL EXPERIENCE

Public Administration Experience

Geneva-on-the-Lake, Ohio

Village Administrator

February 2019-Present

- Manage the Daily Operations and budgetary requirements of the municipality under the authority provided within Ohio Revised Code for Public Works, Wastewater, Park & Recreation, Planning & Zoning, Code Enforcement, Business Registration, Economic Development.
- Support public service delivery to the municipalities 916 full time residents and the more than 2.2M annual visitors
- Created and implemented infrastructure planning leading to more than \$10M grant funded projects, \$8M in 2024 **Result:** \$3M 2024 Construction on sanitary trunkline with WPCLF loan forgiveness funding, to reduce infiltration and allow for future development & \$2.5M 2024 engineered/2025 construction sanitary sewer expansion to eliminate failing septic and allow for residential development of approximately 1,200 parcels of buildable land. Completed construction of 2024 sanitary siphon replacing 100-year-old infrastructure with Federal & State grant funding having a local community match of less than \$1,000.00
- Spearheaded shoreline protection, mitigation, and public access planning over 5 years. **Result:** Stakeholder supported project areas along the shoreline and a joint Twp and public partnership project funded with private funding, State Capital Budget, and Appalachian Community Grant funding currently in engineering for 2026 construction.
- Drafted hundreds of pieces of local legislation and updated local codified ordinances to include zoning, utilities, and administrative.
- Created public private partnership bringing development to the Geneva-on-the-Lake resort community through hospitality growth, amenity growth, and housing growth. Development supported through various funding methods to include TIF and CRA tax reduction.
- Led the GOTL municipal Golf Course and Park system from being subsidized to revenue growth without additional tax. **Result:** Budget supports operations and sustainability without General Fund subsidization while adding value to programs and public collaboration.

JEREMY SHAFFER

ADDRESS: 4660 FAIRWAY DRIVE • GENEVA-ON-THE-LAKE, OH 44041
PHONE: (937) 728-6052 • EMAIL: JEREMYROGERSHAFFER@GMAIL.COM

SUMMARY OF QUALIFICATIONS

- 21+ years of Leadership, Management & Supervisory Experience within government and military organizations.
- Experience with public budgets upwards of \$35 million
- Successfully managed complex projects in Public & Private Sector with multiple stakeholders, multiple government funding sources & multiple agency requirements
- Executive Team Leader directly managed 18+ FTE's, which supervised 240 FTE's
- Experience with successful grant awards, Federal appropriation awards, & State budget allocations equating to \$8M in 2024
- Expert knowledge of Local, State, and Federal Legislation and Public Policy
- Pioneered the nationally recognized & award winning 'Immersion Planning' model for towns
- 10 yrs. Air National Guard w/ Deployment Experience in Materiel Management and advanced training as a JAG Paralegal
- Experience building quality working relationships with multiple levels of stakeholders at local, regional, state, and federal level
- Experience as Planning & Zoning Director and Code Enforcement Official rewriting & simplifying the Geneva-on-the-Lake zoning code and map.
- Experience managing a Resort Community with seasonal tourist influx of more than 1.5M visitors and balancing public service demands.
- Experience with Erosion Control Projects involving complicated funding scenarios and public private partnerships with Federal & State oversight to include the Army Corps of Engineers.
- Experience managing emergency responses as EMA Board member & during real world state of emergencies as a public servant.

EDUCATION

Master of Public Administration, MPA, Park University, Parkville, MO, 2021

B.A, Social and Political Studies, Wilmington College, Wilmington, Ohio, August 2002- May 2004

PROFESSIONAL EXPERIENCE

Public Administration Experience

Geneva-on-the-Lake, Ohio

Village Administrator

February 2019-Present

- Manage the Daily Operations and budgetary requirements of the municipality under the authority provided within Ohio Revised Code for Public Works, Wastewater, Park & Recreation, Planning & Zoning, Code Enforcement, Business Registration, Economic Development.
- Support public service delivery to the municipalities 916 full time residents and the more than 2.2M annual visitors
- Created and implemented infrastructure planning leading to more than \$10M grant funded projects, \$8M in 2024 **Result:** \$3M 2024 Construction on sanitary trunkline with WPCLF loan forgiveness funding, to reduce infiltration and allow for future development & \$2.5M 2024 engineered/2025 construction sanitary sewer expansion to eliminate failing septic and allow for residential development of approximately 1,200 parcels of buildable land. Completed construction of 2024 sanitary siphon replacing 100-year-old infrastructure with Federal & State grant funding having a local community match of less than \$1,000.00
- Spearheaded shoreline protection, mitigation, and public access planning over 5 years. **Result:** Stakeholder supported project areas along the shoreline and a joint Twp and public partnership project funded with private funding, State Capital Budget, and Appalachian Community Grant funding currently in engineering for 2026 construction.
- Drafted hundreds of pieces of local legislation and updated local codified ordinances to include zoning, utilities, and administrative.
- Created public private partnership bringing development to the Geneva-on-the-Lake resort community through hospitality growth, amenity growth, and housing growth. Development supported through various funding methods to include TIF and CRA tax reduction.
- Led the GOTL municipal Golf Course and Park system from being subsidized to revenue growth without additional tax. **Result:** Budget supports operations and sustainability without General Fund subsidization while adding value to programs and public collaboration.

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U.S. Air Force National Guard, Springfield, Ohio

September. 2014–Present

SSgt – Judge Advocate General Paralegal

SSgt - Materials Management (Logistics)

- Possess federal Secret Security Clearance, Responsible to Maintain High Ethical and Code of Conduct Standards
- Deployed in Middle Eastern Location
- Manage, administer and operate supply systems and activities to provide the necessary equipment and supplies for Air Force operations
- Perform item and monetary accounting and inventory stock control
- Responsible for financial planning, funds control, requirements computation, allowances determination, research and identification of supplies and equipment
- Responsible for demand processing, mission support, the customer service unit, retail sales, mobility and training
- Reviews and coordinates the development of Integrated Logistics Support (ILS) plans for major, complex systems that encompass new and emerging technologies or complicated fielding requirements
- Responsible for planning, managing, and coordinating total, cradle to grave logistics management to support a complex, major weapons system from concept through field development
- Developed, refined, analyzed, and issued logistics policies applicable to one or more DoD components
- Conduct legal research and analyze policy and documents for various recommendation & objective
- Maintain and create legal materials and resources for support of attorneys and clients
- Apply interview skills for research and information gathering
- Deployed to undisclosed location in southwest Asia

Highland County Board of Commissioners, Hillsboro, Ohio

January. 2011– December. 2014

County Commissioner

- Act within Chief Budgetary Office for Highland County, Ohio, Population 43,549. **Result:** Appropriate, Administer, & Approve \$32.8M Budget with a \$8.2M General Fund. 2012 Budget Cycle Allowed for first positive cash carryover in three years. Provide Management & Vision for County Departments, including more than 240 FTEs
- Facilitator of Regional Collaboration Creating Public - Private Partnerships **Result:** Assisted with development of Displaced Worker Training Programs through local Community with support of prospective Employers, and County One Stop.
- Carry out Community Development Functions. **Result:** Administer State & Federal CDBG monies, award & provide oversight for 10+ projects.
- Coordinate Strategic Economic Development Planning. **Result:** Led the Way to Job creation assisting PAS Technologies, an aerospace company, to expand manufacturing facility, with State Tax credit assistance. Saved the Greenfield Rail Line, fighting for State and Federal funding for rail upgrades which saved the rail integrity and more than 1,000 manufacturing jobs supporting three major local manufacturers.
- Facilitate communication between lawmakers and regulators, with community stakeholders regarding policy and law. **Result:** Brought together leadership from Help Me Grow with State Legislators changing Ohio Dept. Health policy to allow use of program money without penalty. Supported 6 area Superintendents during a meeting with Legislators to set standards for E-School and to set clear truancy guidelines. Garnered support for Care Flight and safety services partnership from State Officials, for operation in rural region.
- Promoter of Ohio Internationally, accompanying Ohio Trade Delegation to Turkey. **Result:** Paved the way for export of livestock from local market by Airplane to international destinations. Marketed Ohio's Agriculture export capabilities. Fostered business import and export opportunities.

Village of Lynchburg, Lynchburg, Ohio

January. 2008 – December. 2010

Mayor

- Pioneered an 'immersion planning' model program for small towns in collaboration with the University of Cincinnati, School of Planning- with Lynchburg, Ohio being the first of its kind. **Result:** The program was noted in testimony before the US Senate Agriculture Committee as a best practice for pragmatic small-town visioning and the University of Cincinnati has implemented the model in other small towns including Lagrange, KY and Oil City, PA.

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- Led the way for Town Planning around the nation. **Result:** The 'immersion planning' model was part of the Clinton County Regional Planning Commission's 5 Links Strategy which has won various local, state and national awards including being a 2012 Finalist for Best Innovation in Economic Development from the Ohio Economic Development Association (OEDA) and a 2013 National Planning Award from the American Planning Association (APA).
- Developed More than 150 Pieces of Legislation. **Result:** Led to State and Federal funding for Parks, Wastewater Facility, and Police funding through grants and private donations. Instituted first Building Department, implementing State & local code enforcement with collaboration of neighboring Clinton Co.
- Led Community Work Groups, and Public Hearings; Setting forth an Action Plan & Community Vision. **Result:** Successful passage of two local levy ballot issues and community donations. Named and dedicated two Community Ball Fields and New Playground.
- Managed 6 Departments including Public Safety, Infrastructure, & Utilities **Result:** Analyzed and created 5yr Street upgrade and Maintenance program, Implemented comprehensive mapping program for all Street Lights, Storm Drainage, Water, and Wastewater Infrastructure.
- Created and Implemented upgraded to Water Meter Reading System. **Result:** Improved Meter reading system to high efficiency radio read reporting system, allowing history of use reporting, leak detection through wireless technology
- Managed a \$3M Mandated EPA Wastewater Improvement Project with Findings & Orders. **Result:** Managed a complicated project and timeline, stopping EPA fines, and resulting in ARRA federal funding.
- Successfully applied and received Grants and Federal Appropriations. **Result:** Received ODNR grants, Received \$45k in Federal Appropriations for Police Communications, Received 1.7M+ in Federal ARRA with State EPA 0% loan funding for utilities projects, Received State & County CDBG funding for street and drainage improvements.

Highland District Hospital, Hillsboro, Ohio

January 2002 – January 2011

Board of Governors

- First Chair Person of Strategic Planning Committee. **Result:** Brought measurable timetables and accountability to move strategic vision from idle to action.
- Provided Oversight and Approval of Annual Budget, HR Policies, Staff Employment, and Capital Projects **Result:** Promoted outreach and recruitment to medical providers for specific areas of community need – OBGYN, and Pediatricians. Allowed for upgrade for IT system, creating faster and secure transfer of patient data from hospital and outlying medical centers. Improved ER, and moved Hospital designation to Critical Access.
- Improved Board Training with staff support **Result:** Reinstated Board Orientation, and supported regular education for Sarbanes-Oxley and HIPAA. Supported education and improvements that assisted with JACHO accreditation.

Dodson Township, Dodsonville, Ohio

January 2001 – December 2007

Township Trustee

- Supported State Legislative Platform of Ohio Township Association **Result:** Advocate for Better Gas Tax formula, Supported Initial E911 Funding Bill in State House, as well as legislation protecting Township government and responsibility.
- Created the first long-term maintenance and upgrade program for infrastructure. **Result:** Upgraded and paved 50% of 36mi roadway on annual rotation.
- Maintained a balanced budget that provided for a budget surplus. **Result:** Budget surplus and planning led to the future acquisition of land and new Township facility.

Private Sector Experience

National Trailer Supply - Big Tex Trailers, Hamilton, Ohio

Store Manager

February 2017 - February 2019

- Manage the Daily Operations of a Retail Store Setting with Annual Sales Volume of \$3.5M
- Motivated collaborative leader, challenging and building a team at the Hamilton location
- Exhibit Strong interpersonal skills and ability to resolve issues ethically, and with minimal conflict

Home Depot, Lebanon, Ohio

Assistant Store Manager – Specialty Sales

August 2015 – February 2017

- Effectively Communicate with Contractors, Departments and Customers during installed sales and provide support for issue resolution
- Responsible for driving sales, customer service, associate development, and store profitability, in-stock and store appearance.
- Analyze trends, solve problems and develop themselves and their associates to maximize contribution to store success.
- Provide supervision and leadership to associates so that these strategies and objectives are executed successfully and ensure associates are equipped
- Support Operations functions to provide for positive cash flow on P&L statement

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Lowes #298, Wilmington, Ohio

Project Specialist

March 2014 – August 2015

- Managed multiple residential remodel projects through plan, design and completion
- Maintained communication with contractors and customers regarding status of project from beginning to end phases. Manage initial project meeting, build project binder, inspects job site through approval of final punch list.
- Responsible for meeting Budget goals, Sales Goals, Analysis & Reporting. **Result:** Increased Customer Special orders and exceeds company sales expectation. Increased sales exceeding quarterly goals supporting stores monthly 1M+ gross revenue.
- Awarded Employee of the Month for April 2014

Clinton Memorial Hospital, Wilmington, Ohio

Financial Representative

November 2013 – April 2014

Registration Representative – Management Team Liaison

March 2013 – November 2013

- Attend Daily Hospital Patient Report Meeting. **Result:** Report changes to proper department members and management regarding inpatient changes to registration or financial that affects billing or records
- Verify Commercial Health Plan, Medicaid and/or Medicare **Result:** Use State of Ohio MITS system and Commercial Health Carriers verification systems. Qualify various payers mixes and release for proper invoicing and reporting.

Linguitek Global, Clear Lake, Minnesota

Government Affairs Consultant

November 2012 – March 2013

- Assisted advocates for policies and legislation that support business relationships and business innovation through existing community based structures. **Result:** Connected clients with local and State agencies to assist with simplifying regulatory policy allowing for free market growth.
- Analyze State and Federal proposed legislation and regulation for impact to various cultures, associations, and industries. **Result:** Initiate support for clients assisting with State Legislation that improves local investment.
- Develop and Advise Community Outreach Initiatives. **Result:** Plan and assist with execution of multimedia campaigns, grassroots campaigns, and support of specific political causes, economic advancement, cultural education.
- Catalyst for Economic Development. **Result:** Advise and assist clients with planning for development projects having industry specific, or cultural specific requirements including NIMBY skepticism.

Public Board Experience

Lynchburg Area Joint Fire and Ambulance District Board of Trustees, Lynchburg, Ohio

January 2002-February 2019

Past President

- Created Policies to lead to Increased District Wide Coverage. **Result:** District completed one new fire station in 2002, and since expanded to provide service to 4 Townships and 1 Municipality with a total of three stations.
- Developed better Safety Service, with Education and Training. **Result:** District increased Paramedics and cross trained staff able to respond quicker, and adequately covering 98% of runs and supporting more than 7 surrounding departments with mutual aid.
- Created Balanced Budget **Result:** Positive Cash flow allowing for strategic planning, and capital improvements. Progressively better financial picture with supporting State Audits since 2002. Created and Chairman of First Planning Committee and first District Finance Committee to provide oversight.

County Commissioners' Association of Ohio (CCAO), Columbus Ohio

Member

Lifetime Member

Board of Directors

January 2013 – December 2013

- Assisted with Development of Legislative Priorities for Respective Committees and provide Guidance to Organization as member of the Board of Directors. **Result:** Set forth a slate of legislative priorities with support from all 88 Counties in Ohio, including top priorities of Economic Development, Infrastructure Support, Energy Exploration.
- Supported Legislative Platform to Legislators and the Public. **Result:** Communicated legislative priorities to public through letters to editor, speaking engagements, and social media. Met with State Legislators on priority Legislation, such as the 911 Legislation, which passed during the 2012 lame duck session of the Ohio General Assembly and ODNR creation of the Model Road Use and Maintenance Agreements important for public-private partnerships within energy industry.
- Committee Member of Jobs, Economic Development, & Infrastructure, as well as Agriculture and Rural Affairs. **Result:** Met with Ohio EPA, State Legislators, and Energy companies to cut red tape and increase Oil and Natural Gas Exploration. Developed Rural Road funding Policies that assist in County infrastructure upgrades supporting Agribusiness and energy development.

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Ross, Pickaway, Highland and Fayette County Joint Solid Waste Board, Chillicothe, Ohio
County Representative

January 2011-2014

- Worked on EPA waste reduction strategies for 4 county areas. **Result:** Met the EPA six requirements and creating a comprehensive waste management action plan that reduced or recycled 50% of created waste.

ADDITIONAL EDUCATION

Certificate of Completion, Paralegal Apprentice Course, Judge Advocate General's School, Maxwell AFB, Alabama, May 2024

A. S, Logistics, Community College of the Air Force, Maxwell AFB, Alabama, May 2020

FEMA Coursework, IS1-Emergency Manager, IS242 Effective Communication, Emergency Management Institute, Emmitsburg, MD, 2012

EETC Certification, Equipment and Engine Training Council, York, South Carolina, 2010

Mediation Training, Civic Leadership & Community Change Graduate Coursework, Antioch University McGregor, Antioch, Ohio, 2009

Systematic Development of Informed Consent, Institute of Participatory Management & Planning, Monterey, California, 2008

A. A, Liberal Arts, Chatfield College, Saint Martin, Ohio, August 2000- May 2002

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Jeremy R Shaffer:

REFERENCE 1	
Reference name:	Sean Ratican
Current company and title:	Kent State University Professor, Public Admin Consultant, Deputy Fiscal Officer Geneva-on-the-Lake
Professional relationship (please note if this person supervised you):	Deputy Fiscal Officer; colleague not supervised
Number of years you worked together:	7 months worked
Cell number:	440-855-8688
Office number:	440-466-8197
Email address:	Sean.ratican@gmail.com
Best time to contact:	N/A Eastern Time Zone
REFERENCE 2	
Reference name:	Julie K. Phillips
Current company and title:	Senior Counsel Defense Logistics Agency & Lt Col, Staff Judge Advocate 178 th Springfield ANG
Professional relationship (please note if this person supervised you):	Commander
Number of years you worked together:	2 years worked
Cell number:	740-974-6876
Office number:	937-346-2244
Email address:	Julie.phillips.1@us.af.mil
Best time to contact:	N/A Eastern Time Zone
REFERENCE 3	
Reference name:	Chris Schock
Current company and title:	Director of Planning, Community & Economic Development Consultant; U.S. Federal Emergency Management Agency
Professional relationship (please note if this person supervised you):	Professional colleague not supervised, Outside organization
Number of years you worked together:	6 years worked; known 15 years
Cell number:	513-377-3005
Office number:	N/A
Email address:	cdschock@yahoo.com
Best time to contact:	N/A Eastern Time Zone
REFERENCE 4	
Reference name:	Brandon Wooton
Current company and title:	Technician, Flylock; Former Chief of Police
Professional relationship (please note if this person supervised you):	Chief of Police; Supervised 2008-2010
Number of years you worked together:	3 years worked, known 15 years
Cell number:	937-205-4550
Office number:	N/A
Email address:	Wooton_b@yahoo.com
Best time to contact:	N/A Eastern Time Zone

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REFERENCE 5

Reference name:	Justin Dickman
Current company and title:	Captain, Judge Advocate 178 th Springfield & City of Wilmington Director of Law
Professional relationship (please note if this person supervised you):	Commander
Number of years you worked together:	2 years worked
Cell number:	419-513-0973
Office number:	N/A
Email address:	Justin.dickman.1@us.af.mil
Best time to contact:	N/A Eastern Time Zone

REFERENCE 6

Reference name:	David Manning
Current company and title:	Assistant Fire Chief, Paint Creek Joint EMS & Fire District
Professional relationship (please note if this person supervised you):	Former Fire Chief, Supervised during my 14 years on LAJFD Board
Number of years you worked together:	5 years worked
Cell number:	513-383-0430
Office number:	N/A
Email address:	DEManning1969@gmail.com
Best time to contact:	N/A Eastern Time Zone

JOHN E. TREW

SUMMARY

I have worked in local and county government for over 42 years. I would like to continue working for governments and making a difference one community at a time.

SKILLS & ABILITIES

- Excel in grant writing and local government budgeting
- Computer proficient
- Change management
- Contract negotiation/review/drafting
- Operations management
- Financial records and processing
- Results-oriented
- Intergovernmental communication
- Strategic planning
- EPA and Army corps negotiations and monitoring
- Excel in Grant assurance requirements specifically Federal Aviation Administration and Federal Highway Administration
- Excel in public speaking
- Transportation planning and design
- Construction standards
- Development standards
- Plat signatory
- Road and Highway estimates as required by State of Ohio Auditor

EXPERIENCE

General Superintendent

Portage County Engineer's Office

Ravenna, Ohio

05/06/2019 – 01/02/2025

Responsible for Daily activities and Budgeting for Road crew staff. Responsible for all training and safety of the staff. Assisted with negotiating Union Contract for Management. Responsible for approximately 370 miles of Roads and 172 Bridges.

Village Administrator

Village of Mantua, Mantua Ohio

08/04/2018 – 10/01/2022

Responsible for all Budgeting and daily activities of the Village. Directed Operations of The Sewer plant and Water Plant. Responsible for all capital Improvement and Public properties.

DIRECTOR ENGINEERING, UTILITIES, INSPECTION, AND PUBLIC SERVICE

City of Aurora, Aurora, Ohio

01/2002 – 12/2017

Responsible for all capital improvements, and all municipal properties. Responsible for two waste water plants as well as two water towers and hundreds of miles of both potable and non-potable water lines and storm lines. Responsible to monitor all housing development as well as commercial development.

PRESIDENT OF THE BOARD

Portage County Airport Authority, Shalersville, Ohio

02/2010 to 05/2017

Responsible for all FAA grant applications and grant assurance and compliance. Managed the budget and negotiated contracts as needed for the airport. Developed long term plans and short-range operation needs plans. Vetted engineering firms as necessary for projects and/or plans and specifications to run the airport.

STRATEGIC PLANNER/ZONING

City of Barberton, Barberton, Ohio

05/1982 to 12/2001

In charge of the capital improvement plan for the city both narrative and budgetary. Compiled all data, funding sources and met with each director then submittal to the Mayor. Reviewed zoning data and wrote staff report for the planning commission and zoning appeals board when necessary. Reviewed plats to help with engineering for closure and proper meets and bounds.

EDUCATION **MASTER PUBLIC ADMISISTRATION/URBAN STUDIES; PUBLIC ADMINISTRATION**
University of Akron, Akron, OH - 2001

BACHELOR OF ARTS; HISTORY/PRE-LAW
Glenville State College, Glenville, WV - 1986

**ACTIVITES AND
HONORS**

- Northern Ohio Service Directors Associations – President 2017
- AMATS – Metropolitan Planning Organization – Chairman of Technical Advisory Commission for federal grants and five county area-wide planning agency
- ERTAC for NEFCO local Governmental Reviewing Committee for federal grants and five county area-wide planning agency
- APA National and State American Planning Association
- AICP American Institute of Certified Planners since 2004
- Associate member American Society of Civil Engineers
- Executive Committee Issue II Funding Portage County
- Ohio Aviation Association
- AFSCME Local 265 – President 1989 - 2001

REFERENCES AVAILABLE UPON REQUEST