Fifteen Years Experience in City Management and 25 Years in Small Community Government

EMPLOYMENT/EXPERIENCE/KNOWLEDGE

4/2020 - Present <u>City Administrator, City of Ste. Genevieve, MO</u>

- Oversight for 17 FTE, + 4 part-time employees with \$6m budget for 4th Class city.
- Negotiated agreements with National Park Service and Fish and Wildlife Service for cooperative facility use and tap into federal government presence.



- Reworked budgeting process that led to more cooperation and fewer disagreements.
- Oversight of City Hall/Police Dept. improvements in historic district up to \$600,000.
- Oversight of 2m Capital Projects budget and saw increase in reserves over two years from 1.6m with minimal expenditures.

1/2017-8/2019 <u>City Administrator, City of Harrisonville, MO</u>

- Oversight for 120 FTE, + 46 part-time employees with \$33m budget for 4th Class city.
- Oversaw construction of \$8m water treatment plant improvements.



- Initiated recommended processes, adopted new codes, and guided city from "poor" State Auditor rating in less than 2 years to either an "Implemented" or "In Progress" status in a follow up report.
- Applied and was accepted as a Missouri Main Street Connection Affiliate Grant city.
- Worked with finance director to secure TIF refinancing saving the city up to \$100,000 per year.

10/2011-1/2017 City Administrator, City of Festus, MO

- Oversaw daily operation of 3rd Class city, 88 FTE, 15 part-time/seasonal with \$17m budget and 2 unions.
- Spearheaded tourism tax increase approved by voters from 2% to 5% in April 2012.



- Instituted cost saving measures and reassigned employees to lift city out of debt spiral and ended with a \$3m General Fund reserve.
- Developed national award winning tourism brochure with Cummiskey Strategic Communications and developed 5 year advertising campaign for Tourism Commission.
- Worked with Jefferson County EDC to secure \$75,000 in sewer rehabilitation grant funding.
- Oversaw \$350,000 in ball field redevelopment in city parks to attract tournaments and new leagues plus a new \$215,000 stage for concerts in the park.

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6/2006-10/2011 City Administrator, City of Pevely, MO

 Oversaw and coordinated purchases and construction of \$4m city hall/police department, and rehab of Main Street.



- Procured through EDC \$250,000 CDBG CIPP sewer rehabilitation grant and finished \$650,000 CDBG grant sewer line extension.
- Secured Lease/Purchase for \$600,000 WWTP improvement and refinanced existing Lease/Purchase to save city \$45,000 over 5 yrs.
- Responsible for \$5 million budget that included public works, public safety, parks, water/sewer utilities, and court, with 42 FTE, 4th Class city.

Education/Certification

Graduate, Winfield High School, Winfield, KS

Bachelor of Arts, Communication/Public Relations, Wichita State University, Wichita, KS International Code Council Certifications: (Renewed July 2020)

Tools of Floodplain Management/Missouri State Emergency Management Agency (October 1998)

Chancellor's Certificate Program in Planning & Zoning (1 & 2) – University of Missouri Saint Louis (2009/2015)

ICMA-CM (2019)

4-Point Approach Certification from Missouri Main Street Connection (2019) RDPU-Continuity of Operations (2021)

Professional/Community Associations

ICMA, MCMA, Solid Waste District Chair, Regional Planning Commission Representative, Lions Club of Ste. Genevieve, Good News Community Church-Ste. Genevieve