

CITY OF BETHEL

City Council Meeting Agenda, January 9, 2020 – 6:00 PM

Website: <https://www.cityofbethel.org/council>

Location: Council Chambers, City Hall, 300 Chief Eddie Hoffman Highway, Bethel

Council Members: Mayor Perry Barr, Vice-Mayor Haley Hanson, Fred Watson, Alyssa Leary,
Mark Springer, Cece Franko, Michelle DeWitt



1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

5. APPROVAL OF AGENDA

6. NEW BUSINESS

- 6.1. City Manager and City Attorney Interviews (Mayor Barr)

7. EXECUTIVE SESSION

- 7.1. AS 44.62.310 (C) (2) Subjects That Tend To Prejudice The Reputation And Character Of Any Person
- City Manager And City Attorney Review and Employment Agreement Development (Note, All City manager and Attorney Candidates May be Discussed During the Executive Session) Mayor Barr

8. ADJOURNMENT

Posted <<DATE>> at City Hall, AC Co., Swanson's, and the Post Office.

Kevin Morgan, Asst. City Clerk

City Clerk's Office Contact Information: Email cityclerk@cityofbethel.net Phone 907-543-1384

Items noted with an asterisk (*) are consent agenda items, unless removed from the consent agenda they are approved upon the approval of the agenda. Ordinances introduced at this meeting may be set for public hearing at the next regular meeting.

The Council may by unanimous consent, after 12:00 AM Fix the Time to Which To Adjourn until the following day at 6:30 PM

City of Bethel, Alaska
City Manager



Recruitment Portfolio



Vincenzo “Vinny” S. Corazza

Contact Information

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Education

- Bachelor of Science – Mechanical Engineering
Loyola Marymount University, Los Angeles, California

Work History

6/2018 to Present	<u>City of Temple Terrace, Florida (population 26,500)</u> City Engineer
9/2016 to 6/2018	<u>Florida Department of Transportation, D7, Florida</u> ITS Operations Manager – FMS/AMS Engineer/Engineering Specialist III
11/2009 to 1/2011	<u>City of Bullhead City, Arizona (population 40,200)</u> Assistant City Engineer
10/2008 to 10/2009	<u>City of Nuiqsut, Alaska (population 423)</u> City Administrator
4/2002 to 5/2005	<u>City of Shelton, Washington (population 10,100)</u> Civil Engineer, Project Engineer, Development Review Engineer, IT Specialist - Department of Public Works
6/1995 to 7/1999	<u>City of Los Angeles, California (population 4 million)</u> Transportation Engineering Associate II, Student Engineer III - Department of Transportation, Department of Harbors

Data Summary:

Candidate:	Vincenzo S. Corazza
Organization:	City of Temple Terrace, Florida
Position:	City Engineer
Years of Experience:	24

Professional Affiliations:

- Professional Engineer – Florida and Nevada
- National Incident Management System
- National Council of Examiners for Engineering and Surveying

VINCENZO "VINNY" S. CORAZZA, P.E.



November 19, 2019

City of Bethel
300 State Highway, P.O. Box 1388
Bethel, AK 99559

Re: Corazza – City Manager Application

Dear Honorables Mayor Barr, Vice Mayor Hanson, and Council Members:

My name is Vinny Corazza and I would like to be considered for the City Manager position as advertised through the Alaska Municipal League.

Currently, I am the City Engineer for the City of Temple Terrace, Florida (pop 24,541) and most of my career has been in the government/public service arena.

In 2008-2009, I was the City Administrator for the City of Nuiqsut, AK. Rural Alaska was a great experience and I enjoyed the small-town atmosphere where you get to know your neighbor and can build a community. I believe the opportunity as City Manager for Bethel would be a great fit in what I'm looking for and what I can offer.

What you can expect in me as a City Manager would be listening for guidance from those I serve and diligence in getting the task done. The City Manager leads the Executive Arm in bringing the City Council directives to fruition. My leadership skills and ability to get things done comes from my experiences in the military. I try to keep an eye on what the end goal is and plot out multiple paths to get there.

I am looking forward to an interview to demonstrate my credentials. In the meantime, please see my attached resume for consideration. Feel free to contact me should you have further questions. Thank you and have a wonderful day.

Sincerely,

Vincenzo "Vinny" S. Corazza, P.E.

VINCENZO “VINNY” S. CORAZZA, P.E.



WORK EXPERIENCE:

City of Temple Terrace (June 2018 – Present)

➤ City Engineer

Engineering Division Head for Public Works Utility Department, responsible for and supervised development review, streets and storm section, Graphical Information System section. Manage the Capital Improvement Program to include water, wastewater, stormwater, and multi-modal projects. Represented the City in inter-agency meetings including the Hillsborough Metropolitan Organization Technical Advisory Committee, MPO Intelligent Transportation System Committees, and Community Traffic Safety Committees.

Florida Department of Transportation, D7, (September 2016 – June 2018)

➤ ITS Operations Manager - FMS/AMS Engineer

Manage District 7's freeway/arterial management operations program. Manage the operation of the Regional Transportation Management Center, Tampa Bay SunGuide Center. Supervise the ITS Support Manager in duties and responsibilities of managing the Road Ranger, Rapid Incident Scene Clearance, Traffic Incident Management. Coordinates or oversees the work of consultants to include district wide ITS maintenance. Management and/or authored professional services contract, including the Design Build Push Button and Invitation To Negotiate procurement vehicles.

➤ Engineering Specialist III

Perform engineering review and analysis, develop traffic engineering reports. Field assessments, applying engineering principles and judgement to identify operational and safety deficiencies and appropriate remedial actions per FHWA's Manual on Uniform Traffic Control Devices (MUTCD) and FDOT's Manual on Uniform Traffic Studies (MUTS) districtwide. Perform engineering damage assessments during emergencies, i.e. Hurricane Matthew. Management and training of Traffic Ops interns and PE Trainees.

City of Bullhead City Arizona (November 2009 – January 2011)

➤ Assistant City Engineer

Engineering Division Head for Public Works Department, responsible for and supervised development review, flood control, traffic engineering, surveying, GIS, CAD, in-house design, and grant funding. Served as staff liaison to Planning & Zoning Commission.

City of Nuiqsut Alaska (October 2008 – October 2009)

➤ City Administrator

Chief Administrative Officer for city, responsible for overall supervision and monitoring of city offices to ensure compliance with City Code, State Statutes, and Federal Regulations. Supervised 17 employees with a budget of over \$1 Million. Wrote NPRA Grants in excess of \$750,000 for city operations and maintenance.

City of Shelton Washington, Department of Public Works (Apr 2002 – May 2005)

➤ Civil Engineer, Project Engineer, Development Review Engineer, IT Specialist

Analyzed, researched, planned, and designed municipal structures and systems, managed and supervised capital improvement projects, managed stormwater systems and compliance activities, managed transportation system inventory program, reviewed development plans, reviewed transportation impact analysis, reviewed comprehensive plans, lead technical support staff, used professional judgment in

VINCENZO “VINNY” S. CORAZZA, P.E.

analyzing engineering data and system problems and assisted the City Engineer with administrative responsibilities.

City of Los Angeles California, Department of Transportation, Department of Harbors (Jun 1995 – Jul 1999)

➤ Transportation Engineering Associate II, Student Engineer III

DoT-ATSAC: Responsibility of maintaining and improving traffic operations for approximately 400 traffic signals for West Los Angeles, monitoring of traffic flow and making signal timing adjustments to alleviate potential congestion, gathering and analysis of traffic engineering data, implementing signal timing solutions during major construction projects, fielding traffic control during special events, (e.g. Academy Awards), guiding tours of the Department’s Automated Surveillance And Control Center (ATSAC), and fielding citizen complaints regarding local traffic timing problems.

DoH: Designed and assisted in Capital Improvement Projects including Evergreen Terminal Redevelopment, West Basin Entrance Widening, Terminal Island Container Transfer Facility, and Pier 300/400 implementation project; used extensive CAD software

EDUCATION:

Loyola Marymount University, Los Angeles, California (Sep 1992 – Dec 1996)
Bachelor of Science in Mechanical Engineering

International TEFL and TESOL Training, Bangkok, Thailand (July 2015)
Certificate in Teaching English as a Foreign Language

PROFESSIONAL LICENSES & CERTIFICATIONS:

Florida Professional Engineer (License Number 81122)
Nevada Professional Engineer – Civil (License Number 027170)
California Engineer-In-Training (License Number 99206)
National Council of Examiners for Engineering and Surveying (NCEES) Records 20-685-20
National Incident Management System (NIMS) IS-100.b, IS-200.b, IS-700.a, IS-800.c

MILITARY EXPERIENCE:

ARMY, U.S.

Operations

Operation Iraqi Freedom
Operation Noble Eagle

Commendations

- National Defense Service Medal
- Global War on Terrorism Expeditionary Medal
- Global War on Terrorism Service Medal
- Armed Forces Reserve Medal w/m Device
- Army Service Ribbon
- Overseas Service Bar

COMPUTER SKILLS:

- Administrative: MS-PowerPoint, MS-Project, MS-Excel, Lotus 123, Quattro Pro, MS-Word and WordPerfect, MS-Access, Adobe Acrobat
- Internet: Google, MS-Outlook, MS-Internet Explorer, Chrome, MS-FrontPage, HTML
- Engineering: AutoCAD, Synchro

Vincenzo Corazza



Questionnaire name: Release of Information Candidate Questionnaire - Bethel,AK City Manager 12-2019

Questionnaire taken on: 2019-12-08

Job applied for: Bethel, AK - City Manager (November 29, 2019) - Bethel, AK

Question	Answer
NOTE: Any false response, misrepresentation, or omission of relevant information submitted by you to the questions below may disqualify you from eligibility, selection, or appointment. Misleading or inaccurate information may result in our client withdrawing any conditional or final job offer, or in litigation against you.	Yes, I agree with these terms and conditions.
First Name:	Vincenzo
Middle Name:	Solomon
Last Name:	Corazza
How did you learn about this position?	Alaska Municipal League
Street Address:	
City, State, Zip:	
Cell Phone:	
Email Address:	
Male or Female (Optional):	
REFERENCES: Whether you have submitted references previously as part of your original submission or as an attachment to this form, please clearly indicate to us which references we can now	GovHR USA may contact all references that I have submitted. (*In checking this box you authorize GovHR USA to contact your references.)

contact without jeopardizing your present employment.

Additional Reference Information:

EDUCATION: Highest Degree Earned:

College/University & Location(city):

Additional Degree Earned:

College/University & Location(City):

Additional Degree Earned:

College/University & Location (City):

CURRENT EMPLOYMENT
INFORMATION: 1. Total # of full time employees in your current or most recent overall organization (if applicable):

2. Total # of full time employees in your current or most recent department (if applicable):

3. Total budget in your current or most recent overall organization (if applicable):

4. Total budget of your department or areas of responsibility (if applicable):

5. Expected compensation for this position:

6. Who do you (or did you) report to (title only):

7. Related professional affiliations:

8. Please confirm that you agree to immediately advise the GovHR USA consultant assigned to your recruitment if you accept another position or your employment circumstances change at any point during the recruitment and selection process for this position.

Yes, I agree to immediately advise the GovHR consultant and provide all necessary information.

9. At any time in the last seven (7) years, have you been convicted of any offenses

No

relating to your operation of a motor vehicle, or has your drivers license been suspended for any reason? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain).

10. At any time in the last seven (7) years, have you been a party to a lawsuit in any court or administrative proceeding, personally or professionally? If yes, please provide general information and applicable dates. Additionally, please identify the applicable venue or jurisdiction of any applicable court or administrative proceeding, and if known, the current status and/or disposition of such court or administrative proceeding. Yes or No (If yes, please list and briefly explain).

11. At any time in the last seven (7) years, have you been disciplined by your employer, for any reason? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain).

12. At any time in the last seven (7) years, have you been investigated by a professional association or other organization, including but not limited to a governmental entity with investigative authority, for any reason? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain).

13. At any time in the last seven (7) years, has anyone made a complaint against you to a professional association regarding your professional status or certification? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain).

14. At any time, have you been asked to resign, or have you been terminated from employment? If yes, please provide applicable dates and please indicate if a severance agreement and/or release of claims was executed by you regarding such resignation/termination.

15. At any time, has anyone made a complaint against you to a professional

organization or your employer for alleged violations of state or federal civil rights or sexual harassment laws? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain).

Roger A. Leonard

Contact Information

[REDACTED] [REDACTED]
[REDACTED]
[REDACTED] [REDACTED]
[REDACTED] [REDACTED]

Education

- Master of Public Administration
Troy University, Norfolk, Virginia
- Bachelor of Arts - Criminology & Administration-Management
St. Leo's University, Norfolk, Virginia
- Associate of Arts – General Studies/Computer Science
Three Rivers Community College, Norwich, Connecticut

Work History

1/2019 to Present	<u>RSR Development Strategies, LLC, Virginia</u> Principal
11/2010 to 3/2018	<u>U.S. Department of Housing and Urban Development, Louisville, Kentucky</u> Director, Community Planning and Development
1/2010 to 11/2010	<u>J.M. Waller and Associates, Inc., Washington, DC and South Carolina</u>
7/2010 to 11/2010	Strategic Communicator/Planner, Washington, DC
1/2010 to 7/2010	Community Planner, Columbia, South Carolina
2003 to 2009	<u>RSR Development Associates, LLC, Suffolk, Virginia</u> Executive Director
1991 to 2006	<u>Cardinals' Pilot Shop, Inc, Suffolk, Virginia</u> General Manager-CEO/Project Manager/Owner/Developer/Process Strategist

Work History – cont'd

1974 to 1994

United States Navy

Data Summary:

Candidate:	Roger A. Leonard
Organization:	RSR Development Strategies LLC, Virginia
Position:	Principal
Organization Budget:	\$2.4 billion
Department Budget:	\$89 million
Total Number of Employees in Organization:	5,200
Total Number of Employees in Department:	160
Expected Salary:	\$140,000 - \$160,000
Reporting Relationship:	Senior VP
Years of Experience:	45



Roger A. Leonard: Senior-Strategic EXECUTIVE – MANAGER – PLANNER - THINKER

A seasoned Senior Executive: with strong leadership qualities and significant management experience. Willing to serve at the discretion of the citizens and City Council. Concise familiarity with the law and administrative programs involved in City Administration and Public-Projects. Technical knowledge of and experience managing infrastructure projects including: Water and wastewater systems, Gas and electric utilities, extensive experience in Airport Operations, Significant Experience in Capital improvement programs (CIP, CDA, TIFs) with a deep understanding of Economic development and Historic preservation, including environmental requirements and incentive programs, and regulations.

A highly loyal and competent Senior Executive: with over twenty years of experience at high level management positions (CEO/COO/Regional Federal Director). A leader who shapes and anticipates the future. Detailed knowledge of the operational characteristics, services, and activities of municipal administration and organization. Skilled, persistent, with a positive attitude and effective follow-through. A true problem solver, and an effective negotiator. Expertise in modern policies and practices of public administration and a detailed knowledge of municipal finance, public works, public safety, community development, human resources, economic development, and airport operations. Knowledge of and skill in the advanced principles and practices used in municipal budget preparation and administration. Skilled in preparing and administering municipal budgets and programs, with knowledge of pertinent Federal, State, and Local laws, ordinances, statutes, legislation and regulations. Ability to develop, implement, and administer goals, objectives, and procedures, to provide effective and efficient services for the City. Ability to analyze problems, identify alternative solutions, consequences of proposed actions, and to implement recommendations in support of established goals. Ability to identify and respond to community and City Council issues, concerns, and the ability to communicate effectively with skill, effect and with the use of both tact and diplomacy, as necessary.

- **A high-energy “process strategist”** with a strong inner conviction to meet trying challenges with focused hard work, ethical conduct, and a clear sense of self. A resolute professional who is: loyal, ethical, resourceful, inclusive, and direct; yet responsive and diplomatic, as the situation may demand. An expert in strategic municipal development, with the ability to apply formidable skills; prioritizing outcomes, assignments, which maximizes success.
- **Stakeholder centric:** with an understanding that all voices must be heard, resolution found, and with the conviction to ensure such decisions are based on merit and honest fact. A true mentor, who cultivates strong respectful relationships with varied stakeholders.
- **Provide** responsive, organized, energetic, innovative, and professional management in all assignments to meet the long-range policy objectives, as defined by the City Council.
- **Develop**, manage and administer all policy initiatives in an inclusive, professional, strategic and ethical manner.
- **Deliver**, innovative, yet conservative, restrained, and prudent budgetary advice to support the goals, policies, and fiscal standards of the City Council in an ethical and collaborative manner.
- **Define**, organize, coordinate and implement short, and long-range budgetary policies, strategic plans, and comprehensive planning needs as defined by the City Council and, policy and opportunity.
- **Develop** anticipatory strategies which are Long-Range in nature and that define realistic goals.
- **Manage** all team efforts with a focused philosophy of service, to insure positive outcomes, as the agent of the people.

LinkedIn Profile: <http://linkedin.com/in/roger-leonard-mpa-mm-18a55135>

Personal Achievements of note:

- **Principal, and Lead Analyst:** for RSR Development Strategies (RDS) to implement management, guidance and compliance oversight expertise in the development of Community Development Block Grant (CDBG) Disaster Recovery efforts at the State and Entitlement City levels. Developed strategies for Action Planning, Grant implementation, Grant draw-down and Compliance and closure. Focus upon recovery and infrastructure development from major weather events (hurricanes, major disasters and flooding storm events (in: North Carolina, Texas, Florida, Puerto Rico and the US Virgin-Islands) using Federal Disaster Recovery funding.
- **Co-Team Lead:** for the engineering and construction coordination effort, to build a very complex and significant Infrastructure project: the Williston Basin International Airport (XWA) in Williston North Dakota. Serving as: Senior Program Manager/Planner to build a large infrastructure project (an International full-service Airport) near the Canadian border. I managed all program strategy, communications, and finance and grant operations for the project, including a team of over twenty, with over 28 contractor companies and more than 500 personnel on site.
- **HUD Director (GS15):** Development of the fundamental core strategies, including the outlay of layered financing options to build a \$68M (using HUD-Section 108 funds) for a large hotel convention center, in Covington, KY: CM Larry Kline: (859)292-2313.
-Devised and facilitated the economic-development revolving fund (\$4M) with HUD-Section 108 Loan Funds and layered funding strategies, for Covington, Kentucky; to provide resources to enhance and facilitate the City's downtown redevelopment efforts. Lead the strategy to anchor this development corridor plan with the \$68M hotel and convention-center, by layered financing strategies which included, tax-credits, TIF Funds, federal, local/state funding, and private funds. Defined local, state and federal strategies with GSA; for site reconfigurations of the IRS Central Documents facility in downtown Covington, KY, to facilitate the siting of the new local hotel/conference-center project (working with US Senator McConnell's staff on the projects).
- **HUD Director:** Devised the core strategies for Mobile-Home replacement/remediation (\$2M revolving fund) in Eastern KY to replace moderate income homes: KHIC, Jerry Rickett: (606)864-5175. This effort also facilitated the ongoing development strategies for "Net-Zero Energy" strategies for utility use reduction for over ten rural HUD-subsidized homes.
- **HUD Director:** Devised fundamental strategies to task unused/excess NSP1 Homes (up to 12 + 25 lots), for Disabled Veterans in Louisville, KY: Jim Mims: (502)574-2824.
- **HUD Director:** Devised the core strategy for the "Wired-Kentucky" high-speed fiber broadband corridor development efforts along Interstate I64, to connect Louisville and Lexington, KY corridor (68 miles long) with "Gigi-byte" internet service. This comprehensive plan defined opportunity to benefit from the: UPS World-Port and FEDEX facilities in Louisville KY for e-commerce shipping, development of coding and internet server-farms in the area. (Serving upon the Development Boards for High-speed Broadband (Mayor Fischer and Mayor Gray presiding).
- Served as the lead Director/Senior Planner, on several additional corridor development efforts.



OBJECTIVES and Strategy:

To serve as City Executive/Administrator in a thriving, vibrant and focused position:

Providing energetic, innovative, and technically valid Strategic Leadership to effectively implement all strategies under the administrative direction of the Authority; defining ultimate responsibility including overall management and operations of staff, financial and property assets, and in compliance with the Board's approval, actions and in accordance with applicable federal, state and local requirements to:

- Oversee at the direction of the board the redevelopment of vacant, abandoned and under-utilized properties through opportunities enhancing community partnerships and strategic planning.
- Provide responsive, organized, energetic, innovative, and professional management in all assignments to meet the long-range policy objectives as defined by the Authority Board.
- Direct the Authority's day-to-day activities and regular projects, including the acquisition, disposition, demolition, maintenance, and rehabilitation of its properties and assets.
- Overseeing the Authority's staff and the staff's various responsibilities, to include managing human resources activities and capacities in favor of the Board.
- Provide conservative, restrained, and prudent budgetary and fiscal advice to support the goals, policies, and fiscal standards, in an ethical and collaborative manner with all stakeholders.
- Assisting the Board in creating the vision, mission and strategic plan of the organization.
- Define, organize, coordinate and implement short- and long-range budgetary policies, strategic plans, and comprehensive planning needs; as defined by policy.
- Providing staff support to the Board and serve as the Board's liaison to the community and civic groups as well as government and elected officials as assigned by the Board.
- Manage team efforts, focus and philosophy, to maximize positive outcomes defining progressive and innovative ideas from all quarters, to support the mission defined by the Board.
- Utilize my strong communication skills, both verbal and written to encourage and foster an open and transparent work culture, with value placed on team growth, and with respect for all voices.
- Encourage the use of technology to improve productivity, service, efficiency, and value.
- Utilize focused strategic thinking to position all team efforts for maximum effect and using smart growth strategies, to reduce adverse environmental impacts and issues of high public interest.
- Managing the Authority's financial resources in conjunction with the Treasurer of the Board, and act as the official contact between the Authority and its financial vendors and public auditors.
- Define a positive core culture which facilitates and grows community, economic development, and jobs with effective, prudent, and sustainable philosophies and strategies.
- Work diligently to enhance the efforts of an engaged community, interested in growing their hometown, in both an efficient and effective way.
- Lead in the areas of: Employee Relations, Public Services, Planning, Community Development, Policy, Finance/Budgets, Business Strategies, Economic Development and Administration.

➤ **Presently employed as: Principal, CDBG-Disaster Recovery Manager/Analyst, RSR Development Strategies. Suffolk, Virginia,** Responsible for Local and Federal Grant Action Planning, Grant Program Compliance and Close-out Audit assessment. This has included: all aspects for Federal Financial Disaster-Recovery Grant Coordination and Leadership, as contractually assigned and as necessary. Full-service Client Management, to include all Action Plan strategies and expected outcomes, at the municipal/local, state and federal levels.

PROFESSIONAL EXPERIENCE

-Presently: Principal, RSR Development Strategies LLC (Federal Consulting (HUD Programs)
Focused upon, CDBG Disaster Recovery program implementation, compliance, closeout, and audit.

-Senior Program Manager/Planner, ULTEG Engineering *Team Leader 2018:* *providing construction, engineering, and management expertise to build the new Williston Basin International Airport (XWA).*
Leadership and execution of: Finance, Audit, Strategy, Communication, and both internal and external Project/Program Coordination with all Local, State and Federal stakeholders. Defining complex and layered project grant funding strategies. Supporting/defining permanent project strategies and outcomes.

-DIRECTOR, COMMUNITY PLANNING AND DEVELOPMENT (CPD) – U.S. *Department of Housing and Urban Development (HUD FO Louisville, KY) • November 2010 to March 2018 (GS-15)*
Strategic management of Community Planning and Development funds, programs, and plans across a statewide jurisdiction (Kentucky). Administration responsibility for a two hundred-eighty million-dollar multijurisdictional grant portfolio. Leadership of strategic economic development, infrastructure objectives, community planning, housing programs, and grants management; leveraging significant resources from multiple source points, to meet complex multi-faceted local/regional/national objectives.

Subject matter expert in: Technical Assistance, Infrastructure Development and studies, finance and public budgeting, strategic planning, economic development, land-use, zoning, project estimating and management, technical writing, security planning and quantitative/qualitative analysis.

Directly responsible for the administration and management of HUD's Strategic Community Planning and Development (CPD) programs within the Commonwealth of Kentucky (covering: ten major Entitlement Cities and the Commonwealth).

HUD CPD Director (GS15) managed: CDBG, HOME, ESG, HOPWA, and homeless grants. Strategic Regional Planning, Economic and Infrastructure Assessments and Development, Emergency Planning and Disaster Responses, and Housing Strategies across a statewide jurisdiction. Team-Leader for large scale projects with direct authority, oversight and financial accountability at the state, regional, and national levels. Responsible for the development and execution of multiyear and annual financial plans, which were aligned with strategic goals defined by National Policy. -Established, developed, managed and maintained mutually beneficial relationships with other Federal Agencies, states, area-wide/regional planning organizations, complex grantees and local government land-banks. -Planned, established and executed policy for optimum productivity, assigning staff workload and authority within prescribed budgets. Deliver briefings to senior level staff and public officials to craft and convey complex or sensitive information. -Crafted and implemented solutions that address issues where individuals have opposing views or objectives. Served as the strategic representative in the jurisdiction, to address highly controversial, sensitive and complex situations, while coordinating with HQ and Congress.

Accomplished: *Successfully managed a total portfolio of 1.6 billion dollars and six hundred projects, dispersed across the entire commonwealth of Kentucky. Built interlocking and productive relationships by, exercising policy authority to meet programmatic and National Objectives. The senior designated representative of the HUD Assistant Secretary of Community Planning and Development (CPD).*



-STRATEGIC COMMUNICATOR/PLANNER J.M. Waller and Associates, Inc., Washington D.C. July to November 2010 - Assigned as professional staff to: Army Reserve Division of HQDA, ACSIM
(Recommended for in-source into this position, as a permanent GS-13 Federal Employee (DAC)).

Responsible for: definition of policy formulation, defining the development and implementation of primary Strategic Army Reserve functional initiatives. Defined research, analysis, planning and coordination of senior staff which lead to the draft of the "USAR Strategic Planning Model". Managed analytical effort upon which command-wide program, policy, procedural and system determinations were defined, and policy effected, across the entire national command management structure, for USAR infrastructure policy

Evaluated the strategic effectiveness of management policies, programs, operations, organizational structures, mission functions, staffing and workloads for US Army Reserve resources, facilities and projects. Advised on the impacts of current and future environmental changes and project demands. Conducted long-range planning and analysis for future force requirements to facilitate life-cycle management related to facility management mission. Support of US Army Reserve Division of HQDA, OACSIM (DAIM-ODR), the USARC, and all Army Reserve Subordinate commands and installations in the development of their Real Property Master Infrastructure Plans. Provided master planning support in conjunction with real property inventory database management. Drafted, defined and developed Operations and Facility Plans, Command Plans, and other strategic planning documents. Designed and prepared special textual reports, maps and geographic information illustrations from divergent computer databases, as well as other external data and GIS mapping sources. Served as "Subject Matter Expert" for information and data defining requirements for: Operations Planning, GIS, and facility planning throughout the Army Reserve, for installation facility management.

Accomplished: *The creation of the "USARC-Main and Forward Strategic Plans and O&F Manuals".*

-COMMUNITY PLANNER - J.M. Waller and Associates, Inc., Columbia, SC January to July 2010
Assigned as professional staff to: US ARMY Reserve; 81st Regional Support Command (RSC)

Community Planner, working complex military real-estate projects (across a nine-state area). Site Master Planning and "Metro-Plex" Master Planning expert for strategic development of assets. Identified potential joint projects and off-site joint use agreements that built added-value. Prepared necessary documentation for the recordation of licenses, easements, fee purchases, leases, transfers, permits, rights of entry/way, consents, reassignments, and real property exchanges. Prepared funding requirements for demolition and disposal cost requirements, acquisitions, and administrative cost planning to address facility planning and infrastructure management. Served as the primary Real-Estate management contractor for lease and fee-simple transactions. Analyzed and evaluated plans concerning anticipated impact on: Military Construction, Real Property Maintenance Activity, BRAC and Environmental Stewardship programs. Briefed Senior Army Commanders on real property plans: including prioritizing Capital Investment Strategies, planned infrastructure projects and for the implementation of funding by the US Congress.

Accomplished: *Developed and maintained the Facility Mobilization Plan and strategies defined by senior leadership. Planned and managed the annexation, retrocession, conversion, and diversion of real estate assets under BRAC. Planned, cost estimates and process for a one hundred-million-dollar expansion of the Clearwater USARC helicopter center, at the Clearwater International Airport in Florida.*

-Executive Director: RSR Development Associates, LLC, Suffolk, VA • 2003 to 2009

Develop, coordinate, and implement strategic economic development projects, grant strategies, policy opportunities, project and the site development/construction needed to meet client demands within a very diverse commercial business development model. Defined opportunities, finance, and processes for commercial facility expansion, including utility projects, intermodal and flex development sites.

Extensive legal, financial, grant and strategic planning effort. Originated financial strategies, land-use planning applications and submissions for: Grant, RFP/RFB/RFQ proposals, Conditional Use Permits (CUP) and other zoning approvals and environmental permits locally and to the US Army Corps and DEQ in Private, PPTA and grant funded scenarios. Significant grant writing, bond financing and refinance under-writing, project budgeting and financial analysis planning, quantitative project assessment and strategic project-program execution. Directed supervision - project administration - planning - site development construction and sub-contractor management on private and public projects: (Airports, Residential, and Commercial Development Corridors). Extensive analysis and research of: public policy standards, transportation studies, "Level-of-Services" analysis, business development planning, finance/grant writing, land-use planning and Comprehensive Planning; with detailed submissions and economic infrastructure development analysis.

**-General Manager-CEO / Project Manager / Owner / Developer / Process Strategist
Cardinals' Pilot Shop, Inc., Suffolk, VA • 1991 to 2006**

Manager / Foreman of active Aviation Maintenance Shop with over seven technicians, drafting work specific estimates and "Scope of work" proposals for power-plant, airframe, and avionics work.

Management of operational aircraft service business. Project Manager for the development of private commercial helicopter facilities, with outlying landing sites. Airport project management: from site-plan to mechanical construction of commercial facilities. Developed commercial aircraft hangar storage facilities and service centers at public airports and development partnerships.

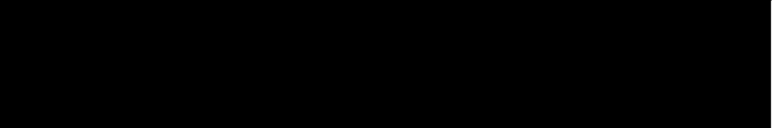
-US Naval Service, • 1974 to 1994

Engineering and Technical/Security work at the highest levels (Type-Commander/Squadron), US Navy-Submarines, Atlantic Fleet. Submarine Qualified on SSN637 and SSN688 Class-Submarines.

-Program Manager - Weapons and technical systems subject matter expert (SME). Senior technical writer, supervisor, and Security, Administrative, and Policy Inspector for special weapons control, operations and security systems (Tomahawk Missile System) both shore facilities and sea-based units. Test Program Manager/Liaison to the Fleet for the "Tomahawk" Cruise-Missile Systems program (Atlantic Fleet-NOB CSG-8). Site and installation manager for COMSUBRON Eight. **-Emergency Plans Coordinator** - Exercise Development Coordinator (Atlantic Fleet Support COMSUBLANT). Specialized experience applying procurement functions, principles, contracting methods and laws related to procuring major weapons system elements and services. **-Certified HAZMAT and Nuclear containment Worker/Supervisor**. Certified facility security inspector and manager for special weapons facilities. Member of the Mid-Atlantic BRAC Advisory Team for COMSUBLANT.

Top Secret Clearance with: Special Weapons Access (Inactive) **Submarine Qualified 637-688 Class**
Secret Clearance: US Army Reserve while with 81st RSC (Ft. Jackson) and ACSIM-ODR assg: HQ
Public Integrity Clearance: US Department of Housing and Urban Development (HUD) Director

Retired USN (Honorable Conditions) Expeditionary, Commendation and Achievement Medals - 1994.



FORMAL EDUCATION

Master of Public Administration (MPA) – Concentration in Management

Troy University, Norfolk, VA 1999 GPA: 3.67

Bachelor of Art, Criminology & Administration-Management

Saint Leo's University, Norfolk, VA 1996 GPA: 3.8

Associate of Art, General Studies, Computer Science

Three Rivers Community College, Norwich, CT

Extensive listing of Technical Training (Electrical/Mechanical/Electronic)

Available upon request (US Navy)

LICENSES & CERTIFICATIONS

Master Training Specialist and Emergency/Disaster Planning-Coordinator

Pilot with Instrument Rating (Over 35 years and 3700 hr. flight experience)

Certified "Land-Disturber" – Virginia • ICMA Member since 2010

AREM-C = Army Reserve Engineer Management – Construction Management

TECHNICAL SKILLS

MS Office: Word, Excel, Outlook, Access, PowerPoint • Quick-Books • AutoCAD
Blue-print analysis, legal and administrative research, presentation and technical writing
Electrical-Electronic Certified Technician • Skilled heavy equipment operator
Emergency-Disaster Planning-Coordinator and assessment inspector for CNBC planning
Certified and active instructor: Senior Strategic Process Presenter (HUD Senior Staff)

COMMUNITY SERVICE

- Past columnist for the Suffolk News Herald covering: **Politics and Government**
- Past Juvenile Conference Committee Member, **Chesapeake VA Juvenile Courts**
- **Past Chesapeake Airport Authority:** Board Member/Director for: Finance and Budgetary Development • Grant Advisory • Team Member Policy Development Committee • Member Fiscal expansion and Airport Master Plan Policy Committee member • Team leader for expansion of the airport Instrument Landing System (ILS reliever for Norfolk - ORF)
- **Past, active member of the International City/County Managers Association (ICMA).**

Active Secret Clearance (Top Secret – SSBI Clearance – Inactive)

Valid Driver's License (no DUIs or infractions)

- Extensive References available upon request (including Mayors and City Managers) -
- **LinkedIn Profile:** <http://linkedin.com/in/roger-leonard-mpa-mm-18a55135>

Roger Leonard



Questionnaire name: Release of Information Candidate Questionnaire - Bethel,AK City Manager 12-2019

Questionnaire taken on: 2019-12-05

Job applied for: Bethel, AK - City Manager (November 29, 2019) - Bethel, AK

Question	Answer
NOTE: Any false response, misrepresentation, or omission of relevant information submitted by you to the questions below may disqualify you from eligibility, selection, or appointment. Misleading or inaccurate information may result in our client withdrawing any conditional or final job offer, or in litigation against you.	Yes, I agree with these terms and conditions.
First Name:	Roger
Middle Name:	Allen
Last Name:	Leonard
How did you learn about this position?	LinkedIn
Street Address:	
City, State, Zip:	
Cell Phone:	
Email Address:	
Male or Female (Optional):	Male
REFERENCES: Whether you have submitted references previously as part of your original submission or as an attachment to this form, please clearly indicate to us which references we can now	GovHR USA may contact all references that I have submitted. (*In checking this box you authorize GovHR USA to contact your references.)

contact without jeopardizing your present employment.

Additional Reference Information:

EDUCATION: Highest Degree Earned: Masters Degree MPA

College/University & Location(city): Troy University

Additional Degree Earned: BA

College/University & Location(City): St Leo University

Additional Degree Earned: NA

College/University & Location (City): NA

CURRENT EMPLOYMENT INFORMATION: 1. Total # of full time employees in your current or most recent overall organization (if applicable): 5200

2. Total # of full time employees in your current or most recent department (if applicable): 160

3. Total budget in your current or most recent overall organization (if applicable): \$2.4B

4. Total budget of your department or areas of responsibility (if applicable): \$89M

5. Expected compensation for this position: \$140-160K

6. Who do you (or did you) report to (title only): Senior VP

7. Related professional affiliations: NA

8. Please confirm that you agree to immediately advise the GovHR USA consultant assigned to your recruitment if you accept another position or your employment circumstances change at any point during the recruitment and selection process for this position. Yes, I agree to immediately advise the GovHR consultant and provide all necessary information.

9. At any time in the last seven (7) years, have you been convicted of any offenses No

relating to your operation of a motor vehicle, or has your drivers license been suspended for any reason? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain).

10. At any time in the last seven (7) years, have you been a party to a lawsuit in any court or administrative proceeding, personally or professionally? If yes, please provide general information and applicable dates. Additionally, please identify the applicable venue or jurisdiction of any applicable court or administrative proceeding, and if known, the current status and/or disposition of such court or administrative proceeding. Yes or No (If yes, please list and briefly explain).

11. At any time in the last seven (7) years, have you been disciplined by your employer, for any reason? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain).

12. At any time in the last seven (7) years, have you been investigated by a professional association or other organization, including but not limited to a governmental entity with investigative authority, for any reason? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain).

13. At any time in the last seven (7) years, has anyone made a complaint against you to a professional association regarding your professional status or certification? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain).

14. At any time, have you been asked to resign, or have you been terminated from employment? If yes, please provide applicable dates and please indicate if a severance agreement and/or release of claims was executed by you regarding such resignation/termination.

15. At any time, has anyone made a complaint against you to a professional

organization or your employer for alleged violations of state or federal civil rights or sexual harassment laws? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain).

Cynthia L. Northrop

Contact Information

[REDACTED] [REDACTED]
[REDACTED]
[REDACTED] [REDACTED]
[REDACTED] [REDACTED]

Education

- Master of Public Administration
University of North Texas, Denton, Texas
- Bachelor of Arts – Communication Studies
University of North Texas, Denton, Texas

Work History

6/2019 to Present	<u>Dayton Community Development Corporation, Texas</u> Assistant Executive Director
5/2018 to 5/2019	<u>City of Alvin, Texas (population 26,500)</u> Assistant to the City Manager
4/2015 to Present	<u>Northrop Communications, Texas</u> Chief Executive Officer
3/2014 to 4/2015	<u>OCGPR, Fort Worth, Texas</u> Senior Vice-President of Public Engagement
1/2009 to 3/2014	<u>TxDOT, Dallas, Texas</u> Public Information/Government Public Affairs Manager
1/2001 to 12/2008	<u>Denton County, Texas (population 836,200)</u> County Commissioner

Data Summary:

Candidate:	Cynthia L. Northrop
Organization:	Dayton Community Development Corporation, Texas
Position:	Assistant Executive Director
Organization Budget:	\$170 million
Department Budget:	\$8 million
Total Number of Employees in Organization:	1,400
Total Number of Employees in Department:	40
Expected Salary:	Negotiable
Years of Experience:	19

Professional Affiliations:

- Texas City/County Management Association
- International City/County Management Association
- Public Relations Society of America

CYNTHIA NORTHROP



November 29, 2019

To Whom it May Concern,

I am writing to express my interest in the City Manager position. I am extremely motivated to obtain a city management position and as an executive level leader in both the public and the private sector I bring insightful and energetic ability to manage, analyze, implement and lead local government operations, economic development, contract and project management with an eye for increasing efficiencies and promoting productive public information and involvement. Key qualifications and characteristics include:

- Thrive on developing and using teamwork to meet the organization's mission and goals.
- Successfully established/implemented budgets, projects and contract/consultant management as well as publications to build understanding and collaboration with inter-governmental partners, stakeholders and citizens.
- Expert communicator, presenter and facilitator with proven ability to gain strong customer/citizen and employee relationships.

My professional experience is broad. My experience as an elected official in local government, local government manager, administrative positions at the city, state and federal levels of government in addition to a small business woman and one providing consultant services for local government provides me a unique 360-perspective. Leading and training teams both paid and volunteer, in a collaborative environment, I have a proven ability to analyze and create targeted strategies to increase efficiencies and productivity. Driving budgets, project management, economic development, HR and government processes, I have researched, written, organized and implemented a broad variety of budgets, projects, policy and procedures, legislative briefs, communication documents, plans and tools.

Selected accomplishments include:

- **Functioning as a County Administrator**, managing county budget of \$170 million with 1450 employees, managing department heads with direct oversight of county road and bridge department and planning and development.
- **Facilities/Project Mgmt.** - Successfully managed and directed capital improvement and county bond projects from the planning and development stages, design and construction, and completion including the opening of a county government facility. Impact: County government center in a strategic geographical location providing convenient and accessible government services for area citizens.
- **Economic Development** – Represented, partnered and negotiated all Denton County, Pct. 1 economic development activities (recruitment, retention, incentives) and currently serving as the Assistant Exec. Dir of Dayton Community Development Corporation assisting in budget development, Industrial, Commercial and Retail development, BRE functions and community development.
- **HR** – All HR responsibilities for teams from 5 – 40 employees as well as policy oversight: including research, SWOT analysis, developing recommendations for City of Alvin HR function and performance improvements, reviewed, updated Personnel Policy as well as Performance & Evaluations, Recruitment & Selection policies for several entities.
- **Transportation/Project Mgmt.** - Successful multi-jurisdictional (TxDOT, NTTA and cities along the corridor) contract and consultant management of major east/west transportation facility through planning, design, environment/right-of-way and construction (Lewisville Lake Toll Bridge/FM 720 project)
- **Emergency Management** – Served on emergency management teams in multiple emergencies including snow and ice, grant processing in Harvey aftermath, public information of contra-flow lanes, housing displaced victims of Hurricane Katrina and Hurricane Ike, development of emergency management plans for livestock and large animals, participating in county-wide emergency management drills; NIMS Training.
- **Multi-jurisdictional Collaboration** - The visioning and formation of a regional coalition made up of area city elected officials, city staff, developers, and citizens designed to network and generate administrative, legislative and policy solutions on common issues and challenges of growth and development in unincorporated areas and ETJ areas

- **Public Works** - Successfully researched, garnering Commissioner Court approval, and transitioned from a Superintendent system of county road and bridge management to Ex-Officio Commissioner county road and bridge management system with statutory authority and direct oversight of Pct. 1 Denton County Road and Bridge operations including a \$8 million dollar budget, 400 miles of county road and 40 Road & Bridge employees.
- **Partnerships/Collaboration** - Researched, analyzed and implemented several innovative solutions to county road and bridge challenges including a partnership with TxDOT to address maintenance in state right-of-way where state and county roads intersected and use of recycled asphalt on county gravel roads to extend time between maintenance.
- **Partnership/Collaboration** - Collaboration with multiple regional stakeholders creating strategic plan for legislative agenda including lobbying efforts and policy recommendations (transportation issues).
- **Strategic Planning/Implementation** - Initiating and creating multiple best practices for strategic communications including strategic plans, press events, crisis communication, social media, newsletters and employee training modules.

I have also served on the City of Lewisville's (TX) P&Z Commission and Board of Adjustments as well as subsequent service as a Council Member and Deputy Mayor Pro-Tem.

Thank you for your time and consideration of my résumé. My salary requirements are negotiable. [REDACTED]

Sincerely,

Cynthia Northrop

EXPERIENCE

Assistant Executive Director – Dayton Community Development Corporation (June 2019 – Nov 2019)
Responsible for economic development, BRE (business retention and expansion), grants, incentives, budget for the 4B Economic Development Board for the City of Dayton, TX

- Budget Oversight & development
- Analysis and development of strategic plan to meet vision/goals of the Board
- Developed, implementation of BRE plan/budget aligned with strategic plan
- Analysis, development and implementation of several organizational systems, protocols and best practices for the organization from digital filing, digital agendas to CRM program
- Reviewed, made recommendations and tracked subcommittee of board for Article of Incorporations/Bylaws Update
- HR and budgetary functions of corporation

Assistant to the City Manager – City of Alvin, TX (May 2018 – May 2019)

Provide high-level support and assistance to City Manager on special projects and representing CM as assigned:

- **IT and HR Department** – conducted research, SWOT analysis, developing recommendations for function and performance improvements. Reviewed, updated Personnel Policy, Performance & Evaluations, Recruitment & Selection policies
- **Finance Department** - assisted in developing comprehensive Financial Management Policy Statement document
- **Planning** – Reviewed Code of Ordinances for outdated, redundant codes, making rec'd for updating
- **Strategic Planning/Organizational Development** - Developed, implemented several strategic plans and training modules
- **Plan, implement, lead special events** (city networking, citizen's academy, community, museum)
- **CVB** – assisting in leading Spring 2019 Tour de Braz (bike ride event/26th year)

CEO - Northrop Communications, DFW Area (April 2015 – current)

Strategic Planning, Communications and Advocacy Consultant

- Author, "Make a Difference: Navigating the Maze of Local Government"
- **Emergency Management** – developed Strategic Plan for Pet Preparedness working with Denton County Emergency Management and local cities
- Workshop Speaker/Consultant – various topics geared to local government professionals/cities including 'Council/Staff Relations and Communications,' 'Communication Styles in Local Government.'
- UNT MPA's Professional Practice – speaker/teacher at UNT's MPA program class including topics 'Council/Staff Relations and Communications,' 'Partnerships, Collaboration and Intergovernmental for Cities.'

Senior Vice-President of Public Engagement - OCGPR, Fort Worth, TX (March 2014 – April 2015)

Lead Public Engagement Division team, Government and Media Relations, project management and budgeting

- City of Fort Worth – **Master Thoroughfare Plan Update**
- City of Fort Worth – **Solid Waste Master Plan Update**
- City of Fort Worth – **Urban Renewal Project – Berry Street**

- City of Fort Worth- **Major Drainage Study**
- North Texas Tollway Authority – **Chisholm Trail Transportation Project** (PIO, project coordination with contractors and citizens)
- TxDOT and cities along the corridor - **35Express** (PIO, project coordination, media, communications with city staff and elected officials)
- TxDOT/City of Dallas – **Dallas CityMAP project**
- **HR functions** for 5 direct-reports

Public Information/Government Public Affairs Mgr. – TxDOT, Dallas, TX (January 2009 – March 2014)
Led PIO/Government & Public Affairs for Dallas District including project management, managing consultants and budgeting

- **Strategic Planning/Organization Development**- Re-organized the Dallas District PIO after analysis and strategic planning aligned with statewide vision/goals and District needs/demands
- **Local Government Relations** – represented District Engineer with city/county staff and elected officials (city, county, state), relationship-building and development of a GPA Strategic Plan now implemented in TxDOT statewide
- **Project Analysis and Implementation** – served on statewide RFP committee for customer tracking/response software, beta-testing and responsible for roll-out/training of selected vendor (Salesforce) to 900 Dallas District employees across five counties
- **HR functions for 5 direct-reports**
- **Media Spokesperson**

County Commissioner, Pct. 1 – Denton County, TX (January 2001-December 2008)

Functioning as a County Administrator serving two terms as Denton County Commissioner

- **Develop/manage county budget of \$170 million and 1450 employees**
- Direct Management of all Department Heads
- Strategic Planning – identified, created and implemented several strategic planning initiatives, including Space Study & Facility Project Mgmt and overseeing site selection, planning and construction for new Pct. 1 Government Center
- **Develop/manage Pct. 1 Road & Bridge budget and 40 R & B employees including all HR functions**
- **Economic Development** – Represented, partnered and negotiated all Pct. 1 economic development activities (recruitment, retention, incentives):
 - Economic Development – partnered with City of Denton on identifying sites, negotiating tax incentives
 - Economic Development – Served on City of Denton's and Denton County's Joint ED Task Force
 - Economic Development – Partnered with City of Lewisville and HCA Hospital on creating/negotiations/implementation of a Tax Incremental Financing District
 - Economic Development – Worked with developers on a variety of recruitment, retention, identifying potential sites for development, partnering on infrastructure needs
- **Relationship-building** – Actively built relationships with city staff and elected officials (17 Pct. 1 Cities including Denton, Lewisville, Corinth, Frisco, Aubrey, Sanger, Little Elm) hosting Quarterly Luncheons, Mayors Luncheons and other networking and education opportunities
- **Actively Partner with Pct. 1 Cities** – Creation of the 380 Coalition (quarterly networking and educational luncheon to discuss growth and development issues in high growth area)

- **Transportation, planning and development** – Project management of numerous city interlocal projects including transportation, road maintenance, drainage and ETJ and land use issues
- **Denton County Commissioners Court MPO Representative** – Served on the region's MPO (NCTCOG/Regional Transportation Council) for seven-years including service as Secretary, Vice-Chair and Chair during several high-profile regional transportation issues

EDUCATION

Public Administration - Masters, University of North Texas (2012)

Communication Studies – Bachelor of Art, University of North Texas (1999)

Certified Public Manager – currently enrolled, UH – Hobby School of Public Affairs (*expected graduation spring 2020*)

MEMBERSHIP

TCMA

ICMA

PUBLICATIONS

"Make a Difference: Navigating the Maze of Local Government"

Cynthia Northrop



Release of Information Candidate Questionnaire - Bethel,AK City Manager 12-2019

Questionnaire taken on: 2019-12-05

Job applied for: Bethel, AK - City Manager (November 29, 2019) - Bethel, AK

Question	Answer
NOTE: Any false response, misrepresentation, or omission of relevant information submitted by you to the questions below may disqualify you from eligibility, selection, or appointment. Misleading or inaccurate information may result in our client withdrawing any conditional or final job offer, or in litigation against you.	Yes, I agree with these terms and conditions.
First Name:	Cynthia
Middle Name:	Loreen
Last Name:	Northrop
How did you learn about this position?	online
Street Address:	
Zip:	
Male or Female (Optional):	
REFERENCES: Whether you have submitted references previously as part of your original submission or as an attachment to this form, please clearly indicate to us which references we can now	GovHR USA may contact all references that I have submitted. (*In checking this box you authorize GovHR USA to contact your references.)

contact without jeopardizing your present employment.

Additional Reference Information:

EDUCATION: Highest Degree Earned: Master Public Administration

College/University & Location(city): University of North Texas/Denton, TX

Additional Degree Earned: BA - Communication Studies

College/University & Location(City): University of North Texas/Denton, TX

Additional Degree Earned: 6 of 7 Tracks completed to earn my Certified Public Manager credentials

College/University & Location (City): Hobby School of Public Affairs/University of Houston

CURRENT EMPLOYMENT INFORMATION: 1. Total # of full time employees in your current or most recent overall organization (if applicable): (Using my Denton County history for questions 1 - 6 as it most closely relates) 1400

2. Total # of full time employees in your current or most recent department (if applicable): 40

3. Total budget in your current or most recent overall organization (if applicable): \$170 million (total county budget)

4. Total budget of your department or areas of responsibility (if applicable): \$8 million (Pct. 1 Road and Bridge)

5. Expected compensation for this position: negotiable

6. Who do you (or did you) report to (title only): NA

7. Related professional affiliations: ICMA, TCMA, PRSA

8. Please confirm that you agree to immediately advise the GovHR USA consultant assigned to your recruitment if you accept another position or your employment circumstances change at any point during the recruitment and selection process for this position. Yes, I agree to immediately advise the GovHR consultant and provide all necessary information.

9. At any time in the last seven (7) years, No

have you been convicted of any offenses relating to your operation of a motor vehicle, or has your drivers license been suspended for any reason? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain).

10. At any time in the last seven (7) years, have you been a party to a lawsuit in any court or administrative proceeding, personally or professionally? If yes, please provide general information and applicable dates. Additionally, please identify the applicable venue or jurisdiction of any applicable court or administrative proceeding, and if known, the current status and/or disposition of such court or administrative proceeding. Yes or No (If yes, please list and briefly explain).

11. At any time in the last seven (7) years, have you been disciplined by your employer, for any reason? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain).

12. At any time in the last seven (7) years, have you been investigated by a professional association or other organization, including but not limited to a governmental entity with investigative authority, for any reason? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain).

13. At any time in the last seven (7) years, has anyone made a complaint against you to a professional association regarding your professional status or certification? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain).

14. At any time, have you been asked to resign, or have you been terminated from employment? If yes, please provide applicable dates and please indicate if a severance agreement and/or release of claims was executed by you regarding such resignation/termination.

15. At any time, has anyone made a

No

complaint against you to a professional organization or your employer for alleged violations of state or federal civil rights or sexual harassment laws? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain).
