

RAYMON DALE BROWN

[REDACTED]
Palestine, Texas [REDACTED]
[REDACTED]
[REDACTED]

SUMMARY OF EXPERIENCE

Over thirty years of managerial experience in municipal government. Strong written and oral communication skills. Excellent organizational skills with a highly defined customer service philosophy. Extensive experience in contract negotiation, news media relations, project management, economic development and growth management. Broad background in public finance, urban planning, and intergovernmental relations. Vigorous, enthusiastic; a leader who encourages an environment of teamwork and individual growth.

PROFESSIONAL EXPERIENCE

2014-Present **Interim City Administrator, City of Huntington**

Responsible for administering all departments and operations of a Type A General Law city of approximately 2,200 residents. A full-service city which owns and operates its own water, sanitary sewer, and gas distribution system. Working through Texas First Group.

2012 – 2014 **Interim City Manager, City of Brady, Texas**

Served (until February 2014) as Interim City Manager. Responsible for administering all departments and operations of a home-rule city of approximately 6,000 residents. A full-service city which owns and operates its own water, sanitary sewer, gas, solid waste and electric utilities. Revised many city operations and policies to conform to current law, reorganized city operations to change from 15 departments to 6; implemented new budgeting procedures to bring more council involvement and transparency to the system; hired new, more experienced employees in several operations. Assisted the council in advertising, interviewing and final selection of permanent city manager.

2005 – 2010 **City Manager, City of Palestine, Texas**

Responsible for administering all departments and operations of a city of approximately 18,000 operating under fire and police civil service, which serves as a regional retail center. Extensive experience in budgeting and finance, organizational analysis, economic development, strategic and infrastructure planning, employee development, employee/community/intergovernmental relations, and capital improvements. Some recent accomplishments are:

- Reorganized and modernized the financial and administrative operations of the city, including revamped economic development program to incorporate economic development activities (4B corporation), tourism and main street into one department;
- Enhanced the city's tax secured general obligation rating with Standard and Poor's from an "A-" to "AA-" (June, 2010) under a challenging national economy. Additional improvements to credit ratings were accomplished with the enterprise revenue funds.
- Secured a unique financing arrangement using a combination of taxable and tax exempt certificates of obligation allowing the city to purchase an existing retail mall. This facility will accommodate the city's public library, Texas State Technical College, an early college high school program and traditional retail. This venture is the first of its kind authorized under Chapter 271 of the Texas Local Government Code regarding purchasing of real estate and is supported by existing retail revenue.

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- Served as primary staff for two Emergency Operations Center operations during hurricanes Katrina and Ike and participated in Incident Command System Training.
- Initiated the rewriting and re-codification of municipal code book emphasizing the development regulations of the city;
- Lead, along with a designated city council member, the intergovernmental cooperative (two cities in two counties) to create the Texas State Railroad Authority to preserve a tourist oriented steam railroad, and served as a board member of the authority;
- Served as a board member of the Palestine Economic Development Corporation until operation was reorganized and placed under the city manager.

1992 - 2005. City Manager, City of Jersey Village, Texas.

Responsible for administering all departments and operations of a high service oriented, high income suburban community of 7,000 located adjacent to the city of Houston. Major accomplishments during my tenure were:

- Reorganized and modernized all areas of the city government, including the finance, accounting and budgeting operations of the City,
- Implemented the City's first capital improvements program and budget;
- Rewrote and re-codified all the code of ordinances;
- Wrote a comprehensive, coordinated development code, which was adopted by council;
- Implemented a customer-oriented approach to municipal operations and streamlined overall operations;
- Instituted long range financial planning as part of a strategic planning and budgeting process;
- Negotiated the purchase of a \$1 million land acquisition for new municipal government complex and the \$7 million purchase of an eighteen-hole golf course;
- Constructed a new police services building and a new fire station;
- Served as primary staff for three Emergency Operations Center operations during three floods in the city where hundreds of homes were flooded due to tropical storms;
- Negotiated a contract with Harris County for joint city/county construction of major road extension to open up the last undeveloped area of the city to development.
- Developed a Career Development Plan for all municipal employees which encouraged employee development and education as part of the overall evaluation process.

1980 - 1992. Director of Community Development, Director of Planning, (various titles over period of employment), City of Huntsville, Texas.

Responsible for all aspects of municipal planning activities, capital improvements programming, grant administration, development coordination and review, personnel supervision, and budget development. Responsible for developing and administering the Comprehensive Plan and subsidiary documents. Staff support to the City Council, Planning and Zoning Commission and Parks Advisory Board and technical assistance to other city agencies. Extensive experience interacting with developers, consulting engineers, contractors, citizen groups and neighborhood associations. Successfully developed, implemented and managed the adoption of the City's first comprehensive plan, a multi-million dollar capital improvements program, and adoption of the first zoning ordinance.

Administered grant programs totaling over \$10 million in federal and state grant funds for neighborhood revitalization (CDBG), airport expansion and improvements (FAA), and park development (Texas Parks and Wildlife Department). Established a non-profit corporation for receiving donations for park development that in the two years before I left the city had obtained donations amounting to over \$300,000 in land and cash.

Intergovernmental Liaison activities between the City and County governments and regional council of governments. Tasks include representing the City and County on three regional committees under auspices of Houston-Galveston Area Council of Governments—the Airport Advisory Committee, the Solid Waste Advisory Committee, and the Data Services Committee.

1978 - 1980. **Planner**, Wichita-Sedgwick County Metropolitan Area Planning Department, Wichita, Kansas.

City-county combined planning department; responsibilities included environmental and land use planning tasks.

EDUCATION/PROFESSIONAL QUALIFICATIONS

M.S. Community and Regional Planning; University of Texas at Austin, Austin, TX; 1978.

B.A. (in Teaching); Sam Houston State University, Huntsville, TX; 1973.

Post graduate studies at Texas A&M University concentrating in urban science

Member, Texas City Management Association.

Member, International City/County Management Association.

REFERENCES

[REDACTED]
[REDACTED]
City of Jersey Village
2729 Arbuckle St
Houston, TX 77005
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED] Urban and Regional Planning (retired)
5817 Easterling Drive
Bryan, TX 77808
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
Executive Director
Lone Star College Foundation
5000 Research Forest Drive
The Woodlands, TX 77381
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
16414 Wall Street
Jersey Village, TX 77040
[REDACTED]

[REDACTED]
[REDACTED]s
21020 Park Row
Katy, TX 77449
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
211 Richland
Palestine, TX 75801
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
Economic Development Director
City of Lampasas
312 E. Third Street
Lampasas, TX 76550
[REDACTED]
[REDACTED]

Additional References on Request



CITY OF ARCADIA
APPLICATION FOR
EMPLOYMENT

Today's Date: 3/15/2015

City of Arcadia
Personnel Department
Arcadia, FL 34266
www.arcadia-fl.gov

"AN EQUAL OPPORTUNITY EMPLOYER"
Applications are Public Record
A Drug Free Workplace

FOR OFFICE USE ONLY

Dept.: _____ Rate: _____ Position: _____ Date: _____ Requisition#: _____

Position Applying For: City Administrator

First Name Raymond
Last Name Brown

HOW DO WE CONTACT YOU?			
<u>Brown</u>	<u>Raymond</u>	<u>Dale</u>	
Last Name	First Name	Middle Initial	
<u>[REDACTED]</u>			
Mailing Address			
<u>Palestine</u>	<u>Anderson</u>	<u>TEXAS</u>	<u>[REDACTED]</u>
City	County	State	Zip
<u>[REDACTED]</u>	<u>()</u>	<u>[REDACTED]</u>	
Home Phone	Alternate Phone	Email Address	

ARE YOU UNDER 18 YEARS OF AGE? YES NO

TYPE OF LICENSE: Driver's Chauffeur's CDL - Class: _____ State: TEXAS

Drivers License Number [REDACTED] Exp date: [REDACTED]

Is your license currently suspended or revoked? Yes No If yes, Why? _____

Has your license ever been suspended or revoked? Yes No

If yes, what year? _____ In what state? _____ Why? _____

HAVE YOU EVER SERVED IN THE U.S. ARMED FORCES? Yes No If yes, complete the following:

Branch of Service	Enlistment Date	Discharge Date	Type of discharge

DO YOU CLAIM VETERAN'S PREFERENCE? (ATTACH PROOF OF ELIGIBILITY WITH EACH APPLICATION) Yes No If yes, please specify:

As a veteran of any war (as defined in the rules of Div. Of Veteran's Affairs). **You must attach a DD-214.**

As a veteran with a compensable service connected disability. **You must attach proof of disability from Division Of Veteran's affairs or Department of Defense.**

As the un-remarried spouse of a veteran who was killed in action or who died of a service connected disability.

As the spouse of a veteran who cannot qualify for employment because of a total and permanent service connected disability, or who is missing in action, captured or forcibly detained by a foreign power.

If you feel you did not receive veteran's preference in accordance with Florida Administrative Code, you have the right to an investigation by filing a complaint with the Division of Veterans Affairs, P.O. Box 1437, St. Petersburg, FL 33731. Phone: (800) 827-1000, within 21 days from the date you received notification that a non-preference applicant was appointed.

Your qualifications for employment are based on the rating of your knowledge, abilities, and skills for the position(s) you apply for; and, if you qualify, your name is placed on an application register. Applications remain active for six (6) months. Your availability is your responsibility. Notify us if you change your name, address, or phone number. Your name will be removed from the register if you cannot be contacted for an interview three times or if you are interviewed three times, without a job offer. Applications may also be rejected for the following reasons: (1) Failure to complete application; (2) Failure to provide required documents when requested; (3) Not fully meeting all job requirements; (4) Failure to obtain a passing score on any required tests. Applicants failing the drug/alcohol screen are ineligible for consideration of employment of one year. A new application must be submitted to regain active status.

Have you filed an application with the City of Arcadia within the last six (6) months? Yes No
 Have you ever worked for the City of Arcadia? Yes No If yes, date(s) _____ Position Title: _____
 Check status: Citizen of the United States
 Legal Alien (Alien Number _____)
 (Proof of U.S. Citizenship or Immigration status will be required upon employment.)

LAW VIOLATION RECORD: Have you, as an adult over the age of 18, ever been convicted, placed on probation, received a suspended sentence, deferred or adjudication withheld, or forfeited bail in connection with any offense (except minor traffic violations) in any civilian or military court? Yes No. Show all convictions; including driving while intoxicated convictions.

OFFENSE	DATE	PLACE	SENTENCE OR FINE

EDUCATION: Circle the highest grade you completed in school: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 **(16)**

NAME AND LOCATION OF HIGH SCHOOL AND/OR COLLEGE	AREA OF STUDY	HRS COMPLETED		DEGREE
		Semester	Quarter	
Huntsville High School	General			High School
Sam Houston State University	History / ENG			B.A. Teaching
University of Texas @ Austin	Urban Planning			M.S. C.R.P.

SPECIAL SKILLS, APTITUDES AND OTHER QUALIFICATIONS:

Typing Speed @ 40 WPM Office machines you operate efficiently: Dictaphone Computer
 Other: _____

What type of Computer/Software do you have experience operating: Office; Includ (Fin. Furo Acc)

LIST ANY MACHINERY OR HEAVY EQUIPMENT THAT YOU HAVE OPERATED:

Can you read schematics? Yes No
 Can you read blueprints? Yes No

LICENSURE, REGISTRATION, SPECIAL CERTIFICATIONS: Water License, Notary Public, Journeyman, etc.

License, Registration or Certification	Number	Date Received	Expiration Date	State Licensing Agency

RELATIVES EMPLOYED BY THE CITY OF ARCADIA: Do you have any relatives by blood or marriage including elected officials, working for the City of Arcadia? Yes No If yes, complete the following:

FULL NAME OF RELATIVE (S)	DEPARTMENT	RELATIONSHIP

REFERENCES: List three (3) references who are not relatives:

NAME	COMPLETE ADDRESS	PHONE	OCCUPATION	YEARS KNOWN
[REDACTED]	211 Richland, Palestine, TX 75801	[REDACTED]	Pharmacist	10
[REDACTED]	312 E. Third St; Lampasas, TX 76550	[REDACTED]	Economic Dev.	10
[REDACTED]	21020 Park Row; Katy, TX 77449	[REDACTED]	Civil Engineer	@ 20

Occasionally the format of an employment application makes it difficult for an individual to adequately summarize one's background. Use the space below to provide any additional information necessary to describe your full qualifications for the position(s) applied for.

Please see attached resume.

Human Resources Use: (Please Initial/Date)

- Are you currently employed? Yes No. If yes, may we contact your current employer? Yes No.
- Have you ever been discharged or asked to resign from any position? Yes No. If yes, give details. City Manager of Palestine, TX, Change in Council majority - Mayor wanted new City Manager
- List below all jobs for the last ten (10) years, include prior experience, if relevant. List paid and volunteer experience; include exact dates of military service. List specific duties, skills and equipment operated and supervisory experience.

USE ADDITIONAL SHEETS OF PAPER AS NECESSARY. A RESUME MAY BE USED TO SUPPLEMENT BUT NOT SUBSTITUTE APPLICATION INFORMATION

CURRENT OR LAST EMPLOYER: <i>City of Huntington</i>	From: (mo.) <i>5</i> (yr.) <i>2014</i>
Address: <i>802 US Hwy 69 S; P.O. Box 349; Huntington, TX 75949</i>	To: (mo.) <i>Present</i> (yr.)
Job Title: <i>City Administrator</i> # of Employees Supervised: <i>18</i>	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Duties: <i>Management of all employees and operations of a city of 2,200</i>	Starting salary: \$ <i>76,500</i>
	Ending salary: \$
	Department: <i>ADMINISTRATION</i>
	Supervisor: [REDACTED]
Reason for leaving: <i>To move to Florida</i>	Phone Number: [REDACTED]
CURRENT OR LAST EMPLOYER: <i>City of Brady</i>	From: (mo.) <i>10</i> (yr.) <i>2012</i>
Address: <i>P.O. Box 351; 201 E Main St; Brady, TX 76825</i>	To: (mo.) <i>2</i> (yr.) <i>2014</i>
Job Title: <i>City Manager (Interim)</i> # of Employees Supervised: <i>89</i>	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Duties: <i>Administration of all departments and operations in a city of 5,500.</i>	Starting salary: \$ <i>93,000</i>
	Ending salary: \$ <i>93,000</i>
	Department: <i>ADMINISTRATION</i>
	Supervisor: [REDACTED]
Reason for leaving:	Phone Number: [REDACTED]
CURRENT OR LAST EMPLOYER: <i>City of Palestine</i>	From: (mo.) <i>3</i> (yr.) <i>2005</i>
Address: <i>504 N Olive St; Palestine, TX 75801</i>	To: (mo.) <i>10</i> (yr.) <i>2010</i>
Job Title: <i>City Manager</i> # of Employees Supervised: <i>180</i>	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Duties: <i>Administration of all departments and employees of a full service city of 18,000</i>	Starting salary: \$ <i>125,000</i>
	Ending salary: \$ <i>135,000</i>
	Department: <i>ADMINISTRATION</i>
	Supervisor: [REDACTED]
Reason for leaving: <i>Terminated; Change on Council</i>	Phone Number: [REDACTED]
CURRENT OR LAST EMPLOYER: <i>City of Jersey Village</i>	From: (mo.) <i>9</i> (yr.) <i>1992</i>
Address: <i>16327 Lakeview Dr.; Jersey Village, TX 77040</i>	To: (mo.) <i>3</i> (yr.) <i>2005</i>
Job Title: <i>City Manager</i> # of Employees Supervised: <i>90</i>	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Duties: <i>Administration of all departments and operations of a full service city of 7,000.</i>	Starting salary: \$ <i>50,000</i>
	Ending salary: \$ <i>83,000</i>
	Department: <i>ADMINISTRATION</i>
	Supervisor: [REDACTED]
Reason for leaving: <i>To take the job in Palestine</i>	Phone Number: [REDACTED]
APPLICANT CERTIFICATION - READ CAREFULLY BEFORE SIGNING: I hereby certify that each answer to the questions herein and all other information furnished is true and correct. I further certify that all such answers and information constitutes full and complete disclosure of my knowledge with respect to the question or subject matter. I understand that any incorrect, incomplete, exaggerated or false information furnished by me will subject me to disqualification or to discharge at any time. If employed by the City of Arcadia, I agree to comply with all its orders, rules and regulations. I hereby authorize my former employers, schools and character references to give any information regarding my employment and to furnish any other information they may have concerning me. I understand that final approval of employment may depend upon satisfactory completion of a criminal background check, consumer credit check report, driver's license verification, and a post-offer employment physical examination and/or fitness for duty exam, including a drug/alcohol screen per F.S. 112.0455.	
Date: <i>3/15/2015</i>	Signature of Applicant: <i>R. D. [Signature]</i>

VOLUNTARY - CONFIDENTIAL
EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

The following information is voluntary and will be used in our Affirmative Action Program reporting. This information is confidential. It is kept separately from your application and is not used to evaluate your qualifications. Thank you for your cooperation.

Name: Raymond Dale Brown Date: 3/15/2015 Female Male

CHECK THE RACE/ETHNIC GROUP WITH WHICH YOU IDENTIFY:

White Black Hispanic Asian or Pacific Islanders American Indian or Alaskan Native

CHECK IF ANY OF THE FOLLOWING ARE APPLICABLE:

Vietnam Era Veteran Disabled Veteran Status Disabled Individual

Position(s) Applied For: City Administrator

For Affirmative Action Officer's Use Only - Placement Information

Dept./Div. #: _____ Position: _____ Date of Placement: _____

Cut Here _____

Name RAYMOND DALE BROWN

Thank you for submitting your application to the City of Arcadia. We would like to know how you heard about the open position. Please complete this form by checking the appropriate referral source.

- | | |
|---|--|
| <input type="checkbox"/> The City's Web Site | <input type="checkbox"/> Peace River Shopper |
| <input type="checkbox"/> City Employee Referral, Name _____ | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Florida League of Cities | <input type="checkbox"/> Walk-in |
| <input type="checkbox"/> Walk - In | <input checked="" type="checkbox"/> Other <u>SGR Website</u> |
| <input type="checkbox"/> Heartland Workforce | |