CITY MANAGER



INTERVIEW PORTFOLIO





January 22, 2025

Fort Lauderdale City Commission City of Fort Lauderdale 100 North Andrews Avenue Fort Lauderdale, FL 33301

Dear Mayor and Commissioners,

This report contains the application materials for the two candidates selected for an interview on Tuesday February 4th.

For use in the selection process, the enclosed materials provide each candidate's career overview and comparative data, resume and application materials.

We look forward to being of continued assistance as you conclude this recruitment.

Best wishes,

Dele Lowman Senior Consultant

City of Fort Lauderdale, Florida City Manager

Recommended for Interview

Presented in Alphabetical Order

Candidate 1	Jason Davis Deputy County Administrator Board of County Commissioners, Saint Lucie County, Florida
Candidate 2	Rickelle Williams Assistant City Manager City of Miami Beach, Florida

Brochure



CITY MANAGER FORT LAUDERDALE, FLORIDA



CITY MANAGER FORT LAUDERDALE, FLORIDA



THE POSITION IN BRIEF

Fort Lauderdale, Florida seeks a sophisticated and highly skilled municipal executive to serve as its next City Manager. This high profile position is appointed by and serves at the pleasure of the City Commission and manages a total budget of over \$1 billion. The City Manager also leads a workforce of almost 3,000 employees, 87% of whom belong to collective bargaining units.

THE CITY

Fort Lauderdale is a community of 184,255 on 35 square miles situated along the New River and the Atlantic Ocean. Located 42 miles south of Palm Beach and 28 miles north of Miami, Fort Lauderdale is the county seat of Broward County. It is part of the Miami-Ft. Lauderdale-West Palm Beach Metropolitan Statistical Area, a region with a population of approximately 6.18 million, and was recognized as an <u>All-America City Hall of Fame</u> inductee in 2023.

Known as the "Venice of America" and the "Yachting Capital of the World" for its 300 miles of canals and inland waterways, marinas, and yacht clubs, Fort Lauderdale is the host perfect host for the annual <u>International Boat Show</u>. The city is also home to the <u>Florida Panthers</u>, the 2024 NHL Stanley Cup winners, and <u>Inter Miami CF</u>. Offering beauty, leisure, and major league sports in a temperate climate, it's no wonder Fort Lauderdale is also known as "the city you never want to leave"!

The Fort Lauderdale-Hollywood International Airport (FLL) and Port Everglades are just a short drive from the city center. The airport offers direct flights to nearly 140 cities in the U.S., Canada, the Caribbean, and Central and South America, while Port Everglades is the third busiest cruise port in the country. Additionally, Miami International Airport and the Port of Miami are less than an hour's drive from the city, making Fort Lauderdale an ideal location for business, leisure, and international travelers.

The city is accessible via Interstates 95 and 75, U.S. Highway 1, and the Florida Turnpike. However, there are multiple alternatives to driving, including the <u>Brightline</u> high-speed passenger rail line which runs north and south between the downtowns of Miami, Fort Lauderdale, West Palm Beach, and Orlando multiple times each day. The city is also served by Broward County Transit, the <u>Tri-Rail</u> commuter line, and long-distance passenger rail service through Amtrak.

CAM 25-0060 Exhibit 1 PAGE 2 Page 6 of 27 The thriving business community is anchored by the downtown business district and the tourism industry. Fort Lauderdale is home to nine of the county's largest employers, including Broward Health, AutoNation, Citrix, Kaplan, Broward College, and Kemet Corporation; however, hundreds of smaller employers in hospitality, boating, arts and culture, and other industries buoy the city's economy.

Fort Lauderdale offers a vibrant life for residents and visitors, including a host of arts, culture, entertainment, and recreational amenities. In addition to pristine Fort Lauderdale Beach, fans of the outdoors can enjoy hiking, canoeing, and camping at Hugh Taylor Birch State Park. The Riverwalk Arts & Entertainment District runs east to west along the popular Las Olas Boulevard with access to the Broward Center for the Performing Arts and a range of shopping, dining, and nightlife offerings. The city is also home to the Stranahan House, the Bonnet House Museum & Gardens, the African American Research Library & Cultural Center, the Stonewall National Museum & Archives, and many other unique historical and cultural amenities.

Fort Lauderdale has 63 recognized neighborhood associations along with many active boards, committees, and civic organizations. Caribbean, Latino, and LGBTQ communities contribute to the diversity of the city and a welcoming atmosphere that makes it easy for residents of all backgrounds to get connected and get involved.

Broward County Public Schools serves nearly a quarter million students through more than 300 schools and technical centers, including some of the top-ranked high schools in the country. Barry University, Nova Southeastern University, Keiser University, and Broward and City Colleges call Fort Lauderdale home along with a satellite campus for Florida Atlantic University.

DEMOGRAPHICS & RELATED DATA

(Source: U.S. Census Bureau)

Median Age **43.2** years

Median Household Income \$75,376

Median Home Value \$417,600

Race/Ethnicity

White only, **54.7**%; Black only, **29.3**%; Two or more races, **11.3**%; Hispanic/Latino ethnicity, **19.8**%; All other races, **1.9** %

Educational Attainment

High school diploma or higher, **89.6%**

Bachelor's degree or higher, 40.3%

Advanced degree, 15.5%

Average Travel Time to Work **26.3** minutes



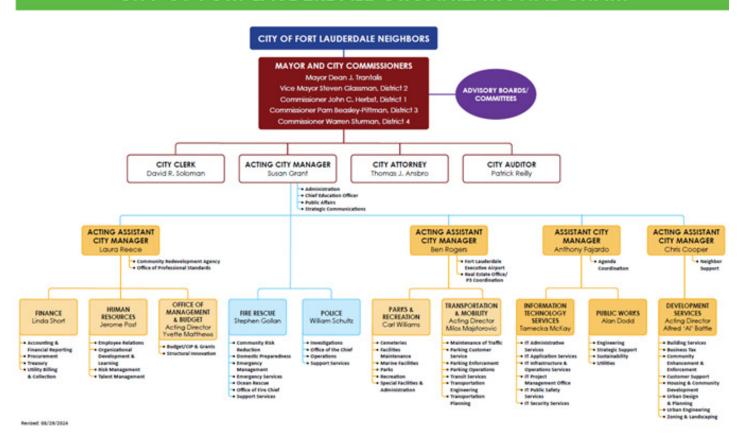
THE CITY GOVERNMENT

The City of Fort Lauderdale operates under the commission-manager form of government. Four City Commissioners are elected by districts while the Mayor is elected at-large. Mayor and Commission races are non-partisan, and members are limited to three consecutive four-year terms. The City Manager is appointed by and serves at the pleasure of the City Commission and has administrative oversight responsibility for all city operations and staff.

Fort Lauderdale has a FY2025 proposed budget of \$1.19B and 2,860 full-time equivalent (FTE) employees across all funds. This represents an 11.3% increase over FY2024 and maintains a stable millage for the 18th consecutive year. Because the millage has remained constant, the budget is driven by the city's steady growth, which averages 0.8% per year.

Under the organization's current configuration, the City Manager oversees 10 departments with the support of four Assistant City Managers; the Police and Fire Chiefs report directly to the City Manager. The leadership team is a healthy mix of longer-tenured and newer department heads who possess deep subject-matter expertise in their respective areas and share a strong sense of interdependence and camaraderie.

CITY OF FORT LAUDERDALE ORGANIZATIONAL CHART



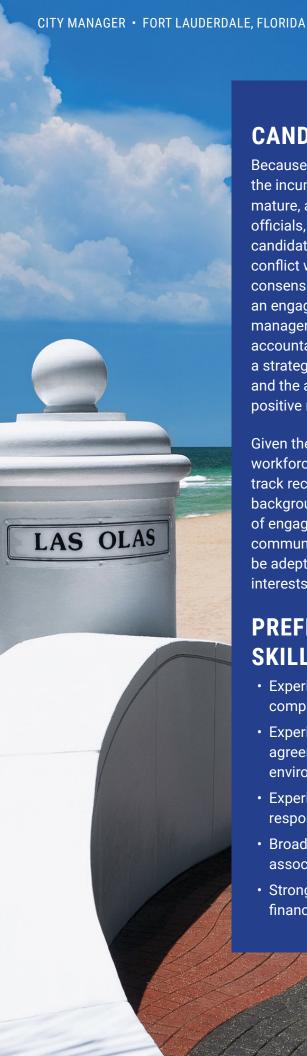


KEY PROJECTS AND PRIORITIES

The incoming City Manager should be prepared to address a number of ongoing and imminent priorities, projects, and challenges:

- Facilities & Capital Projects Construction
 of a new police headquarters is ongoing, and a
 new water treatment facility is scheduled to come
 online in two years. The City Manager must also
 address inflationary impacts on the 2019 Parks
 Bond initiative and constructing a new City Hall
 after severe flooding damaged the old building.
- Infrastructure Needs The "FORTify Lauderdale" program is a set of initiatives in the Stormwater Master Plan designed to improve resilience and mitigate the effects of climate change on vulnerable neighborhoods. The City is also subject to two current and two pending consent orders that will require infrastructure investment and improvements.
- Homelessness & Housing Affordability –
 The passage of HB 1365 outlawing public camping and sleeping necessitates short- and long-term strategies to mitigate homelessness and address housing affordability.
- Collective Bargaining All collective bargaining agreements are currently settled. Negotiations with Teamsters and the Federation of Public Employees (FOPE) may begin in the spring of 2025, while the International Association of Firefighters (IAFF) and Fraternal Order of Police (FOP) contracts expire September 30, 2026.
- Organizational & Financial Management
 The next City Manager will need to formalize internal processes and implementation of the strategic plan in order to facilitate collaboration, operationalize the values, and enable the city to operate effectively within existing budget constraints.





CANDIDATE PROFILE

Because the City Manager is a highly visible role, the incumbent must be poised, professionally mature, and able to earn credibility with elected officials, employees, and the public. The ideal candidate will demonstrate the ability to navigate conflict with confidence and tact and build consensus around shared priorities. They will be an engaged, active leader who empowers their managers to make decisions while maintaining accountability for results. They will demonstrate a strategic, data-informed management approach and the ability to cultivate a productive team with positive morale.

Given the makeup of the community and workforce, the incumbent must demonstrate a track record of valuing individuals with diverse backgrounds and identities. There is a high level of engagement from the public and business community, and the City Manager must therefore be adept at understanding and balancing the interests of various stakeholders.

PREFERRED KNOWLEDGE, SKILLS, AND EXPERIENCE

- Experience in a full-service municipality of comparable size, complexity, and diversity
- Experience negotiating collective bargaining agreements and leading in a unionized environment
- Experience managing complex emergency response events
- Broad grasp of the functions and dynamics associated with a growing city
- Strong grasp of municipal budgeting and finance



QUALIFICATIONS

Bachelor's degree in public administration, business administration, finance, or other related area. Fifteen years of progressively responsible experience, of which five years must include senior management/senior administrative local government experience. Master's degree preferred. **Residency within the city of Fort Lauderdale is required**.

COMPENSATION & BENEFITS

Salary negotiations for highly qualified candidates are expected to start in the \$300,000 range. The City of Fort Lauderdale provides a range of benefits to its employees. Details can be found on the Employee Benefits website.

HOW TO APPLY

Apply at www.GovHRjobs.com with a cover letter, resume, and contact information for five professional references by **November 15, 2024**. Confidential inquiries may be directed to Dele Lowman, MGT Senior Consultant, at (847) 380-3240 x141.

The State of Florida has strong public records laws. Candidates are advised to be aware that all aspects of this recruitment are open to public records requests throughout the process.



Candidate 1

Jason Davis

Contact Information

Address: 519 SE Villandry Way Cell: 561-460-1077

Port Saint Lucie, Florida 34984

Email: jasonbriandavis@gmail.com

Education

• Doctorate - Organizational Leadership Nova Southeastern University, Fort Lauderdale, Florida

• Master of Business Administration Nova Southeastern University, Fort Lauderdale, Florida

• Bachelor of Science - Criminology Florida State University, Tallahassee, Florida

Work History

2023 to Present Board of County Commissioners, Saint. Lucie County, Florida

(population 359,000)

Deputy County Administrator

2007 to 2023 Board of County Commissioners, Palm Beach County, Florida

(population 1.5 million)

2019 to 2023 Division Director, Palm Beach County Water Utilities

2007 to 2019 Assistant Director, Facilities Development and Operations, Electronic

Services and Security

1996 to 2007 <u>Facilities of Mass Public Assembly</u>

Director Security Operations

Data Summary:

Candidate:	Jason Davis
Organization:	Board of County Commissioners, St. Lucie County, Florida
Position:	Deputy County Administrator
Organization Budget:	\$755 million
Department Budget:	\$142 million
Total Number of Employees in Organization:	924
Total Number of Employees in Department:	400
Expected Salary:	\$325,000
Reporting Relationship:	County Administrator
Years of Experience:	28

Professional Affiliations:

- Florida City and County Management Association
- International City/County Managers Association
- Florida Association of Counties
- Florida League of Cities

JASON DAVIS

Chief Administrative Officer

Phone: 561.460.1077
Email: jasonbriandavis@gmail.com
Address: Port St. Lucie, FL

10/15/2024

GovHR Jobs

Dele Lowman; MGT Senior Consultant

This letter is regarding my interest in discussing the Fort Lauderdale, FL City Manager opportunity. After reviewing the opportunity, my 20+ years' leadership experience, advanced degrees in organizational leadership, and continuing education in operations align well with the recruitment. Additionally, my experience in one of the largest, most populated counties in the southeastern United States affords me the perspective to drive success. I excel at strategic planning, data driven metrics, process improvement, team development, and stakeholder engagement.

Over my career, I have had the opportunity to lead numerous teams to include Human Resources, Information Technology, Facilities, Fleet, Real Estate, Capital Improvements, Libraries, Parks and Recreation, and Water Utilities. I have served as the Courts/Law Enforcement liaison for the Sheriff, Court Administrator, Chief Judge, Fire Rescue, State Attorney, and Public Defender. I have been fortunate to be mentored by some of the best minds in government with my teams earning international recognition for efficient and effective operation. Major projects in my career include the largest capital project in Palm Beach County history, being recognized as the first utility in North America to earn ISO55001 certification, developing numerous I.T. platforms, and creating a culture of high performance at every level.

In addition to being a positive energy, I pride myself on the diverse teams I have built and guided. I constantly push my teams and myself to evolve and grow with industry best practices. I strive to foster a team environment with an empowered staff- a culture of excellence. I have hosted interns, taught courses for high school, college, and professional audiences, and I am well versed with remote business applications.

Other intangibles I offer include my vast professional network and my commitment to community. I am heavily involved in numerous community outreach programs, volunteering hundreds of hours with several local organizations. Additionally, I am seasoned in emergency response having been the communications leader during activation of our County Emergency Operations Center.

I welcome the opportunity to discuss this opportunity further at a time consistent with your schedule.

Sincerely, Jason Davis

JASON DAVIS

CHIEF EXECUTIVE OFFICER / CHIEF OPERATING OFFICER / BOARD OF DIRECTORS

Servant Leader | jasonbriandavis@gmail.com | 561-460-1077 | www.linkedin.com/in/jasonbriandavis



PUBLIC AND PRIVATE SECTOR CHIEF EXECUTIVE

Transformational leader accomplished in optimizing processes throughout the entire business cycle and building sustainable systems. Influential change agent known for maximizing new business development, logistics management, and employee performance while leading teams from a broad spectrum- merit, at-will, union, and executive level staff. Approachable and talented at connecting with diverse audiences, clearly articulating organizational vision, and galvanizing teams around a shared mission. Natural team leader skilled at resolving conflicts and problems by leveraging skills in communication and critical thinking to create win-win situations. Core competencies include strategic planning, fiscal and administrative skills, and project management. Respected for:

- GAME-CHANGING STRATEGIES: Championed as first government entity to perform NFPA response for fire alarms cutting expenses by 50% and greatly improving response time.
- INTERNATIONAL PROJECT MANAGEMENT: First water utility in North America to achieve ISO55001 certification for Asset Management; award-winning utility for operations management.
- PROFOUND BUSINESS TRANSFORMATIONS: AAA Bond Rating across all three rating agencies; saved \$14M in first year of appointment with budget review analysis.

ALSO NOTABLE:

United Way Community Champion | Active Board Member | Decorated Servant | Doctorate Organizational Leadership

PROFESSIONAL EXPERIENCE

Board of County Commissioners, St. Lucie County, FL

Deputy County Administrator, Present

Operationalize strategic, community-focused initiatives, optimizing creative synergies among these initiatives while championing collaborative communication, forward thinking, and operational excellence. Serve at the will of the Board for County initiatives and guide teams in line with the Strategic Plan. Oversee five county departments comprising approximately half of the county team.

Enabled positive culture change by creating a family environment and fostering growth at every level.

- Opened exciting education opportunities, developed apprentice and intern programs for trades and specialized skilled positions.
- Empowered staff to handle business; eliminated unnecessary layers of supervision ultimately streamlining business processes.

Board of County Commissioners, Palm Beach County, FL

Division Director, Palm Beach County Water Utilities, 2019 to 2023

Oversaw teams from four operational divisions while leading and motivating direct reports to peak performance levels across large operational area. Continually improved manufacturing, contract management, purchasing, inventory management, and operations planning, distribution, sustainability, and operations output. Prioritized operational excellence and growth, building robust product pipeline, enabling efficient launches, and designing effective systems around best practices. Award winning utility recognized for safety, operations and maintenance, and fiscal excellence.

Positively impacted every aspect of the business:

- Reliability Uptime Award Winner
- → Oversaw construction and renovation for plants, repump stations, and distribution
- Served as Utility Team Lead for Emergency Operations response team; authored COOP plan
- Saved \$14M in first year, implementing budget and purchasing controls.
- Optimized supply chain and plant productivity. Devised strategies for inventory and business continuity for operation.
- Positively impacted careers of 500+ employees by cross training and employee development programs, which improved leadership skills, project management, problem solving, change management, and business acumen.



Protected employees, keeping them safe, healthy, and productive by investing heavily in employee safety programs and training. Zero negative impact to operations from the COVID outbreak due to robust pandemic plan.

JASON DAVIS, PAGE 2 OF 2

Servant Leader | jasonbriandavis@gmail.com | 561-460-1077 | www.linkedin.com/in/jasonbriandavis



Board of County Commissioners, Palm Beach County, FL

Assistant Director, Facilities Development and Operations, Electronic Services & Security, 2007 to 2019

Owners' rep for construction/renovation/decommission of general government sites, jails, libraries, courthouses. Master Planning- 30-year strategic planning efforts in alignment with County initiatives, KPIs. Disaster response and mitigation- county rep for communications in disaster activations; aided in development of pandemic plan. Developed and led presentations for boards, internal and external stakeholders, and third-party evaluators.

Oversaw largest capital project in history of department.

 Completely overhauled struggling section to become a high performing team by breaking down silos and bringing structure and accountability to a very talented team.

Facilities of Mass Public Assembly

Director Security Operations, 1996 to 2007

11 years' developing and implementing private sector security and loss prevention programs. Evacuation procedures, CPTED reviews, emergency response, executive protection, investigations, surveillance, physical security applications to include lighting, door hardware, card access, training and development of staff, operating and capital budget, KPI monitoring, special events.

Service minded approach to security and life safety for Fortune 500 companies.

- Facilitated Special Duty program to generate previously uncaptured revenue.
- Created first ever Downtown Security Alliance.
- Numerous commendations from local police and Secret Service.
- Developed over 50 team members to become respected leaders and top executives.
- Certified Protection Professional- ASIS

"Jason was a GREAT person to work with. Public Safety was his main concern and I felt safe at all times. He has a GREAT personality."

Jon Brown- Mullinax Ford

PROFESSIONAL GROWTH

Emergency Management Institute- 50+ NIMS Courses
Leadership Palm Beach County Graduate
NACo High Performance Leadership
Certified Government Executive

EDUCATION

Doctorate, Organizational Leadership, Nova Southeastern University, FL Master of Business Administration (MBA), Nova Southeastern University, FL Bachelor of Science in Criminology, Florida State University, FL

AFFILIATIONS

Florida City and County Management Association International City/County Management Florida Association of Counties Florida League of Cities

The servant-leader knows, "my success comes from your success."
-Robert K. Greenleaf

Candidate 2

Rickelle Williams

Contact Information

Address: 55 Northwest 154th Street Cell: 786-356-2747

Miami, Florida 33169

Email: rickellewilliams1@gmail.com

Education

• Master of Public Administration Florida International University, Miami, Florida

• Master of Arts – Mass Communications University of Florida, Gainesville, Florida

• Bachelor of Arts – Liberal Studies/Communications Florida International University, Miami, Florida

Work History

2020 to Present City of Miami Beach, Florida (population 80,000)

8/2024 to Present Assistant City Manager

4/2024 to 7/2024 Interim City Manager

2022 to 2024 Assistant City Manager

2020 to 2022 Economic Development Director

2017 to 2020 <u>Dania Beach Community Redevelopment Agency, Dania Beach, Florida</u>

Executive Director

3/2017 to 11/2017 Miami-Dade County, Florida (population 2.687 million)

Economic Development Manager

6/2006 to 8/2006 & 2014 to 2017 City of Miami Gardens, Florida (population 111,000)

2014 to 2017 Capital Improvement Projects Coordinator

6/2006 to 8/2006 Administrative Assistant – Parks and Recreation

Work History, Continued

2013 to 2014 Housing Finance Authority of Miami-Dade County, Doral, Florida

Project Development Analyst/New Media Specialist

2011 to 2013 <u>Hibiscus Roofing and Construction, Miami Gardens, Florida</u>

Project Coordinator

2010 to 2011 Patent Assistance Worldwide, Doral, Florida

Technical Writer, Manager

Data Summary:

Candidate:	Rickelle Williams
Organization:	City of Miami Beach, Florida
Position:	Assistant City Manager
Organization Budget:	\$952 million
Department Budget:	\$215 million
Total Number of Employees in Organization:	2,200
Total Number of Employees in Department:	150
Expected Salary:	\$325,000
Reporting Relationship:	City Manager
Years of Experience:	18

Professional Affiliations:

- International City/County Management Association
- Miami-Dade City/County Managers Association
- Florida Redevelopment Association
- International Economic Development Council

COVER LETTER

November 15, 2024

City of Fort Lauderdale 1 E. Broward Blvd. Suite 444 Fort Lauderdale, FL 33301

Honorable Mayor & Members of the Fort Lauderdale City Commission,

It is with excitement and optimism that I write to express my interest in the Fort Lauderdale City Manager role. As a longtime South Florida resident, I recognize the significant role Fort Lauderdale plays within the broader community and region. Upon my review of the position description and requirements, I am confident my background, experience, skills and leadership qualities would be an asset to your senior executive team.

Professional public service has been one of the greatest honors of my life. Through leadership positions in multiple communities, I have helped to uplift people, lead teams, and make a meaningful difference. For over 11 years I have excelled at progressively responsible public sector roles, including seven years at the executive level. I have had the privilege of garnering experience and exposure, including in Dania Beach, Fort Lauderdale's neighbor to the south, and Miami Beach, a city with similar opportunities and challenges. My significant experience in economic and community development, project management, financial management, personnel development, strategic planning, operations, grant administration, performance improvement and policy have all shaped my career.

My tenure with the City of Miami Beach (average daily population over 200,000 including visitors) began in 2020 in my role as Economic Development Director. Given the opportunity to establish a newly formed department, I developed and executed a successful business retention, expansion and attraction strategy including, but not limited to, marketing, outreach, and incentive programs. In addition, I negotiated an Interlocal Agreement with Miami-Dade County to create a new community redevelopment agency slated to generate over \$400 million during its 30-year lifespan. I also negotiated public-private-partnerships (development and lease agreements) to promote cultural programming, affordable/workforce housing and office development.

In 2022, I was given the opportunity to serve as Assistant City Manager. I have overseen various portfolios of municipal departments including Economic Development, Housing and Community Services, Planning and Zoning, Parking, Tourism and Culture, and Transportation and Mobility. I have had responsibility for departmental portfolios with an aggregate operating budget ranging from \$193 million to \$204 million, capital budget of \$14 million to \$22 million and between 150 and 219 employees. In addition, my duties include management and oversight of the 1.4 million square foot Miami Beach Convention Center and campus, the City's \$9 million contractual partnership with the Greater Miami Convention and Visitors Bureau, as well as two community redevelopment agencies (special districts). I have also contributed significantly to securing public funding for the future 800-room Miami Beach Convention Center headquarter hotel and annual spring break planning and response.

Most notably, I was recently selected by the Miami Beach Mayor and City Commission to serve as Interim City Manager (chief executive officer), while a national search for a permanent replacement was conducted. During this period my duties included responsibility for over 2,200 employees, and an operating and capital budget of over \$930 million encompassing 22 departments including Police, Fire, Finance, Communications, and Intergovernmental Affairs. During this period, I was able to provide leadership to emergency/flood response, the annual budget development process (adopted at \$952 million), collective bargaining with various unions including, but not limited to, Fire and Police, and the appointment of the first woman fire chief in Miami-Dade County history. Exhibit 1

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COVER LETTER

The skills I have honed in the public and private sectors are relatable and transferable to the Fort Lauderdale community. I have experience with community and stakeholder engagement, public safety, budget development and financial management, planning/zoning and development, capital projects/infrastructure, general obligation bond programs, union negotiations/labor relations, homeless programs and services, community redevelopment agencies, affordable housing finance and development, transportation and mobility, parking management, and a host of other areas germane to Fort Lauderdale and the realities of managing a tourism and hospitality-based economy in a diverse, multicultural environment. With my diverse municipal background, I am certain I would provide strong, effective leadership as the Fort Lauderdale City Manager.

I am privileged to have been able to develop a career that allows me to grow personally and professionally and affirms the importance of strong leadership, accountability, perpetual preparation, and perseverance. Dedication to setting measurable goals and being tenacious and self-motivated has propelled me to find novel ways to add value and effectuate change. The opportunity to serve as City Manager would allow me to offer a unique perspective rooted in executive and senior-level management experience. I have the acumen, drive, and expertise needed to grasp complex issues, fins solutions and build consensus. If given the opportunity, I would bring a level of professionalism, fiscal prudence, and instinctiveness to the role.

I can lead with integrity and motivate by example, your team of professionals, to execute strategic direction, manage critical projects, and maintain positive and productive relationships with key stakeholders and regulatory agencies. My approach is to be open to new ideas, embrace innovation, and encourage critical thinking. I actively promote training and development to increase professional and personal competencies, and believe meaningful communication is key to a successful team. Moreover, I work well under pressure, set high achievable standards, and thrive on exceeding expectations. With your leadership and collaboration, it would be my privilege to join the City of Fort Lauderdale team as City Manager and help ensure the continued success of the organization. I would be honored by your consideration.

Sincerely,

Rickelle Williams

RICKELLE WILLIAMS

EXECUTIVE LEADER

rickellewilliams1@gmail.com

(786) 356-2747



Miami, FL

PROFILE

Effective administrator with seven years of senior executive leadership experience, strong business acumen and demonstrated success in project and personnel management, strategic planning, and financial stewardship. Adept at combining business-driven objectives with program planning and operations. Analytical thinker with focus on tactical implementation and solutions.

EDUCATION

Florida International University

- Master of Public Administration (MPA)
- Graduate Certificate Community Development
- Bachelor of Arts Liberal Studies/Communications

University of Florida

Master of Arts - Mass Communications

University of Miami

• Community Scholars in Affordable Housing Program (Cohort 1)

CREDENTIALS

Certified Economic Developer (CEcD)

International Economic Development Council

Project Management Professional (PMP)

Project Management Institute

LEED Accredited Professional (LEED AP)

Green Business Certification, Inc.

Redevelopment Administrator (FRA-RA)

Florida Redevelopment Association

KNOWLEDGE & EXPERTISE

- Budget Preparation & Resource Allocation
- Financial Analysis, Management & Reporting
- Personnel Development & Supervision
- Project and Program Management
- Strategic Planning
- Leadership
- Process and Performance Improvement
- Contract Negotiation and Management
- Public Relations, Oral and Written Communications
- · Grant Writing & Administration

EXPERIENCE

City of Miami Beach | Miami Beach, FL

September 2020 - Present (Multiple Positions)

Assistant City Manager

August 2024 - Present

- Reports to City Manager.
- Oversight of Economic Development, Parking, Tourism & Culture, and Transportation & Mobility Departments; Two Community Redevelopment Agencies; the Miami Beach Convention Center; and the City's partnership with the Greater Miami Convention and Visitor Bureau with an aggregate operating budget of \$193 million, \$22 million capital budget and approximately 150 employees.
- Implement legislation, policies, and initiatives in alignment with strategic plan and budget.
- Develop and manage personnel.
- Manage operations, compliance and reporting.
- Draft various documents and provide presentations to various stakeholder groups.

Interim City Manager

April 2024 - July 2024

- Reported to elected Mayor and City Commission.
- Oversaw 2,200 employees and 22 departments including Finance, Communications, Fire/Emergency Management and Police.
- Prepared \$952 million Annual Budget
- Oversaw collective bargaining with multiple
- · Managed stakeholder engagement, intergovernmental affairs, and community relations, etc.

Assistant City Manager

November 2022 - March 2024

- · Reported to City Manager.
- Oversaw Housing & Community Services, Planning & Zoning, Economic Development, Parking, and Transportation & Mobility Departments;

Two Community Redevelopment Agencies; the Miami Beach Convention Center; and the City's partnership with the Greater Miami Convention and Visitor Bureau with an aggregate operating budget of \$204 million, \$14 million capital budget and 219 employees. Exhibit 1

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EXPERIENCE CONTINUED

Economic Development Director

September 2020 - November 2022

- Reported to Deputy City Manager.
- Developed and executed business retention, expansion and attraction strategy including, but not limited to, marketing, outreach, and incentive programs.
- Negotiated public-private-partnerships (development and lease agreements) to promote cultural programming, affordable/workforce housing and office development.
- Administered small business assistance grants and technical assistance programs.
- Tracked and analyzed demographic, economic, and real estate data, and trends.
- Encouraged the formation and success of business improvement districts.
- Liaised with local and regional business organizations, advisory committees and community groups.

Executive Director

Dania Beach Community Redevelopment Agency (CRA) | Dania Beach, FL

November 2017 - September 2020

- Reported to elected CRA Board (Mayor and City Commission).
- Developed and managed annual budget.
- Recommended, developed, initiated and managed various programs and initiatives including City Center Public-private-partnership project, affordable housing, economic development programs and incentives, strategic marketing and rebranding, annual and monthly events, commercial and residential improvement programs, workforce training, urban farm and garden and capital projects.
- Identified/applied for grants and administered grant programs.
- Negotiated development and community benefit agreements.
- Developed strategic relationships and partnerships with stakeholders.
- Liaised with developers, investors, business owners, and real estate brokers to promote redevelopment.
- Marketed and promoted the redevelopment area via media, events, tradeshows, and associations.
- Prepared reports, requests for proposals, resolutions, and presentations.

Economic Development Manager

Miami-Dade County (Economic Advocacy Trust) | Miami, FL

March 2017 - November 2017

- Reported to Executive Director.
- Developed and implemented economic/community development initiatives including business attraction and workforce training in targeted urban areas in Miami-Dade County.
- Promoted and coordinated affordable housing programs.
- Developed and managed annual budget.
- Established partnerships with governmental and non-profit entities.
- Procured services and managed contracts.

Capital Improvement Projects (CIP) Coordinator

City of Miami Gardens (CIP) | Miami Gardens, FL

June 2014-March 2017

- Reported to Deputy City Manager.
- Managed all administrative operations and prepared technical reports.
- Developed and managed annual operating budget of \$7.5 million.
- Managed multi-year Capital Plan and Bond Implementation Plan for \$60 million General Obligation Bond (park facilities/public safety technology).
- Coordinated/managed multiple capital projects at various phases (planning, bidding, design & construction)
- Administered grant: identification, application, and reporting.
- Tracked/administered contracts and resource scheduling.
- Prepared bid packages and evaluated proposals.
- Developed and delivered visual/oral presentations to City Council/public.

EXPERIENCE CONTINUED

Adjunct Professor

Miami Dade College (School of Business) | Miami, FL

May 2014 - 2020 (Part-time)

- Reported to Dean of the School of Business.
- Taught lecture sections in Business Writing and Public Relations.

Project Development Analyst/New Media Specialist

Housing Finance Authority of Miami-Dade County | Doral, FL

September 2013 - June 2014

- Reported to Executive Director and Deputy Director.
- Performed research, strategic planning and implementation for affordable housing and bond financing programs and projects involving performance and process improvement, public land development, procurement, benchmarking, compliance, and reporting.
- Managed IT and web design contracts.
- Prepared and/or evaluated contracts, requests for proposals and submissions.
- Prepared reports and executive summaries, analyzed financial data, and made recommendations.
- Liaised with Miami-Dade County employees and elected officials.
- Developed web content and created/managed social media accounts and other communications collateral.
- Coordinated outreach programs and provided information/ assistance to the general public.

Project Coordinator

Hibiscus Roofing & Construction | Miami Gardens, FL

February 2011-August 2013

- Coordinated projects and managed vendors.
- Prepared reports and budgets.
- Processed payroll, maintained records, composed internal and external correspondence, managed invoices, processed orders, and scheduled meetings.
- Implemented communication strategies and marketing activities.
- Cultivated relationships with clients/vendors.

Technical Writer, Manager

Patent Assistance Worldwide | Doral, FL

January 2010 - February 2011

- Coordinated projects and managed vendors.
- Prepared reports and budgets.
- Processed payroll, maintained records, composed internal and external correspondence, managed invoices, processed orders, and scheduled meetings.
- Implemented communication strategies and marketing activities.
- Cultivated relationships with clients/vendors.

Administrative Assistant (Summer Position)

City of Miami Gardens (Parks and Recreation) | Miami Gardens, FL

June 2006 - August 2006

- Assisted with community relations, event planning, grant writing, external publications.
- Assisted with administration of summer enrichment programs.
- Helped process payroll, received the public in the office, answered phone calls, and kept records.

VOLUNTEER ACTIVITY

Youth Counselor and Drill Instructor, Maranatha Pathfinder Club

HONORS, AWARDS AND RECOGNITION

- Jamaica native leads push to lure companies to Miami Beach as city's top corporate booster, Miami Herald, 2022
- "Most Prominent and Influential Black Professionals" Award, Legacy Miami, 2023
- "40 Under 40" in Economic Development Award, DCI/Jorgenson Pace, 2023
- "Black Woman in Excellence" Award, Black Professionals Network Miami, 2024
- "Badass of the Year" Award (Badass Women of the Year), Miami Beach Chamber of Commerce, 2024

MEMBERSHIPS

- International City/County Management Association (ICMA)
- Miami-Dade City & County Managers Association (MDCCMA)
- Florida Redevelopment Association (FRA)
- International Economic Development Council (IEDC)
- Florida Housing Coalition (FHC)
- Project Management Institute (PMI)
- Urban Land Institute South Florida Chapter (ULI)