Howard

March 9, 2013

Dear City Officials,

I would like to submit my resume for the position of City Manager for Benson, Arizona. My educational background coupled with my work experience has provided me with an expansive working knowledge of local government entities and what they are facing now and in the future. Through my Economic Development and Management experience, I have created a very multi-dimensional knowledge and understanding of all the major areas facing communities in their future. I am very adept in addressing budget/funding issues, continuing and enhancing regional partnerships, and working to initiate legislative change that will be of assistance in the future if needed, along with addressing long-term development pursuits which provides an exceptional foundation that I possess for the City of Benson.

I fit the characteristics that I believe you are looking for in this position. I work well with others in determining, discussing, and constructing the needed plans to solve the current issues and working to develop the avenues to pursue for the best future paths of communities, as well as being willing to lead the way.

In my previous positions, I initiated a countywide economic development program that recognized and included all the communities within our county (8) in the development process. Promoting the intercommunication between everyone, a very important part of the development process and it produced significant progress in all areas of development, due to a coordinated effort to address all the aspects of an overall development program at a county level: Business Retention/Expansion & Recruitment, Neighborhood Revitalization, Planning/Zoning and Land Use, as well as overall planning for the long-term future. I have also managed two communities in their day-to-day pursuits as well as in their future planning process and have positioned them well through my management of their operations, so I know I do offer what the City of Benson is looking for in a City Manager.

I look forward to hearing from you in regard to this matter and can be reached at (320) 629-4822 or by email at djhky1@gmail.com.

Sincerely,

Donald J. Howard

Donald James Howard

18479 Liberty Road SE
Pine City, Minnesota 55063
E-mail: djhky1@gmail.com

EMPLOYMENT

City Administrator, Pine City, Minnesota, 2007- May 2012

➢ Chief Administrative Officer of the City

- Managed City Operations (> $10 million in budgets and projects each year)
  - Managed positive year ending budgets in each year and completed a utility (Water & Sewer) rate analysis to set new rates
  - Pursued refinancing/refunding of debt obligations (savings over $500,000, reducing future budget increases of about 5% per year)
  - Worked with Auditor to address better reporting of City's operations (Enterprise Funds—annual end of year position) and implementation of Fund allocations (restricted/nonrestricted balances) and management of TIF funds
- Managed 7 Departments (> 65 full and part time employees), including regional provision of Fire and Sewer services to surrounding townships (Contracted)
- Managed move of City Hall to new location, renovation of City Library Project--$400,000, with no tax dollars used and construction of New Fire Hall--$1,650,000
- Managed personnel classification/compensation and organizational restructuring and effectiveness, also successfully negotiated 3 Collective Bargaining Agreements (2007-2008, 2009-2010, 2011-2013)
- Worked with the Economic Development Authority in pursuing a long term Development Plan for the City and revising and implementing a new Revolving Loan Fund and assisted in the attraction of new businesses and assisted expanding businesses (1 with Revolving Loan Funds)
- Consummated an agreement with a private developer to complete a defaulted residential subdivision which secured $250,000 for the infrastructure completion
- Successfully worked with the State Legislature to recognize our region for the utilization of TIF programs for pursuing Tourism Development in our region
- Received a $600,000 allocation from Federal Legislators and $225,000 from the State of Minnesota for a Pedestrian Trail in our area
- Completed a $2 million road and water/sewer reconstruction project with a grant amount of $439,000 from USDA Rural Development (grant for radio read water meter replacement throughout the City)

Town Administrator, Windsor, Vermont, 2004-2007

- Chief Administrative Officer of the town and exercise general supervision over the property and business affairs of the town and expenditures of all monies appropriated in the budget ($3.5 mil-General Fund Budget, $1 mil-Water/Sewer Budgets) for town purposes. Prepared annual budget and capital expenditure budget proposal for the Town and responsible for its administration after adoption.

- Acted as Public Works Director with direct oversight and responsibility for all aspects of the Town's physical and public infrastructure – Highway, Bridge and Dam, and Cemetery maintenance, Solid Waste management, Parks maintenance, operation of the Water and Sewer plants (which included beginning work on a $5 million project proposal to USDA for upgrading water system infrastructure within the Town).

- Revitalized a Streetscapes project with construction of a Visitor's Center ($1 million dollar project-stagnated for a few years) while also working on another $1 million dollar FHWA (Federal Highway) appropriation for reconstructing a major road into a redevelopment area of town. Also, assisted in packaging a $17 million Housing Rehabilitation project that modernized a 72 unit complex into a 54 unit complex which was a unified effort of State, Local, and Non-Profit partners.

Community Economic Development Director, Clay County, Kansas, 1999-2004

- Developed Stage II of the Kansas Business Retention & Expansion survey to analyze local business issues and determine how to assist their needs. Worked to create a more integrated communications network between local groups, businesses, and governmental entities to form coalitions to address all areas of development.

- Worked with local businesses through local/state programs in assisting with KIT/KIR grant projects, MAMTC assistance, and a local revolving loan fund, which has injected over $40,000.00 to create and retain jobs over past two years.

- Participated in discussions with the County Commissioners in the management issues of the entire county, that included an entire revision and coordination of County Zoning Plan integrated with the 2 major Cities' Zoning Plans. Initiated a Neighborhood Revitalization Program throughout the county that has contributed about $4.5 million dollars in new growth over the first two years and a sales tax increase to address road and bridge infrastructural needs, which raised $350,000 in first year.

- Revised the County's Economic Development Strategic Plan while also building a network with regional and state organizations. Assisted Chamber of Commerce to recreate Clay Center's map/brochure, and helped to recreate the Milford Lake brochure, also created additional promotional pieces for county events/attractions. Created County Web page for County, Communities, Events, Attractions, and Business information. (www.claycountyks.org)

- Assisted in a Community Development Block Grant for a new County Health Facility and received $400,000.00, 2000. Also, worked with the Longford Rodeo Club on an Attraction Development Grant from Kansas Division of Tourism for enhancement of their rodeo grounds and received a $30,000.00 grant, 2001. Pursued Federal programs for funding of bridge and received $300,000 in 2001 and $1,500,000.00, 2002.

Research Assistant, Office of Local Government, K-State Research & Extension, 1997-1999

- Co-authored an *Industrial Targeting System* article, which was a major portion of my Master's thesis and is being published in the Review of Agricultural Economics Journal, 2002. The article was also presented at the 30th Annual Meeting of the Mid-Continent Regional Science Association. Co-Authored an *Economic Impact of Kansas Agriculture* article, which was presented at the Risk and Profit Management Conference, Manhattan, KS. August 1999 and published in the Kansas Business Review 23 (2000)3:1-9.

- Assisted in review of Kansas county budgets for use in preparation of the *Fiscal Conditions and Trends* report published by the Office of Local Government, Department of Agricultural Economics, K-State Research & Extension, 1999.

EDUCATION

M.S. Agricultural Economics, 1997-1999, Kansas State University
Thesis focused on creating an industry-targeting model for the Great Plains region which provides an econometric tool for rural development.

B.S. Agricultural Economics, 1992-97, University of Kentucky
Double majored in Agricultural Economics and Geography with an emphasis on rural economic development.

POSITIONS HELD

Pine City's Economic Development Authority Ex-Officio Member, 2007-2012
Working to establish a focused Economic Development effort for the City and have attracted a new manufacturer to our Technology Park, as well as working to locate a new manufacturing incubator facility in Pine City.

Member of the League of Minnesota Cities Policy Committee, 2008-2011
Participate in two Committees, the Local Economy and Fiscal Futures efforts to craft a better policy position for the League's effort to better advise the State Legislature on specific areas important to the future of Minnesota Cities.

Windsor Improvement Corporation Ex-Officio Member, 2004-2007
Represent the municipal perspective to the planning and pursuits of this Local Development Organization as they pursue development projects for the Town of Windsor.

Regional Planning Commission Member (Active Alternate), 2004-2007
Represent the Town of Windsor within this organization in the regional discussions and long range planning efforts for the future in all areas.

Vermont Government Finance Officers Association Member, 2005-2007
Participate in a professional capacity to assist in addressing the financial areas that Communities face and will face in the future through arranging Seminars and Conferences for representatives from Vermont towns can attend to broaden their understanding of the issues.

Solid Waste Representative for Town of Windsor, 2005-2007
Represent the Town of Windsor during a transitional period of ending a joint (state) regional Solid Waste District and creation of regional district of Towns in Vermont to manage the long term aspects concerning solid waste and recycling needs for the future.

President, North Central Kansas Rural Development Council, 2000

Met monthly and discussed rural economic development issues in the region and worked to create the organization's web page to promote Economic Development.

Board Member, North Central Regional Planning Commission, 2000 - 2004
Represented Clay County as active member of this organization in discussing planning elements of concern for our region's cities and counties for their future development and planning needs.

Treasurer, Kansas Hunting & Fishing Alliance, 2002
Worked with the Alliance in formulating plans for the promotion and dissemination of information about what Kansas has to offer in its outdoors., along with also being active in other state alliances to increase the exposure and economic impact to all of our communities.

Certified Grant Administrator, CDBG, Kansas Department of Commerce & Housing, 2000-2004.

Zoning & Planning Representative for Clay County and member of Kansas Association of County Planning and Zoning Officials, 2002.

CIVIC & PROFESSIONAL ORGANIZATIONS

ICMA Member, 2005-Present

Lions Member, 2007-Present
Work on local projects to help support community efforts throughout Pine City.

Rotary Club Member, 2005-2007
Actively participate in community projects to enhance cooperative and enhancing asset building throughout the Town.

Downtown Development Committee Member, 2005-2007
Participate in strategizing plans to increase cooperative activities between the Committee, the Chamber, and all businesses to coordinate downtown activities and illuminate the attractiveness of our Downtown and Business Community.

SKILLS

Proficient in the use of software packages for word processing, data management, statistical analysis, economic impact and analysis, and presentations.

- MS Word, Excel, Works, Access, Powerpoint
- Corel Word Perfect, Quattro Pro
- Arcview GIS (geographic information system software)
- IMPLAN (economic impact software)
- SAS and SPSS (statistical software)
- Fundbalance (Accounting software)
- Itron/MVRS (Utility Reading/Billing Software)

REFERENCES

Max Blaufuss, Owner/CEO
Lake Superior Laundry/Lakeside Medical Center
Pine City, MN
(320) 629-8044 (W)/(320) 629-2542 (W)

Robert L. Musgrove, Ph.D., President
Pine Technical College, Pine City, MN
320-629-5120 (W)

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Pine County, MN
(320) 216-4200

Bill Everett, Attorney
Everett & VanderWiel Law Firm
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Tim Auringer, (Mayor of Eagle Lake, MN)
Director of Business Development, Brunton Architects, Ltd.
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