Holsinger

March 18, 2013

League of Arizona Cities & Towns
City of Benson – City Manager Recruitment

To Whom It May Concern:

Please find attached a copy of my current resume and work related references, submitted as preliminary application for the position of City Manager. I would respectfully request "References" not be contacted until we establish a mutual interest for employment. Please notify me if a completed application is required prior to the screening process and I will submit one electronically; if possible.

I'm a results oriented manager with a "can-do" attitude coupled with ample municipal government experience acquired through serving in multiple organizational roles. I'm knowledgeable in specific aspects of Human Resources/Labor Relations, Risk Management, Procurement, Fleet & Facilities Management, Project Administration, and budgeting/fiscal analysis. My professional career has been developed on a "whatever it takes" philosophy.

I have served the City of Willows well and earned the respect of City Council and management staff. I've completed several significant projects with the City of Willows; such as development of the city's first web-site, including access to on-line muni-code, general plan, development standards, zoning maps, etc. I finalized a $10.5 million dollar WWTP upgrade in 2007 and celebrated this past year the third consecutive annual award for Waste Water Treatment Plant of the Year, from the State Water Resources Quality Control Board. We've recently completed installation of a Solar Power Generation Facility at the WWTP, at zero cost to the City of Willows, with estimated operational savings of approx $1.4 million over 25 years. I've been instrumental in the development and commencement of a Downtown Rehabilitation Project/Program resulting in over $100K of public/private improvements in our central downtown business core over the past couple years.

I'm an ideal candidate to assume the leadership role as the new Benson City Manager. My salary with the City of Willows was $100,400 annually, not including a $3600 auto allowance. Over the past four plus years, our management staff has participated in a voluntarily 10% wage & benefit reduction to accommodate the community's budgeting necessity. I'm currently paid approximately $90K yearly. This voluntary collaborative effort involves 100% Administrative Staff participation, with great morale and a collective sense of community benefit. I look forward to discussing with you the positive impacts I could bring to the Benson community. Thank you in advance for your consideration!!

Sincerely,
Stephen A. Holsinger

STEPHEN A. HOLSINGER
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MANAGEMENT EXPERIENCE

CITY MANAGER

City of Willows
August 2007 – Present

- RESPONSIBLE FOR ALL MUNICIPAL OPERATIONS
- POPULATION 6500 (approx) WORKFORCE - FTE's 28
- GENERAL FUND $3.5 Million TOTAL BUDGET $7.1 Million
- GF RESERVES $1.1 million June 2012
- FULL SERVICE CITY – except Water Utility (Cal Water Franchise)

ASSISTANT TO THE CITY MANAGER

CITY OF CLOVERDALE
JULY 2002 – JULY 2007

- RESPONSIBLE FOR CITY HUMAN RESOURCES FUNCTION
- ADMINISTER ALL CITY RISK MANAGEMENT AND WORKER COMPENSATION FUNCTIONS
- APPOINTED KEY ROLE IN LABOR RELATIONS & NEGOTIATIONS PROCESSES
- ADMINISTER SEVERAL CITY FRANCHISE AGREEMENTS & CONTRACT NEGOTIATIONS: INCLUDING WASTE MANAGEMENT, COMCAST, ANIMAL CONTROL
- PROVIDE MANAGEMENT SUPPORT FOR CITY MANAGER, CITY COUNCIL AND EXECUTIVE MANAGEMENT STAFF ON ACHIEVING ORGANIZATIONAL GOALS & OBJECTIVES

INTERIM CITY MANAGER

CITY OF CLOVERDALE
SEPTEMBER 2005 Thru DECEMBER 2005 – Temporary Assignment

- RESPONSIBLE FOR ALL MUNICIPAL OPERATIONS

NYE COUNTY GOVERNMENT
TONOPAH, NEVADA
APRIL 99 – JUNE 2002: **GENERAL SERVICES DIRECTOR**

- ADMINISTER ALL COUNTY FACILITIES MANAGEMENT, FLEET MANAGEMENT & PURCHASING/INVENTORY DIVISIONS
- DEVELOPED & IMPLEMENTED FIRST COUNTY-WIDE CENTRALIZED PROCUREMENT PROGRAM
- IMPROVED FLEET PRODUCTION ACCOUNTABILITY BY OVER 120%
- PROVIDED TRANSITIONAL MANAGMENT TO BOARD DIRECTED FLEET INTERNAL REVENUE FUND (i.e. "Motorpool Fund")

- SPEARHEADED NEW CONSTRUCTION COMPLETION ON $8 MILLION COURTHOUSE & JAIL PROJECTS
- DEVELOPED DEPARTMENTAL NEWLETTER "*GENERAL DELIVERY*" TO ENHANCE EMPLOYEE COMMUNICATIONS/MORALE THROUGHOUT COUNTY
- RE-ENGINEERED DIVISIONS ORGANIZATIONAL STRUCTURE TO ENHANCE EFFICIENCY & RECAPTURE $200K IN SALARY SAVINGS

CITY OF CAPE CORAL
CAPE CORAL, FL
MARCH 92 - MARCH 99

HUMAN RESOURCES DIRECTOR, FLEET & WAREHOUSE MANAGER, PERSONNEL SPECIALIST

- *ADMINISTER HUMAN RESOURCES FOR 1300+ MUNICIPAL EMPLOYEES*
- *EXPERIENCED LABOR NEGOTIATOR WITH SEVEN COLLECTIVE BARGAINING UNITS*
- *NEGOTIATED PREMIUM REDUCTIONS IN HEALTH BENEFITS CONTRACT RENEWAL*
- *ESTABLISHED MINIMUM TRAINING STANDARDS PROGRAM FOR SUPERVISORS*
- *FINALIZED IMPLEMENTATION OF TWO YEAR CITYWIDE RECLASSIFICATION PROJECT*
- *DEVELOPED BONUS PAY PLAN WITH ANTICIPATED SAVINGS IN EXCESS OF $750K*
- *REDUCED FLEET/WAREHOUSE STAFF BY SIX FTE & INCREASED PRODUCTIVITY 15%*
- *ADOPTED J.I.T INVENTORY METHOD WITH SIGNIFICANT ORGANIZATIONAL BENEFIT*

RELATED EXPERIENCE

LEE COUNTY PUBLIC HEALTH
FT MYERS, FL 8/88 - 3/92

RECRUITMENT, SELECTION, TRAINING & DEVELOPMENT

- *CONDUCTED INTERVIEWS TO ACCESS PSYCHOSOCIAL & HEALTH NEED PRIORITIES*
- *RECRUITED MASTERS PROGRAM CANDIDATES FOR LOCAL PRIVATE UNIVERSITY*
- *ORGANIZED & CONDUCTED WORKSHOPS TO REDUCE RISKS OF INFECTIOUS DISEASE*

PREVIOUS WORK EXPERIENCES

1970 THRU 1988
HIGH SCHOOL
THRU COLLEGE

CONSTRUCTION INDUSTRY EXPERIENCE (7 YEARS)
SALES & MARKETING EXPERIENCE (6 YEARS)
VARIOUS PART-TIME & SEASONAL JOBS TO SUPPORT COLLEGE EXPENSES

- *SET COMPANY RECORD FOR SPEED & EFFICIENCY AS CASHIER AT GROCERY CHAIN*

EDUCATION

MBA *SPRING 1991 NOVA UNIVERSITY, FT LAUDERDALE, FL*

BS PSYCHOLOGY *SPRING 1988 ST FRANCIS COLLEGE, LORETTO, PA*