207-266-7505 **STEPHEN J. GUNTY**
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Cover Letter

March 10, 2013

Mayor Toney D. King, Sr.
City of Benson
120 W. 6th Street
Benson, AZ 85602
Via Email: recruitment@azleague.org

c/o
League of Arizona Cities & Towns
1820 W. Washington St.
Phoenix, AZ 85007

Re: City Manager position

Dear Mayor King:

My diversified professional experience was earned over 25 years from five cities in three States as follows: **Chief Administrative Officer (CAO) / Human Resources & Labor Relations [15½ years], and Business Development [9½ years].** I achieved a Bachelors in Business Degree, a Masters in Public Administration Degree (Human Resources Thesis) and certification as an "EDFP" (Economic Development Finance Professional) by the National Development Council.

I competently managed the entire spectrum of Operations in complicated multi-function Unionized municipal corporations creating and controlling Budgets from $15 million to $88 million while supervising workforces between 60 to 600 employees serving populations of 8,000 to 66,000. My responsibility also included HR/Labor Relations (negotiated & administered 18 collective bargaining agreements), Purchasing, Public Safety, Public Works, Parks and Real Estate (valuation, contracts & property management).

I've contributed to significant Community and Economic Development successes including; comprehensive plans, community public relations and image enhancement campaigns, marketing and tourism promotion, business park development, airport improvements, bike trail and recreational development, ocean and lakefront development (beach issues, harbor/river dredging, dams, docks, boat launches), land acquisition and sales, housing rehab and demolition, brownfield remediation, and business attraction & retention.

My record shows the ability to establish and maintain positive relationships with active inter-governmental, business and community partnerships to accomplish goals. Using a collaborative diplomatic management style, I've been very project oriented, motivated and successful in; difficult start-up endeavors, organizational challenges, quality standards initiatives, economic development and guiding capital improvement planning, financing and revenue enhancement.

Attached is a summary resume with detailed achievements and several reference letters that attest to my character and accomplishments. I look forward to hearing from you.

Sincerely,

Stephen J. Gunty

Stephen J. Gunty, MPA, EDFP*

*Certified as an "Economic Development Finance Professional" by the National Development Council.
Member of the International City/County Management Association.

** *(see Resume & Achievements next 3 pages)* **

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Resume

Education

Masters in Public Administration: Human Resources - Governors State University Illinois
Bachelors in Business: Real Estate & marketing/management - Indiana University
Collective Bargaining: Tactics, Techniques & Table Manners - University of Wisconsin
Human Resource Management Certification Prep Course (SHRM) - Marquette University
"Economic Development Finance Professional" certified - National Development Council
Advanced Public Information Officer Training - Wisconsin Emergency Government

Career Summary & Management Style

Diverse experience: CAO / Human Resources / Labor Relations [15½ years], Business Development [9½ years]. Collaborative team-oriented Manager. Positive diplomatic personality. Adept at inter-governmental, business and community partnerships.

Skills / Knowledge

- **Human Resources / Labor Negotiations**
- **Administrative / Municipal Operations**
  - Department & Project Management
  - Budgeting / Fiscal Management
  - Purchasing / Bidding / Contracting
- **Planning**
- **Grantsmanship**
- **Community Public Relations**
  - Marketing & Communications
  - Legislative Support / Fundraising
- **Economic Development / Real Estate**
  - Business Park Development
  - Land Purchase / Sales / Environmental Issues
  - Facilities Maintenance / Housing Rehab

Position

TOWN MANAGER / HR DIRECTOR – OLD ORCHARD BEACH, MAINE *3/08 – 8/09*

9,000 permanent, 75,000 seasonal population – 80 employees – $25m All Funds with Schools, $10m General Fund Budget. Tourism oriented seaside resort Town. Oversee: Human Resources, Labor Relations (5 Union Contracts), Budget, Police, Fire, Public Works, Wastewater, Finance, Clerk, Planning/Community Development, Code Enforcement, Assessing. Assist with: Schools, Library.

Position

CITY MANAGER / HR DIRECTOR – ELLSWORTH, MAINE *4/04 – 6/07*

7,000 population – 74 employees – $22m All Funds with Schools, $8m General Fund Budget. Busy coastal city of 93 square miles. Gateway to Acadia National Park and Bar Harbor hosting 4 million annual tourists. Oversee: Human Resources, Labor Relations (3 Union Contracts), Budget, Roads, Police, Fire, Finance, Clerk, Planning, Economic Development, Code Enforcement, Water, Wastewater, Assessing, Harbor, Transfer Station/Recycling. Assist with: Schools, Library.

Position

ADMINISTRATIVE SERVICES DIRECTOR – WAUKESHA, WISCONSIN *5/02 – 12/03*
HUMAN RESOURCES DIRECTOR – WAUKESHA, WISCONSIN *7/01 – 4/02*

66,000 population – 520 employees – $88m All Fund Budget, $44m General Fund Budget. Largest suburb of Milwaukee. Hired as HR Director. Promoted 5/02 over new department to oversee: Finance, Budget, HR, Labor Relations (8 Union Contracts), Training, Major Contracts, Payroll, Safety, Risk Management.

Position

CITY ADMINISTRATOR / HR DIRECTOR – SPARTA, WISCONSIN *1/93 – 6/01*

8,300 population – 97 employees – $13m All Fund Budget, $4m General Fund Budget. Progressive rural county seat. Tourism economy supported by 119,000 summer bicyclists and 125,000 Ft. McCoy Army Base soldiers. Hired as 1st City Administrator to oversee: Human Resources, Labor Relations (2 Union Contracts), Budget, Police, Fire, Public Works, Water, Wastewater, Treasurer, Code Enforcement, Community Development, Airport, Library, Parks/Rec (Golf, Community Center, Swim Pool, Ice Arena lease).

Position

ECONOMIC DEVELOPMENT DIRECTOR – CALUMET CITY, ILLINOIS *7/83 – 12/92*

38,000 population – 340 employees – $62m All Fund Budget, $17.5m General Fund Budget. Largest south Chicago suburb. Area shopping mecca. Oversee: Community & Economic Development, Grants, Housing (Rehab, Demolition, Rental Inspection), Community Relations.

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Achievements

Human Resources / Labor Negotiations – (Achievements)

Negotiated / Administered 18 labor contracts

- Secured landmark Agreement on hours reduction Proposal for Wastewater Plant after instituting collaborative Labor/Management Committee process

Enhanced Employee Morale and Labor Relations

- Addressed employee salary inequities with merit and market-based wage adjustments
- Minimized grievances & handled progressive discipline process fairly & quickly

Created Organizational Efficiencies

- Re-structured municipal departments, policies & processes to achieve collaboration
- Revamped job descriptions, created performance reports & purchasing guidelines
- Recruited key supervisory & line positions. Standardized hiring process using rating sheets
- Studied Benefit Cost Reduction strategies and recommended Wellness incentives

Implemented Major Safety & Emergency Preparedness Initiatives

- Coordinator for Mayor's "Safe Buildings Safe People" 9/11 national emergency initiative
- Created reserve funds, warning siren, disaster plans & employee safety training

Administrative / Municipal Operations – (Achievements)

Managed multi-department Unionized Operations for 15½ years in municipal corporations:

- Finance, Human Resources / Labor Negotiations, Clerk, Public Safety, Public Works
  Parks & Recreation (bike trails, golf, pool, ice arena, community center, beach)
  Real Estate, Planning/Community Development, Code Enforcement, Valuation

Achieved Budget goals of financial restraint & accountability

- Preserved healthy surplus fund and dedicated reserves while minimizing tax increases
- Earned State financial incentive of $58 – 115k for 4 years by keeping Budget increase low
- Aggressively implemented detailed 19 indicator Financial Trend Monitoring System
- Updated / negotiated contracts: garbage, custodial services, assessor & airport base operator

Studied and recommended Sewer User Fee system

Planning – (Achievements)

Instituted community planning process after Citizen Referendum to retain 50 acre abandoned ballpark

Served on Portland Area Comprehensive Transportation System Policy Committee

Served as Chairman of "Sparta Comprehensive Plan Committee" guiding group of 40 citizens

Planned and directed major community growth and infrastructure improvements

- New facility construction (schools, Community Center, Public Works garage, Police Station, ice arena), lake & dam rehab, Water & Wastewater Plant upgrades, park improvements, bike trail extension, landfill & brownfield remediation, harbor dredge & dock project, streetscape beautification, roads & utilities.

Grantsmanship – (Achievements)

Transformed ailing CDBG Program into top ten County-wide for 9 years

- Applied & received $4.3 Million in Federal/State/County grants; $250k to $750k yearly budget for: streets, sewers, watermains, flood control projects, housing & demolition

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Community Public Relations – (Achievements)

Fostered inter-governmental partnerships

- Partnered with 4 Towns on landmark legislation defining ocean-front rights
- Oversaw review & implementation of State mandated School Consolidation Law
- Retained the Deke Slayton Space & Bike Museum through inter-agency cooperation

Involved in planning and response to crisis issues

- Responded to State tax reform initiative: apprised Council & public with impact analysis
- Addressed and Resolved subdivision flooding concerns
- Guided City through wastewater plant regulatory compliance with State environmental agencies
  - focused on inflow elimination, new plant siting, media and public relations
- Countered State attempt to develop boat launch/campground on City's sole drinking water lake
  - spearheaded negotiation efforts, moratorium response & surface water use ordinance
- Led regional emergency response & plan to a sudden bridge closure as Public Information Officer
- Spearheaded $5m landfill remediation project interfacing with State and affected subdivision

Community Leadership roles and economic development initiatives

- Chaired Business License Administrative Review Board
  - endorsed novel consent agreement approach to prevent license revocation
- Executive Manager - Calumet City "Certified City Project"
  - inspired 50 professionals to achieve quality standards for Illinois Certification Status
- Secretary/Asst.Treasurer - Calumet Region Industrial Development Assoc.
  - assisted 3 cities with unique inter-governmental redevelopment venture
- Chairman - "Certification Committee": Minority Economic Resources Corp.
  - led 12 cities efforts in affirmative action for contractors
- Chairman - Calumet City Housing Authority: innovated Affordable Housing initiatives
  - helped create & guide agency during its critical formative stage
- Oversaw Community Relations division (Fair Housing & Rental Inspection)
  - supervised staff of 6; responsible for 6,900 rental units in 1,700 buildings

Economic Development / Real Estate – (Achievements)

Diligently represented City in Real Estate activities

- Negotiated land purchases / swaps: water & wastewater plants, School
- Sold 3 Historic properties through cooperative process with Historic Preservation Commission
- Negotiated large reduction in utility company hydroelectric dam abatement request

Utilized innovative Financing Tools to stimulate economic development progress

- Stimulated major commercial development via use of State/City/Developer cooperation agreements
- Developed impact fee ordinance to fund needed transportation system improvements
- Constructed an applauded Tax Increment Finance Policy sympathetic to business & State guidelines

Developed 300 Acre Business Park

- Guided 14 projects leading to: 320 new jobs, 389,500sq.ft. of construction, $24m of investment, $2.2m Tax Increment Financing arranged, $404k Revolving Loans
- Invested in speculative construction of a 20,000 sq.ft. industrial building

Recommended, Managed & Promoted a Commercial/Industrial Enterprise Zone

- Stimulated 200 businesses on 2.4m sq.ft. of construction, $54m value, creating 3,300 new jobs