

City of Deltona

SPECIAL CITY COMMISSION MEETING
MONDAY, JANUARY 5, 2015
6:00 P.M.

DELTONA COMMISSION CHAMBERS
2345 PROVIDENCE BLVD.
DELTONA, FLORIDA

Mayor
John Masiarczyk, Sr.

Vice Mayor
Nancy Schleicher
District 4

Commissioners:

Mitch Honaker
District 1

Vacant
District 2

Heidi Herzberg
District 3

Brian Soukup
District 5

Chris Nabicht
District 6

Acting City Manager
Dale Baker

AGENDA

1. **CALL TO ORDER:**
2. **ROLL CALL - CITY CLERK:**
3. **PLEDGE TO THE FLAG:**
PUBLIC COMMENTS – Citizen comments limited to items on the agenda and will take place after discussion of each item.
4. **BUSINESS:**
 - A. **Ranking and selection of an individual to fill the remainder of the District 2 Commission seat.**
5. **ADJOURNMENT:**

NOTE: If any person decides to appeal any decision made by the City Commission with respect to any matter considered at this meeting or hearing, he/she will need a record of the proceedings, and for such purpose he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based (F.S. 286.0105).

Individuals with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk, Joyce Raftery 48 hours in advance of the meeting date and time at (386) 878-8500.



AGENDA MEMO

TO: Mayor & City Commission **AGENDA DATE:** 1/5/2015
FROM: Dale Baker, Acting City Manager **AGENDA ITEM:** 4 - A
SUBJECT: Ranking and selection of an individual to fill the remainder of the District 2 Commission seat.

LOCATION:

N/A

BACKGROUND:

Commissioner Barnaby submitted his resignation letter to the City of Deltona on May 28, 2014 with an effective date of December 31, 2014.

To be consistent with the process that was used to fill former Commissioner Lowry's seat and per the City Charter, the Commission vacancy was advertised on the City's website and in the newspaper, the deadline for applications was by 5:00 p.m. (end of business day) on Friday, December 19, 2014.

The purpose of this Special City Commission Meeting is to rank and narrow down the submitted applications from those individuals interested in filling the vacancy. For the appointment of the individual to fill the remainder of the term for the Commission District 2 seat to be made and that individual sworn in at the City Commission Meeting at 6:30 p.m. on January 5, 2015.

Applications have been received from the following interested individuals: Former Commissioner Webster Barnaby, Joseph R. Cerrato, David Clapsaddle and Diane J. Smith.

ORIGINATING DEPARTMENT:

City Clerk's Office

SOURCE OF FUNDS:

N/A

COST:

N/A

REVIEWED BY:

Acting City Manager

**STAFF
RECOMMENDATION
PRESENTED BY:**

City Clerk Joyce Raftery - That the City Commission rank and narrow down the submitted applications of those individuals interested in filling the District 2 Commission seat and appoint an individual as the new District 2 Commissioner for the remainder of a term to expire in November, 2016

**POTENTIAL
MOTION:**

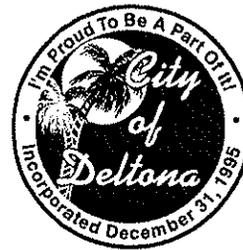
"I move to appointment _____ to District #2 City Commissioner for the remainder of a term to expire November, 2016."

**AGENDA ITEM
APPROVED BY:**

Dale Baker, Acting City Manager

ATTACHMENTS:

- Application - Former Commissioner Barnaby
- Application - Joe Cerrato
- Application - David Clapsaddle
- Applicant - Diane Smith
- Voting Sheet



Office of the City Clerk

Memo

To: Dale Baker, Acting City Manager
CC: Becky Vose, City Attorney
From: Joyce Raftery, CMC, City Clerk
Date: December 1, 2014
Re: Commissioner Barnaby's request to be re-appointed as District #2 Commissioner

Per my phone conversation today at 1:16 p.m. with Commissioner Barnaby he has requested the minutes from the regular City Commission meeting held on Monday, September 15, 2014 to be his official submission and request to be considered for re-appointment as District #2 Commissioner.

If you should have any questions regarding this issue or need any additional information please contact my office at 386-878-8502.


Joyce Raftery, CMC, City Clerk

1 picks up the children, collects the mail, never saw the notices sent by the City and found out about the
2 issue on August 6th. Commissioner Barnaby stated he meant no disrespect with regards to his request;
3 he wanted to see the issue resolved.

4
5 Commissioner Bellizio stated this is pathetic, how can the Commission operate the City on a fine for
6 over \$300,000 being lowered to \$1,000 and he asked what the cap was. Mr. Baker replied \$20,000
7 which was started by Mr. Cino some time ago to try to stop these types of fines. Commissioner Bellizio
8 stated he hopes City staff has a mechanism in place to avoid this and he apologized to the homeowners.

9
10 Mayor Masiarczyk asked if there were any other known code violations on the property and Mr.
11 Chaffers replied not that he knows of.

12
13 **Motion carried with members voting as follows:**

14		
15	Commissioner Barnaby	For
16	Commissioner Bellizio	For
17	Commissioner Denizac	For
18	Commissioner Nabicht	Against
19	Commissioner Schleicher	Against
20	Vice Mayor Herzberg	For
21	Mayor Masiarczyk	For
22		

23 **11. CITY ATTORNEY COMMENTS:** None.

24
25 **12. CITY MANAGER COMMENTS:**

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27 Acting City Manager Dale Baker stated he would like to schedule a workshop with the Council on
28 Aging (COA) to discuss improvements at the center because a roof is needed on the facility; there is
29 money in the budget and he would like some direction on what improvements the City wants to do.

30
31 Mayor Masiarczyk stated there are changes being made on the COA and it may behoove the
32 Commission to have a workshop first and wait to do a joint meeting as the current director is leaving the
33 organization.

34
35 Mr. Baker stated the Lobbyist is coming on October 6th at 5:30 p.m. before the regular Commission
36 meeting and Mayor Masiarczyk asked the City Clerk to send out a couple of notices advertising the
37 meeting.

38
39 **A. Lobbyist Update:**

40
41 **13. CITY COMMISSION COMMENTS:**

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43 a) Commissioner Barnaby stated he would like to stay on the Commission after his irrevocable
44 resignation date and a simple vote of the Commission could do that with his term starting January 1,
45 2015 for the remainder of his original term to expire November, 2016.

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47 Mrs. Vose stated the City Charter states the Commission would appoint someone to the vacancy within
48 30 days of the vacancy which is December 31, 2014.

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Commissioner Denizac asked Mrs. Vose to look at it further and Mrs. Vose replied he will be eligible, but it needs to become vacant and then it can be filled. Vice Mayor Herzberg asked Mrs. Vose if she could put the whole process in writing to clear up any misconceptions by the Commission and the general public.

b) Commissioner Denizac said Good Night, God Bless Deltona.

c) Commissioner Nabicht stated there was a great article in the News Journal for the Fire Department giving back to the Orange City community by raising money for the Childhood Cancer Foundation by raising \$6,000 by shaving heads and mustaches.

d) Commissioner Nabicht stated he would like the Commission to look at the way the Christmas holiday falls and to authorize the City Manager permission to grant staff the extra day off for the holidays, December 26th.

e) Commissioner Nabicht stated Mr. Everson cautioned the Commission for trying to pull the wool over the public's eyes by forcing residents to connect to sewer and he has never heard the Commission say it was going to make the residents connect to sewer. He stated the Commission and staff had the foresight to see that there is an aging infrastructure and an aging sewer plant that is almost at capacity. He stated the Commission needs to look 50 years forward at economic development and the growth of this community for secured funds to install a wastewater plant to serve the community and surrounding areas at a cost of \$24 million, what will be the return to the City is unknown, but there will be a significant return to the community. He stated nobody on the Commission intends to require existing residential properties to connect to a sewer system but if the State requires it the infrastructure will be in place to do so, it is impossible to think the Commission would put the burden of paying for the hookups on the backs of the residents, there would need to be long term funding from the Federal Government to make it affordable, nobody on this Commission would put someone in poverty, in time the City will have to look at alternative methods for capturing and removing sewer. He stated he takes great exception to Mr. Everson's comments that anyone on the Commission took a kickback and he takes great personal exception to his comments.

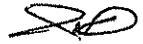
d) Commissioner Bellizio stated the Commission needs to be respectful to each other and the public and to be cognoscente of that when people step up to the podium.

e) Commissioner Schleicher stated she attended the ribbon cutting at the RaceTrack, she agreed with Commissioner Nabicht's comments and if sewers come in it will not be at the decision of the Commission, sewers have been talked about for years and the decision is coming from the State of Florida.

f) Vice Mayor Herzberg stated Florida League of Cities (FLOC) has two (2) events, other cities have done walk with a manager, invited schools to do tours and she would like the City to do something and she has sent contact information to Mr. Baker on it.

Vice Mayor Herzberg stated she chose to participate on the FLOC Legislative Policy Committee, had 1st meeting Friday, talked about upcoming bills, more than likely one of the policy statements from the board is going to be the septic tank issue and if Amendment #1 passes it will specifically dedicate one-third (1/3) of the real estate Doc Stamps toward springs and water cleanup including septic tanks and

12-04-14 P04:06 RCVD



WEBSTER BARNABY

EXPERIENCE

11/12-present City of Deltona Deltona, FL
Commissioner

- Attends City Commission Meetings
- Attends City Workshops
- Discusses and Votes on issues relating to Deltona
- Works with Staff and Commissioners
- Analyzes and Studies Budget, Ordinances and Regulations
- Assists with Residents and their concerns

11/94-present N.W.Y.C. Deltona, FL
District Manager

- Educating Clients on U.S. Laws before Congress
- Encouraging Clients to have a Voice in Washington, D.C.
- Working with Clients on the Benefits of being a member of N.W.Y.C.

11/91-11/94 WTLN Orlando, FL
Account Executive

- Worked in Advertising for then WTLN radio
- Worked to Increase Revenue through Advertising on WTLN radio

EDUCATION

1988-1990 Matthew Bolton College Birmingham, U.K.
 ■ Associate of Arts, Business

INTERESTS

God, my wife, my children, sports and rooting for the U.S. Naval Academy

WEBSTERBARNABY@GMAIL.COM

2242 EAST FAIBANKS DR • DELTONA, FL 32725 • PHONE (386) 848-2600

Petition

Petition Summary: This is to allow Commissioner Webster Barnaby, the only elected representative for Deltona District 2 to be re-appointed as our commissioner to complete his remaining term, which expires in November 2016. This decision is to be made in January 2015.

Action Petitioned For: We the undersigned are concerned citizens who urge the Full Deltona City Commission to re-appoint Commissioner Webster Barnaby to complete his remaining term, which expires in November 2016.

Date	Signature	Print Name	Address	Comments
12/8/14		Leon L. Caplan	1755 Fort Smith Deltona 32728	
12/8/14		David Schmitt	551 N. Glorvia Dr. - Deltona	
12/8/14		Billy Alsbrouks	144 CRAWL Key Ct Deland FL 32720	
12/8/14		MIKE KANSKI	631 ANTOINETTE ST. DELTONA 32725	
12/8/14		Evel Ortiz	2033 SW - OSW Dr.	
12/8/14	GINO	Pray for my son Peter		
12/8/14		Fernando Rivera	1470 Amy Circle Deltona	
12/8/14		Alanzo H. Leftwich	1361 old mill dr Deltona	God Bless!
12/8/14		Gloria Cover	2175 W. Firwood DR. Del.	
12/8/14		Desmond Francis	2175 W. Firwood DR. Deltona	
12/8/14		Lawrence E. Williams	2174 W. Firwood DR '17	
12/9/14		Carmen Frades	2166 W. Firwood Dr. Deltona 32725	
12/9		JUAN Merlino	2936 wild peppa Ave Deltona	
12/9		Sandra Perry	668 NW Firwood Dr Deltona 32728	
12/15		Edson Cover	2175 W. Firwood DR Deltona	

NDJ 2014

12/16/14

Mayor and Cit Commissioners c/o
Deltona City Hall
2345 Providence Blvd
Deltona, FL 32725

Dear Mayor and Commissioners,

It is a unique opportunity to be able to serve the residents of District 2 and the City of Deltona. I would be honored to be appointed the interim City Commissioner of District 2.

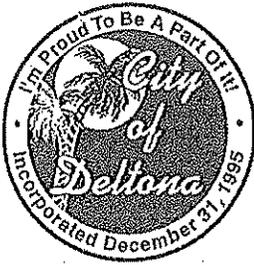
I have been a Deltona resident for over 25 years and have always taken an active interest in its success. I have volunteered with the City since its incorporation including the Comprehensive Plan Advisory Committee, Parks and Recreation Advisory Board and currently the Deltona Economic Development Advisory Board. My focus has always been smart development that benefits all residents of Deltona. The City has made some huge strides in recent years. I want to help continue this trend so we can have significant economic development and job creation in the very near future. I think this can be accomplished by working together and have always been a strong believer that cooperation and common sense can help achieve any goal.

I appreciate any consideration you can give me in appointment of the interim City Commissioner of District 2 and will uphold my oath faithfully and honorably.

Respectfully,

A handwritten signature in black ink, appearing to read "Joseph R. Cerrato", with a long horizontal flourish extending to the right.

Joseph R. Cerrato



**EMPLOYMENT
APPLICATION**

12/16/14
Today's Date

CERRATO JOSEPH R
Print Name in full: Last name, / First name M.I.

DISTRICT 2 INTERIM COMMISSIONER
Position you are applying for (Must be specific. "ANY" is not acceptable)

PLEASE READ BEFORE COMPLETING THE APPLICATION - This application must be completed in full. We ask that you please print or type and complete all items. Incomplete Applications Will Not Be Processed. Applications/resumes containing information that has not been requested may be rejected.

Applicants with disabilities may contact the Human Resources Department to request the accommodation needed to enable them to complete this application. The City of Deltona is an equal opportunity employer and will not discriminate, or tolerate discrimination, against any employee or applicant in any manner prohibited by law.

❖ Personal Information: 3253 ALWING CT DELTONA FL 32725
Street Address City State Zip

❖ Home Telephone No. (386) 848-3916 Alternate (386) 860-5200 Best time to call you ANY

❖ May we contact you at work? YES NO If yes, work number (386) 860-5200 Best time to call you DAYS

❖ Are you lawfully eligible to work in the United States? YES NO (Verification of eligibility will be confirmed upon employment)

❖ Are you at least 18 years of Age? YES NO Do you possess a valid Florida Driver's License? YES NO
 Operator CDL / Class _____

❖ Is your driver's license currently restricted, suspended, or expired? YES NO If yes, Please explain: _____

❖ Have you pleaded *nolo contendere* (no contest) to, participated in a pre-trial diversion, had an adjudication withheld, or been convicted of a first degree misdemeanor or a felony? YES NO
If yes, you must provide a full explanation on the blank page provided at the end of this application. Conviction of a crime alone typically will not disqualify you from being considered for employment. Factors taken into consideration include nature of infraction, remoteness in time & rehabilitation.

❖ Have you ever been employed by the City of Deltona? YES NO If yes, when and in what position? _____

❖ Does the City of Deltona employ any relative (by blood or marriage) or cohabitant of yours? YES NO If yes: provide name, relationship and department where they work.

Name _____ Relationship _____ Dept. where employed _____

Name _____ Relationship _____ Dept. where employed _____

❖ Referral Source: (please circle as applicable) 1 City's Website 2. Daytona State College 3. Internet 4. Walk-in
5. Public Library 6. One Stop Career Center 7. News Journal 8. Orlando Sentinel 9. Pennysaver 10. Other Publications
11. Word of Mouth 12. Other: _____

❖ Type of Employment Sought: Full Time Part Time Temporary

If you wish to mail this application send the complete application package to: City of Deltona Municipal Complex
• Attn: Human Resources Dept. • 2345 Providence Boulevard, Deltona FL 32725

❖ Have you ever been a member of the United States Armed Services? YES NO If yes, Entry Date: _____
 Discharge Date: _____ Branch: _____

❖ Are you currently a member of any branch of the military or naval reserves? YES NO

❖ Do you wish to assert Veterans' Preference? YES NO NOTE: You must submit your DD-214 and complete the Application for Veterans' Preference enclosed in this application by the closing date in order to be given Veterans' Preference consideration.

❖ Education: Circle highest grade completed - Grade School: 1 2 3 4 5 6 7 8 HS: 1 2 3 4 College: 1 2 3 4 Graduate: 1 2 3 4 **(4)**

	Name of School	Location	Major	Degree
High School	PENNSBURY HS	FAIRLESS HILLS, PA	GENERAL	Y
College	BUCKS COUNTY COMM COLLEGE	NEWTOWN, PA	CRIMINAL JUSTICE	AA
Graduate School	WEST CHESTER UNIV	WCHESTER, PA	CRIMINAL JUSTICE	BS+MS
Vocational School				
Other Training				

❖ Are you currently in pursuit of a degree? YES NO If yes, provide course of study and number of credits earned:

❖ **Specialized Skills:** List any pertinent skills or knowledge that you may have for example: computer software/programs; office equipment you can operate; machinery/heavy equipment you can or have operated; professional /occupational licenses and certifications you hold (i.e. mechanical, electrical, construction tools/equipment ; building inspector, CDL w. an endorsement, etc.). Be specific please.

Office Equipment:
COMPUTER PROFICIENT
Computer Software/Programs:
Machinery/Heavy Equipment:
Professional / Occupational License & Certifications:

❖ **Work History:** List ALL employment & volunteer experience, including temporary & part-time, for the past ten (10) years. Begin with present or most recent employer. Provide ALL information requested. Account for all periods of time, including unemployment and service in the Armed Forces. Include types of equipment operated. If you were employed under a different name, please enter that name and which employer(s) it applies to, on the blank page provided at the end of this application.

❖ May we contact your current employer? YES NO If no, when may we contact? _____

Current or Last Employer:		Dates Employed:	
BOGIN, MUNNS + MUNNS		From: 4/04 To: PRESENT	
Address (Number & Street)		Supervisor's Name & Title	
170 DELTONA BLVD, SUITE C		BRAN MUNNS - PARTNER	
City/ State/Zip Code		Your Job Title	
DELTONA, FL 32725		CASE MANAGER	
Reason For Leaving		Hours Worked Per Week:	
N/A		40	
Describe the work you do, or did, in some detail		Salary:	
SPECIALIZE IN PRE-LITIGATION PERSONAL INJURY CASES FROM INTAKE TO SETTLEMENT		\$ _____ Per: _____	

❖ **References:** List three (3) persons NOT RELATED to you who have knowledge of your character. Do not list former Employers.

Name and Occupation	Full Address	Telephone Number (must inc. area code)
1. <u>RANIER MUNOS</u> <u>ATTORNEY</u>	<u>2601 TECHNOLOGY DR</u> <u>ORLANDO, FL 32804</u>	<u>(407) 578-9696</u>
2. <u>SHARON HUGHES</u> <u>HOTEL GENERAL MGR</u>	<u>308 SUNRISE BLVD</u> <u>DEBARY, FL 32713</u>	<u>(386) 668-5758</u>
3. <u>SCOTT ZIRKLE</u> <u>ATTORNEY</u>	<u>2601 TECHNOLOGY DR</u> <u>ORLANDO, FL 32804</u>	<u>(407) 595-5840</u>

Thank you for completing this application form and for your interest in employment with us. The City of Deltona is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, gender, national origin, legally recognized-disability, or marital status. Please be aware that the City conducts Level II background checks which include fingerprinting.

Pursuant to Chapter 119, Florida Statutes - Public Records Law, personnel records and job applications, except for certain items specifically exempted from the Public Records Law, are open for inspection by any person.

Your application for employment remains active in the Human Resources Department for six (6) months from the date of receipt, if mailed to us. If, after submitting your application, another position becomes available that you are interested in being considered for, you must contact the Human Resources Department personally or in writing to indicate your interest and to update your application if applicable.

Applicant's Certification and Agreement - Please Read Carefully Before Signing

Statement of Application: I understand and acknowledge that previous employers will be contacted for references. I hereby authorize former employers to furnish any and all records of my service with them. I also release my former employers from any liability for any damage in providing this information. I also authorize educational institutions to furnish any records of education-related information they may have concerning me. I understand that the City will conduct a Level II background check which includes fingerprinting.

Status: I understand that positions regarded as part-time and/or temporary are paid for actual hours worked and are not generally entitled to benefits offered to full time positions, with the exception of FICA and Worker's Compensation.

Introductory Period: I understand that if hired, my position with the City of Deltona is temporary during the established initial introductory period. The City of Deltona is an "at will" employer. The City may terminate employment for any reason pursuant to State and Federal Law.

Physical Examination/Drug/Alcohol Testing: I am aware that the City of Deltona is a "Drug-free Workplace". I understand that I may be required to take and pass a physical examination after an offer of employment is made and employment is contingent on the results of that examination in accordance with the Americans with Disabilities Act (ADA). I also understand that the post-offer physical examination may include a drug and alcohol screening test. I understand that prior to receiving an offer of employment, and as part of the post-offer physical, I will receive a copy of the City's Drug-free Workplace Program. Any illegal or controlled substance that shows in my test results will cause my immediate disqualification for employment with the City of Deltona.

Certification: I understand that this application must be completed in full. Incomplete applications may be rejected. I agree that any false or misleading information provided by me will be cause for canceling the application process. If hired by the City of Deltona, after my hire date, it may cause my dismissal from City service. I have answered all the questions on this form completely and truthfully. I certify that the facts set forth in this employment application are true and complete to the best of my knowledge. If hired, I agree to accept conditions of employment and abide by rules, procedures and policies of the City of Deltona.

JOSEPH R CERRATO
Please Print Your Name


Your signature (required)

12/16/14
Date signed

SURVEY

PLEASE NOTE: This information will be maintained separately from your application and will not be considered in the application evaluation process.

The City of Deltona is required by the Equal Employment Opportunity Commission (EEOC) of the United States to collect and maintain the information requested below for EEO statistical reporting purposes.

Qualified applicants are considered for City of Deltona positions, and employees are treated during their employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap.

- Name: JOSEPH R CERATO Today's Date: 12/16/14
- Position applied for: DISTRICT 2 INTERIM COMMISSIONER
- How did you learn about this vacancy? (please circle as applicable)

<input checked="" type="checkbox"/> City's Website	<input type="checkbox"/> Daytona State College	<input type="checkbox"/> Internet	<input type="checkbox"/> Walk-In
<input type="checkbox"/> Public Library	<input type="checkbox"/> One Stop Career Center	<input type="checkbox"/> News Journal	<input type="checkbox"/> Orlando Sentinel
<input type="checkbox"/> Pennysaver	<input type="checkbox"/> Word of Mouth	<input type="checkbox"/> Other Publication: _____	
<input type="checkbox"/> Other: _____			
- Date of birth: 06 / 24 / 1963
 Month Day Year
- Marital Status: Single Married Divorced Widowed
- Sex: Female Male
- Handicapped/Disabled: Yes No
- RACIAL/ETHNIC DATA (CHECK ONE)

1.	<input checked="" type="checkbox"/> WHITE	(Not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
2.	<input type="checkbox"/> BLACK	(Not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa
3.	<input type="checkbox"/> HISPANIC	All persons of Mexican, Puerto Rican, Cuban, Central or South American, other Spanish culture or origin regardless of race.
4.	<input type="checkbox"/> ASIAN OR PACIFIC ISLANDER	All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example China, India, Japan, Korea, the Philippine Islands, and Samoa.
5.	<input type="checkbox"/> AMERICAN INDIAN OR ALASKAN NATIVE	All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Joseph R. Cerrato
3253 Alling Ct.
Deltona, FL 32725
(386) 848-3916
joecer63@hotmail.com

Career Objective:

To secure a challenging position where I can serve the public to better the community and the quality of life for its residents.

Employment:

2004 to present – Case Manager - Bogin, Munns & Munns, PA

Pre and post-litigation handling of plaintiff personal injury cases including intake, investigation, evaluation, settlement and litigation. Handled all personal injury cases in the Deltona office.

2000 to 2003 – Senior Claims Adjuster - Explorer Insurance

Handling of personal auto claims including Property Damage, PIP, Bodily Injury. Duties included training sessions and mentoring less experienced adjusters. Specialized in litigation and coverage issues.

1997 - 2000 – Senior Adjuster – Safeco Insurance

Handling of personal auto claims including Property Damage, Homeowner's Liability, PIP and Bodily Injury. Conducted staff file reviews and training seminars.

1988 - 1997 – Claims Adjuster – Amica Mutual Insurance

Handling of Personal Auto, Homeowners, Personal Excess and Marine claims including Property Damage, PIP and Bodily Injury. Responsibilities include field and office work and catastrophic claims assignments.

1987-1988 – Private Investigator – Commercial Investigations

Handled claims investigation including surveillance, locates and background checks.

Education:

MS Criminal Justice 1986 - West Chester University, West Chester, PA

BS Criminal Justice 1985- West Chester University, West Chester, PA

AA Criminal Justice Administration 1983- Bucks County Community College, Newtown, PA

AIC Certification - Insurance Institute of America –Numerous CPCU courses.

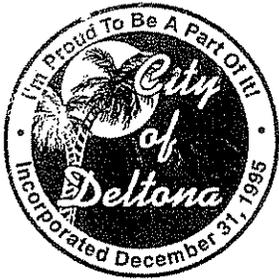
Professional Qualifications:

- Superior analytical and investigative skills
- Notary – State of Florida
- Extensive knowledge of Florida Tort and Insurance Law
- Thorough understanding of insurance company procedure
- Superior Customer Service skills
- Reliable
- Superior interpersonal skills.
- Excellent verbal and written communication skills.
- Excellent organizational skills.
- Self motivated.

Civic Involvement:

- Member of the Deltona Economic Development Advisory Board
- Member of the DEDAB Commerce Park Sub-Committee
- Past member of the School Advisory Committee for Deltona HS, Pine Ridge HS and Friendship Elementary
- Past Chairman Deltona Parks and Recreation Advisory Board
- Past member Deltona Comprehensive Plan Committee

References: Available upon request.



EMPLOYMENT APPLICATION

12/12/14
Today's Date

Clapsa d d f e David
Print Name in full: Last name, First name M.I.

Commissioner - District 2
Position you are applying for (Must be specific. "ANY" is not acceptable)

PLEASE READ BEFORE COMPLETING THE APPLICATION - This application must be completed in full. We ask that you please print or type and complete all items. Incomplete Applications Will Not Be Processed. Applications/resumes containing information that has not been requested may be rejected.

Applicants with disabilities may contact the Human Resources Department to request the accommodation needed to enable them to complete this application. The City of Deltona is an equal opportunity employer and will not discriminate, or tolerate discrimination, against any employee or applicant in any manner prohibited by law.

❖ Personal Information: 986 Sylvia Drive Deltona FL 32925
Street Address City State Zip

❖ Home Telephone No. (386) 218-4406 Alternate (386) 490-3013 Best time to call you Morning

❖ May we contact you at work? YES NO If yes, work number () Best time to call you

❖ Are you lawfully eligible to work in the United States? YES NO (Verification of eligibility will be confirmed upon employment)

❖ Are you at least 18 years of Age? YES NO Do you possess a valid Florida Driver's License? YES NO
 Operator CDL / Class

❖ Is your driver's license currently restricted, suspended, or expired? YES NO If yes, Please explain:

❖ Have you pleaded *nolo contendere* (no contest) to, participated in a pre-trial diversion, had an adjudication withheld, or been convicted of a first degree misdemeanor or a felony? YES NO
If yes, you must provide a full explanation on the blank page provided at the end of this application. Conviction of a crime alone typically will not disqualify you from being considered for employment. Factors taken into consideration include nature of infraction, remoteness in time & rehabilitation.

❖ Have you ever been employed by the City of Deltona? YES NO If yes, when and in what position?

❖ Does the City of Deltona employ any relative (by blood or marriage) or cohabitant of yours? YES NO If yes: provide name, relationship and department where they work.

Name Relationship Dept. where employed

Name Relationship Dept. where employed

❖ Referral Source: (please circle as applicable) 1. City's Website 2. Daytona State College 3. Internet 4. Walk-in
5. Public Library 6. One Stop Career Center 7 News Journal 8. Orlando Sentinel 9. Pennysaver 10. Other Publications
11. Word of Mouth 12. Other:

❖ Type of Employment Sought: Full Time Part Time Temporary

If you wish to mail this application send the complete application package to: City of Deltona Municipal Complex
• Attn: Human Resources Dept. • 2345 Providence Boulevard, Deltona FL 32725

❖ Have you ever been a member of the United States Armed Services? YES NO If yes, Entry Date: _____

Discharge Date: _____ Branch: _____

❖ Are you currently a member of any branch of the military or naval reserves? YES NO

❖ Do you wish to assert Veterans' Preference? YES NO **NOTE:** You must submit your DD-214 and complete the Application for Veterans' Preference enclosed in this application by the closing date in order to be given Veterans' Preference consideration.

❖ **Education:** Circle highest grade completed - Grade School: 1 2 3 4 5 6 7 8 HS: 1 2 3 4 College: 1 2 3 4 Graduate: 1 2 3 4

	Name of School	Location	Major	Degree
High School	Gettysburg High	Gettysburg, PA.	Academic	Diploma
College	Jacksonville University	Jacksonville, FL.	Political Science	B.S.
Graduate School	UNLV	Las Vegas, Nevada	Public Administration	M.A.
Vocational School				
Other Training	UNLV	" "	Public Affairs (ABD)	PhD

❖ Are you currently in pursuit of a degree? YES NO If yes, provide course of study and number of credits earned: _____

❖ **Specialized Skills:** List any pertinent skills or knowledge that you may have for example: computer software/programs; office equipment you can operate; machinery/heavy equipment you can or have operated; professional /occupational licenses and certifications you hold (i.e. mechanical, electrical, construction tools/equipment ; building inspector, CDL w. an endorsement, etc.). **Be specific please.**

Office Equipment:	Computer, Calculator
Computer Software/Programs:	Microsoft Office; Familiar with C. I. S.
Machinery/Heavy Equipment:	
Professional / Occupational License & Certifications:	A.I. C.P.; Pi Alpha Alpha - Public Administration;

❖ **Work History:** List ALL employment & volunteer experience, including temporary & part-time, for the past ten (10) years. **Begin with present or most recent employer.** Provide ALL information requested. Account for all periods of time, including unemployment and service in the Armed Forces. Include types of equipment operated. **If you were employed under a different name, please enter that name and which employer(s) it applies to, on the blank page provided at the end of this application.**

❖ May we contact your current employer? YES NO If no, when may we contact? _____

Current or Last Employer:		Dates Employed:	
Self		From: 6/10	To: Present
Address (Number & Street)		Supervisor's Name & Title	
986 Sylvia Drive			
City/ State/Zip Code		Your Job Title	
Dutton, FL 32925		Home Care taker	
Reason For Leaving			Hours Worked Per Week:
Current Work			
Describe the work you do, or did, in some detail			Salary:
Provide Home Health Care Services for my elderly Mother			\$ _____ Per: _____

WORK HISTORY CONTINUED

Previous Employer <i>Lac La Biche County</i>		Dates Employed: From: <i>6/09</i> To: <i>5/10</i>	
Address (Number & Street) <i>P.O. Box 1679</i>		Phone Number (inc. area code) <i>(250) 623-9818</i>	Supervisor's Name & Title <i>Duane Ackman - CAO</i>
City/ State/Zip Code <i>Lac La Biche, AB, Canada</i>		Your Job Title <i>Manager - Planning & Development</i>	
Reason For Leaving <i>Return to U.S.</i>		Hours Worked Per Week: <i>40+</i>	
Duties: <i>Implement land use and safety codes; Manage day-to-day affairs of the Department; Coordinate consultant activities; Prepare reports for Council; Do budget</i>		Salary: <i>\$82,500 Per. Yr.</i>	

Previous Employer <i>GC Garcia, Inc.</i>		Dates Employed: From: <i>1/104</i> To: <i>3/09</i>	
Address (Number & Street) <i>1711 Whitney Mesa Dr.</i>		Phone Number (inc. area code) <i>(202) 340-9042</i>	Supervisor's Name & Title <i>George Garcia - Pres.</i>
City/ State/Zip Code <i>Henderson, NV. 89116</i>		Your Job Title <i>Planning Director</i>	
Reason For Leaving <i>Laid off due to lack of work</i>		Hours Worked Per Week: <i>40+</i>	
Duties: <i>Represent clients before all state, appointed & elected Boards and Commissioners.</i>		Salary: <i>\$75,000 Per. Yr.</i>	

Previous Employer <i>City of Las Vegas Planning & Development</i>		Dates Employed: From: <i>11/03/02</i> To: <i>11/04</i>	
Address (Number & Street) <i>400 East Stewart Ave.</i>		Phone Number (inc. area code) <i>(702) 229-6301</i>	Supervisor's Name & Title <i>Bob Conner - Director</i>
City/ State/Zip Code <i>Las Vegas, NV. 89101</i>		Your Job Title <i>Planning Supervisor</i>	
Reason For Leaving <i>Opportunity to move to private sector</i>		Hours Worked Per Week: <i>40+</i>	
Duties: <i>Supervise two teams that prepare land use reports for Planning Commission and City Council.</i>		Salary: <i>\$65,000 Per. Yr.</i>	

Have you provided employment information covering the past 10 years as required? If not, please attach sheets of the same size as the application if you need to supply more information regarding previous employers or gaps in work history.

❖ **References:** List three (3) persons **NOT RELATED** to you who have knowledge of your character. Do not list former Employers.

Name and Occupation	Full Address	Telephone Number (must inc. area code)
1. <u>Finn Fagg</u> CLV Planning Director	<u>333 N. Rancho Dr.</u> Las Vegas, NV. 89106	<u>(702) 229-6301</u>
2. <u>Bob Censer</u> CLV Planning Dir - Retired	<u>9612 Hawksbill</u> Las Vegas, NV. 89117	<u>(702) 281-7496</u>
3. <u>Sandra Wilson</u> Director - Gateway Center	<u>860 N. Charles Best</u> De Bary, FL 32713	<u>(386) 668-5553</u>

Thank you for completing this application form and for your interest in employment with us. The City of Deltona is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, gender, national origin, legally recognized disability, or marital status. Please be aware that the City conducts Level II background checks which include fingerprinting.

Pursuant to Chapter 119, Florida Statutes - Public Records Law, personnel records and job applications, except for certain items specifically exempted from the Public Records Law, are open for inspection by any person.

Your application for employment remains active in the Human Resources Department for six (6) months from the date of receipt, if mailed to us. If, after submitting your application, another position becomes available that you are interested in being considered for, you must contact the Human Resources Department personally or in writing to indicate your interest and to update your application if applicable.

Applicant's Certification and Agreement - Please Read Carefully Before Signing

Statement of Application: I understand and acknowledge that previous employers will be contacted for references. I hereby authorize former employers to furnish any and all records of my service with them. I also release my former employers from any liability for any damage in providing this information. I also authorize educational institutions to furnish any records of education-related information they may have concerning me. I understand that the City will conduct a Level II background check which includes fingerprinting.

Status: I understand that positions regarded as part-time and/or temporary are paid for actual hours worked and are not generally entitled to benefits offered to full time positions, with the exception of FICA and Worker's Compensation.

Introductory Period: I understand that if hired, my position with the City of Deltona is temporary during the established initial introductory period. The City of Deltona is an "at will" employer. The City may terminate employment for any reason pursuant to State and Federal Law.

Physical Examination/Drug/Alcohol Testing: I am aware that the City of Deltona is a "Drug-free Workplace". I understand that I may be required to take and pass a physical examination after an offer of employment is made and employment is contingent on the results of that examination in accordance with the Americans with Disabilities Act (ADA). I also understand that the post-offer physical examination may include a drug and alcohol screening test. I understand that prior to receiving an offer of employment, and as part of the post-offer physical, I will receive a copy of the City's Drug-free Workplace Program. Any illegal or controlled substance that shows in my test results will cause my immediate disqualification for employment with the City of Deltona.

Certification: I understand that this application must be completed in full. Incomplete applications may be rejected. I agree that any false or misleading information provided by me will be cause for canceling the application process. If hired by the City of Deltona, after my hire date, it may cause my dismissal from City service. I have answered all the questions on this form completely and truthfully. I certify that the facts set forth in this employment application are true and complete to the best of my knowledge. If hired, I agree to accept conditions of employment and abide by rules, procedures and policies of the City of Deltona.

David Clapsa dcl
Please Print Your Name

David Clapsa dcl
Your signature (required)

12/9/14
Date signed

Print Name:

Date: 12/12/14

City of Deltona Veterans' Preference Form Human Resources Department 2345 Providence Blvd, Deltona, FL 32725 (386) 878-8100 Phone (386) 878-8751 Fax	Human Resources Date Stamp:
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Complete ONLY if you are claiming Veterans' Preference.

Instructions: Complete this form if you are claiming *Veterans' Preference*. You must complete both pages of this form and ensure to attach it to your application along with required documentation prior to submission.

Overview: Chapter 295, Florida Statutes, sets forth certain requirements for public employers to accord preferences, in appointment, retention, and promotion, to certain veterans. The relevant portions of the law apply to "the state and its political subdivisions." Public utilities, state universities, school districts, and special taxing districts are subject to Chapter 295.

Check the box below to indicate the type of preference you are claiming. Answer all questions associated with that box and provide the listed documentation. Section 295.07, Florida Statutes, extends *Veterans' Preference* to:

- A veteran with a compensable service-connected disability who is eligible for or receiving compensation, disability retirement or pension under public laws administered by the U.S. Department of Veterans Affairs and the Department of Defense.
- A veteran with a compensable service-connected disability shall furnish a Department of Defense document, commonly known as form DD-214 (Member 4 Copy recommended) or military discharge papers, or equivalent certification from the DVA, listing military status, dates of service and discharge type. In addition, the disabled veteran shall also furnish a document from the Department of Defense, the DVA, or the Department certifying that the veteran has a service-connected disability.
- The spouse of a veteran who cannot qualify for employment because of a total and permanent disability, or the spouse of a veteran missing in action, captured, or forcibly detained by a foreign power.
- Are you presently married to the veteran? Yes No
- If No, have you remarried? Do not count marriages that were annulled. Yes No
- Spouses of disabled veterans shall furnish a Department of Defense document, commonly known as form DD-214 (Member 4 Copy recommended) or military discharge papers, or equivalent certification from the DVA, listing the spouse's military status, dates of service and discharge type. In addition, spouses of disabled veterans shall also furnish either a certification from the Department of Defense or the VA that the veteran is totally and permanently disabled or an identification card issued by the Department; spouses shall also furnish evidence of marriage to the veteran and a *statement that the spouse is still married to the veteran at the time of the application for employment; the spouse shall also submit proof that the disabled veteran cannot qualify for employment because of the service-connected disability.
 - Spouses of persons on active duty shall furnish a document from the Department of Defense or the DVA certifying that the person on active duty is listed as missing in action, captured in line of duty, or forcibly detained or interned in line of duty by a foreign government or power; such spouses shall also furnish evidence of marriage and *a statement that the spouse is married to the person on active duty at the time of that application for employment.

* *Signing this form will serve as statement that you are still married to the veteran at the time of this application.*

- Veteran of any war, who has served at least one day during that war time period as defined in subsection 1.01 (14) or who has been awarded a campaign or expeditionary medal. Active duty for training shall not be allowed for eligibility under this paragraph.
- A veteran of any war who has served on active duty for one day or more during a wartime period shall furnish a Department of Defense document, commonly known as form DD-214 (Member 4 Copy recommended) or military discharge papers, or equivalent certification from the DVA, listing military status, dates of service and discharge type.
- The unremarried widow or widower of a veteran who died of a service-connected disability.
- Were you married to the veteran when he or she died? Yes No
- Have you remarried since the veteran's death? Do not count marriages that were annulled. Yes No
- The unremarried widow or widower of a deceased veteran shall furnish a document from the Department of Defense or the DVA certifying the service-connected death of the veteran, and shall further furnish evidence of marriage and *a statement that the spouse is not remarried.

**Signing this form will serve as statement that you (or spouse) is not remarried at the time of this application.*

- The mother, father, legal guardian, or un-remarried widow or widower of a service member who died as a result of military service under combat-related conditions as verified by the U.S. Department of Defense.
- The mother, father, legal guardian, or un-remarried widow or widower of a deceased Veteran shall furnish a document from the Department of Defense showing the death of service member while on duty status under combat-related conditions or the DVA certifying the service-connected death of the Veteran, and shall further furnish evidence of marriage. The legal guardian shall show the proper court documents establishing the legal authority for the Guardian.
- A Veteran as defined in section 1.01m (14) Florida Statutes. "Active Duty for Training" may not be allowed under this paragraph. The term "veteran" is defined as a person who served in the active military, naval, or air service and who was discharged or released therefrom under honorable conditions only or who later received an upgraded discharge under honorable conditions.
- A veteran as defined in section 1.01m (14) Florida Statutes shall furnish a Department of Defense document, commonly known as form DD-214 (Member 4 Copy recommended) or military discharge papers, or equivalent certification from the DVA, listing military status, dates of service and discharge type.
- A current member of any reserve component of the U.S. Armed Forces or the Florida National Guard.
- Current reserve members and National Guard members provide a letter from their Commanding Officer or military human resources department stating the dates of their military service to establish that they are currently active.

Please check the appropriate statement as it applies to you. Section 295.07, Florida Statutes, extends *Veterans' Preference* to:

- Operation New Dawn: September 1, 2010 to Present
- Operation Iraqi Freedom: March 19, 2003 to Present
- Operation Enduring Freedom: October 7, 2001 to Present
- Persian Gulf: August 2, 1990 to January 2, 1992
- Vietnam Era: February 28, 1961 to May 7, 1975
- Korean Conflict: June 27, 1950 to January 31, 1955
- World War II: December 7, 1941 to December 31, 1946
- A veteran who has served in a Campaign or Expedition for which a qualifying Campaign Badge has been authorized, including: Armed Forces Expeditionary Medal or the Global War on Terrorism Expeditionary Medal.

YES NO I am claiming *Veterans' Preference* (Attach DD 214 form or equivalent)

YES NO I have a compensable service connected disability (attach proof at time of application).

Documentation you are submitting for consideration for *Veterans' Preference*:

Branch of Service

Type of Discharge/Character of Service

Date of Entry

Date of Discharge

I _____ am claiming *Veterans' Preference* and certify that I am eligible to do so.

(Print Name)

I certify that all information provided is true, complete and correct to the best of my knowledge and belief, and is made in good faith.

Signature: _____ Date: _____

Note: Submission of this form and accompanied documentation does not constitute automatic eligibility for *Veterans' Preference*. Eligibility for *Veterans' Preference* is subject to verification of information, documentation provided, and if applicant meets the minimum qualifications for the position. If an applicant is claiming veterans' preference for a vacant position and is not selected, he/she may file a complaint with the Florida Department of Veterans' Affairs, 9500 Bay Pines Blvd. St. Petersburg, Florida 33744. A complaint must be filed within twenty-one days of the applicant receiving notice of the hiring decision made by the employing agency or within three months of the date the application is filed with the employer if no notice is given.

SURVEY

PLEASE NOTE: This information will be maintained separately from your application and will not be considered in the application evaluation process.

The City of Deltona is required by the Equal Employment Opportunity Commission (EEOC) of the United States to collect and maintain the information requested below for EEO statistical reporting purposes.

Qualified applicants are considered for City of Deltona positions, and employees are treated during their employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap.

- Name: David Clapsdale Today's Date: 12/12/14
- Position applied for: District 2 Councilman
- How did you learn about this vacancy? (please circle as applicable)

<input type="checkbox"/> City's Website	<input type="checkbox"/> Daytona State College	<input type="checkbox"/> Internet	<input type="checkbox"/> Walk-In
<input type="checkbox"/> Public Library	<input type="checkbox"/> One Stop Career Center	<input type="checkbox"/> News Journal	<input type="checkbox"/> Orlando Sentinel
<input type="checkbox"/> Pennysaver	<input checked="" type="checkbox"/> Word of Mouth	<input type="checkbox"/> Other Publication: _____	
<input type="checkbox"/> Other: _____			
- Date of birth: 06 / 10 / 1955
 Month Day Year
- Marital Status: Single Married Divorced Widowed
- Sex: Female Male
- Handicapped/Disabled: Yes No
- **RACIAL/ETHNIC DATA (CHECK ONE)**
 1. WHITE (Not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
 2. BLACK (Not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa
 3. HISPANIC All persons of Mexican, Puerto Rican, Cuban, Central or South American, other Spanish culture or origin regardless of race.
 4. ASIAN OR PACIFIC ISLANDER All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example China, India, Japan, Korea, the Philippine Islands, and Samoa.
 5. AMERICAN INDIAN OR ALASKAN NATIVE All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

David Clapsaddle, AICP
986 Sylvia Drive
Deltona, Fl. 32725
386-218-4406
Cell: 386-490-3013
clapsaddle@cfl.rr.com

EXPERIENCE

Home Caretaker

May, 2010 to Present

Since returning from Canada, I have served as a care-taker to my elderly parents it is a primary reason why I located to this area. Specific duties include respite care, assist in medicine administration, cleaning and home care.

Lac La Biche County

Manager of Planning and Development

June, 2009 to May, 2010

Responsible for the direction of current and comprehensive planning for Lac La Biche County, Alberta, Canada. Supervised those who administered the Land Use Bylaw, Municipal Development Plan, Safety Codes and the preparation of rezoning, subdivision and development permit applications for the Municipal Planning Commission and County Council. Implemented new policies to improve customer service and processing development applications.

GCGARCIA, INC.

Planning Director

November, 2004 to March, 2009

Responsible for managing the entitlement process for existing and new clients of the firm. Represent clients before all elected and appointed Commissions and Councils throughout the Las Vegas Valley. Coordinate land development application materials with the staff of all jurisdictions. Work with clients to develop ideas for development projects. Acquire new clients and coordinate billing.

City of Las Vegas Department of Planning and Development

Planning Supervisor

March, 2002 to November, 2004

Responsible for the supervision of two teams composed of professional, technical and clerical personnel engaged in the development of oral and written reports on land use

applications for the City of Las Vegas City Council and the Planning Commission on all land development applications. Responsible for all personnel evaluations and preparation of the department budget. Attended all Planning Commission meetings and City Council meetings on an as needed basis.

State of Nevada Office of the State Treasurer

Executive Director, Nevada Prepaid Tuition Program April, 1998 to March, 2002

Responsible for the development of the first program in the history of the State designed to help families save for their children's higher education. Coordinated the activities of consultants involved in marketing, actuarial and legal aspects of the program to ensure its success. In four years, approximately 10,000 children were enrolled in the Program, with assets in excess of \$40 million.

City of Las Vegas Department of Planning and Development

Senior Planner June, 1993 to April, 1998

Responsible for leading a team of professional planners and administrative staff which develops recommendations on rezoning petitions and comprehensive plan amendments and prepare oral and written reports for the Planning Commission. Conduct meetings with applicants, other staff departments, members of the development community and neighborhood groups on all land development applications.

Representative Everett Kelly

Campaign Coordinator November, 1991 to January, 1993

Responsible for the coordination of the re-election campaign of the Speaker Pro-Tempore of the Florida House of Representatives. Duties included appearing and speaking on behalf of the candidate, contracting for print, radio, billboard and television advertising, setting up fund-raisers and managing the volunteers of the campaign. Won re-election with 69% of the vote in an election where approximately 1/2 of incumbents were defeated. All contracts were administered on time and on budget.

Henigar & Ray

Senior Planner June, 1991 to June, 1992

Responsible for the representation of clients before the staff Development Review Committee and the County and City of Crystal River Planning and Zoning Commissions and other state and regional planning agencies. Assisted in the preparation of revised Land Development Regulations for the City of Winter Springs.

Lake County Division of Planning and Development

Director of Development

April, 1985 to July, 1989

Supervised 11 professional and technical staff involved in the preparation and presentation of recommendations to the Board of County Commissioners, Board of Zoning Appeals and Planning and Zoning Commission. Directed the activities of the Planning Department, including administration of a contract with the East Central Florida Regional Planning Council to map existing land uses. Administered the Zoning Ordinance and coordinated developments of regional impact for the County.

EDUCATION

Graduate Studies

Doctor of Philosophy (PhD)

UNLV

Continuing Coursework

Master of Public Administration (MPA)

UNLV

Degree Conferred- May, 1996

Undergraduate Studies

Bachelor of Science, Political Science and Urban Studies

Jacksonville University

Degree Conferred- April, 1978

HONORS/ORGANIZATIONS

Elected, Founding Board- Pi Alpha Alpha Honors Society

Elected, Director, American Planning Association, Southern Section

Volunteer, Trauma Intervention Program

Member, American Institute of Certified Planners

Member, American Planning Association

Diane J. Smith
1355 Voltaire Street, Deltona, FL 32725
386/216-7901

December 12, 2014

Dear Mayor Masiarczyk & Deltona City Commissioners:

This letter serves to request your consideration in appointing me to the District 2 City Commission seat.

I am a 24 year resident of Deltona and have been actively involved in our community over the years. I volunteered as a Parks and Recreation girls' basketball coach and as a Girl Scout leader where my troop participated in Spruce Up Deltona and the annual Deltona Days parade. I also participated in the city visioning process several years ago and served on the committee which explored the expansion of Deltona Days into a week-long city celebration. I attend Volusia Days every year and would happily attend to represent the City of Deltona. Most recently, I have volunteered on the planning committee for the Deltona Relay for Life. This event is held each spring and is a cooperative team effort between our committee and City staff. Deltona Relay for Life is a community event which raises awareness, celebrates cancer survivors and caregivers and remembers those who have lost their battle with cancer.

I believe my experience on the School Board of Volusia County would be of great value to the Commission. I am comfortable working with complex budget issues – our most recently adopted budget was \$776.8 million. I am very familiar with the governing structure of the City. I understand and appreciate the separation of duties between the governing responsibilities of the Commission and the role of the City Manager. The School Board has a similar structure where the Superintendent oversees the day-to-day operations which are comparable to the City Manager's duties within the City.

I recently served on the transition committee to select a new executive director for the Florida School Board Association. This experience would be helpful as the Mayor and Commission begin the process of selecting a new City Manager.

I have both the interpersonal skills and the organizational skills to serve the City in the capacity of Commissioner. I am open, receptive and strongly encourage community participation. I see my role as a servant leader and will approach this role in such a manner.

I am very proud to be a Deltona resident and hope to assist the Mayor and Commission in continuing to improve our image as a great place to live and to work. Economic growth is so important to our City's future and I pledge to work with staff and the Commission to support a business friendly atmosphere.

I respectfully request your consideration in this matter. It is not my intention to seek election after this term has expired. I simply wish to serve and offer my specific skills to the City.

Thank you,
Diane J. Smith
Diane J. Smith

Diane J. Smith

1355 Voltaire Street ♦ Deltona, FL 32725 ♦ 386/216-7901 ♦ smith1355@embarqmail.com

SUMMARY OF QUALIFICATIONS

- ◆ Experience in supervision/employee management
- ◆ Highly capable administrator possessing keen organizational, analytical, problem-solving, and interpersonal skills
- ◆ Enthusiastic team player

PROFESSIONAL EXPERIENCE

- Dec. 2014 – present **DIRECTOR, School Partnerships.** Sell advertising on various school districts' websites. Develop sponsorship opportunities at school district functions and special events. Assist with growth of business to other school districts throughout the state of Florida.
- Nov. 2006 – Nov. 2014 **SCHOOL BOARD MEMBER, Volusia County Schools.** Served two as the School Board Member representing District 5 (Deltona, Osteen, Enterprise). Responsible for oversight of budget and school district governance. Served as a liaison between constituents and the school district. Advocated on behalf of public school education utilizing various avenues – communication with legislators and their staff, meetings with community organizations, parent/school groups and stakeholders.
- August 2005 – Nov. 2006 **FACILITATOR, Volusia County Schools Community Education**
 Coordinate the Community Schools enrichment program and the Extended Day Enrichment Programs. Responsible for Community Schools duties listed below. Additional responsibilities include coordinating site visits, training, and quarterly meetings for 35 after school programs. Communicate regularly with site facilitators and school administration to ensure proper procedures are followed regarding payment collection, enrichment activities and safety and security policies. Develop and plan a training module for group leaders. Organize CPR/First Aid training and enrichment training for frontline staff.
- August 2001 – August 2005 **FACILITATOR, Volusia County Schools Community Schools**
 Coordinated the Community Schools enrichment program in Volusia County Schools. Duties included promoting and expanding the program throughout the district. Other responsibilities were coordination of classes at 12 area schools, including scheduling classroom usage, collection of tuition payments, coordination of public relations and customer service. Compiled and edited information for quarterly newsletter/schedule of classes. Worked with graphic designer and printer to produce the newsletter. Interviewed, hired and trained instructors in accordance with school board policies and procedures. Oversaw the work of both the instructors and the Community Schools secretary. Prepared budget and financial reports for each session.

- GRANT FACILITATOR, Volusia Community Learning Center**
Facilitated the operation of a 21st Century Community Learning Center grant in DeLand, FL. Programs included a summer camp program, an extended day enrichment program with five employees, and two suspension out of school alternative (SOSA) sites with four employees. Collected attendance data; evaluated all programs to ensure quality of program and services provided. Assisted in preparation of Annual Performance Report to federal government. Coordinated training of group leaders in accordance with school board policies and procedures. Planned advisory council meetings and prepared minutes for distribution.
- 1998 – 2001
- FACILITATOR, Timbercrest Elementary Extended Day Program**
Facilitated the Extended Day Enrichment Program consisting of 150 students. Duties included employee interviews, training and performance reviews. Held monthly staff meetings to train, support and recognize accomplishments of group leaders. Planned enrichment activities and prepared daily schedules for students and staff. Collected, recorded and deposited tuition payments. Prepared monthly financial report. Coordinated the facility usage with custodial and school activities. Prepared safety and security manual for program.
- 1993 – 1998
- OWNER/OPERATOR, COMPUTERTOTS**
Owned and operated a COMPUTERTOTS franchise in Volusia and Seminole counties. COMPUTERTOTS is a franchise operation which specializes in computer education classes for children ages 3 – 12. Duties included hiring and training of computer instructors, held monthly in-service staff meetings for instructors to review class procedures, new software and equipment. Handled accounts payable and receivable as well as employee payroll. Other responsibilities included marketing and press relations of the business, inventory of the equipment, curriculum packets and software, rotation and distribution of packets and software to individual instructors.
- 1990– 1994
- OWNER/OPERATOR, DAIRY KING**
Owed and operated a sandwich/ice cream shop. In addition to customer service, responsibilities included maintaining a customer mailing list, designed and placed advertisement in local newspapers. Tracked the coupon returns to determine success of ads.

EDUCATION

- Aug. 2004 – May 2006
- DAYTONA BEACH COMMUNITY COLLEGE**, Daytona Beach, FL
Part-time evening student. Major: Business Administration
- Jan. 1980 – June 1985
- MONTCLAIR STATE COLLEGE**, Upper Montclair, NJ
Major: English/Business Administration
- Sept. 1976 – May 1978
- BOSTON COLLEGE**, Chestnut Hill, MA
Major: Secondary Education, English



Office of the City Clerk

Memo

To: Mayor & City Commission
CC: Dale Baker, Acting City Manager & Becky Vose, City Attorney
From: Joyce Raftery, CMC, City Clerk
Date: December 22, 2014
Re: List of applicants for appointment as Commissioner for District 2

Rank the below applicants from 1 – 4 with 1 being your first choice, 2 being your second choice, and so on. The applicant with the lowest score will be appointed and will be sworn in as Deltona District 2 Commissioner at the Regular City Commission Meeting on January 5, 2015 at 6:30 p.m.

___ Former Commissioner Webster Barnaby

___ David Clapsaddle

___ Joseph R. Cerrato

___ Diane J. Smith

Commissioner _____

January 5, 2015