

# City Clerk Board Application

**Alan Abramson**

**RECEIVED**

**MAY 16, 2018**

**CITY CLERK**

	Application Element	Comments
<b>Advisory Board Questionnaire</b>		
	How long have you lived in the city? (Where applicable)	3 - 4 years
	How does your education or experience complement the powers and duties of the board/commission?	I understand numbers and P & L's statements. I can estimate what project values should be.
	Have you served on board(s) previously? If so, what were your contribution(s) to the board(s)?	None.
	What direction would you like to see this board/commission go? What suggestions do you have?	I would have to be on the board for several meetings before I could make suggestions.
	Have you ever attended a meeting of this board/commission?	None.
	Are you aware of the City's adopted vision and goals for the future? If so, what is your opinion of the vision and goals?	Yes. I think it's a well thought out plan that keeps the city a top tourist destination and fun place for the locals during the off season. Next vision could be Vision 2025 or Vision 2030 so that we stay top of mind and be the relevant place to go.
	Why are you interested in this board?	My background and experiences can add value to the board.
<b>Board Member Application</b>		
	Are you a registered voter? If so, where are you registered?	In Delray Beach
	List any related professional certifications and licenses which you hold:	Licensed Broker Associate BK 3234178
	What Board(s) are you interested in serving? Please list in order of preference:	Delray Beach Housing Authority Downtown Development Authority Board Education Board Green Implementation Advancement Board <b>Parking Management Advisory Board</b> Police Advisory Board Public Art Advisory Board
	Give your present, or most recent employer and position: In addition, are you or your company a vendor with the City	Bruce Alan Realty Advisers, Engel & Voelker's
	List all City Boards on which you are currently serving or have previously served:(Please include dates)	None.
	Describe experiences, skills or knowledge which qualify you to serve on this board: (Please attach a brief resume)	25+ years Construction Industry Experience and 8 years of South Florida Real Estate Experience. I am problem solver who has an eye for the details.
	Educational qualifications:	BA Marketing & Fine Arts/Photography, Florida Realtor, Specialty Contractor Business Owner, The Street
	SIGNATURE	<b>Alan Abramson</b>

Personal Information	
Last Name:	Abramson
First Name:	Alan
M.I.	B
Date of Birth	1964-04-14
Home Address:	151 NE 5th Ave #303
City (Home Address)	Delray Beach
State (Home Address)	FL
Zip Code (Home Address)	33483
Legal Residence:	
City (Legal Residence:)	
State (Legal Residence:)	
Zip Code (Legal Residence:)	
<b>Principal Business Address:</b>	<b>151 NE 5th Ave #303</b>
City (Principal Business Address)	Delray Beach
State (Principal Business Address)	FL
Zip Code (Principal Business Address)	33483
Home Phone:	(561) 400-9077
Business Phone:	
Fax:	
Cell Phone:	(561) 400-9077
E-Mail Address:	alan.abramson4@gmail.com
Resume	
Resume	Abramson RESUME 1-pg.doc



# ALAN ABRAMSON

10731 Northgreen Drive ♦ Wellington, FL 33449 ♦ (561) 400-9077 ♦ alan.abramson@hotmail.com

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## GENERAL MANAGEMENT / OPERATIONS / BUSINESS DEVELOPMENT

Relationship Sales • Strategic Planning • Project Management  
Team Leadership • Maximizing Profit • ROI and P&L

Entrepreneurial business building executive with hands-on experience in all facets of running a successful enterprise including image branding, project management, job/cost accounting, relationship development, and P&L control. Customer focused team builder able to effectively prioritize and manage the details with a clear understanding of how they impact the big picture.

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## PROFESSIONAL EXPERIENCE

**CLOSURE COMPANY LLC, Woburn, MA**

1989 – 2009

*Provider of high-end quality Architectural Aluminum and Glass Products.*

**PRESIDENT & CEO (2004 – 2009)**

**VP SALES, BUSINESS DEVELOPMENT & MARKETING (1997 – 2004)**

**SALES ESTIMATOR / PROJECT MANAGER (1989 – 1997)**

- Sold, marketed, developed overall departmental goals and objectives and increased sales from **\$4,000,000 to \$6,000,000 over 2 years** by leading and directing the overall sales and marketing effort, initiatives, strategies and plans for current and future marketplace objectives.
- Conducted business process assessments and developed business processes including project budget analysis and quality controls which resulted in the successful execution and management of small and large capital projects.
- Installed job costing system to track material, equipment and labor costs which ensured projects met or exceeded estimated margins. Successfully **improved profitability to 37%** gross profit.
- Analyzed the company's processes, implemented contracts with subcontractors performing field installations via a Master Contract and Job Order Agreement along with certificates of insurance per project to protect company's interests. This resulted in protecting the company.
- Proactively hunted, identified, submitted proposal, interacted, negotiated and won **\$250,000** bid for The Hanscom Air Traffic Control Tower project. Successfully modified and customized details due to discontinued product to meet FAA standards and deadline.
- Actively networked, presented, drafted detailed proposal, negotiated contract and won **\$355,000** bid with Bond Brothers, Inc.
- Aggressively bid Northeastern University Dockser Hall valued at **\$1,400,000** in pre-glazed stick built curtain wall, curtain wall entrances, wet seal composite panels, roof screens, skylights and interior glazing.
- Competitively bid Liberty Mutual Insurance Dover, NH campus valued at **\$3,200,000** in stick built curtain wall, windows, entrances and interior glazing.
- Provided estimates and designed custom extrusions for window and terrace door replacement for three 24 story high rise buildings in Boston, MA with **7,748** openings valued at **\$20,000,000** phased over 3 years.
- Led all aspects of business ranging from pre-project planning sessions to project completion for several small and large-scale projects up to **\$20,000,000**.
- Created up-to-date strategies and marketing that won competitive bidding with Suffolk Construction, Wm. A. Berry, Monitor Builders, Shawmut Design and Construction, Walsh Brothers, Barr and Barr and others.
- Liaised between management, staff, vendors, and subcontractors to provide updates regarding projects statuses and determined the necessity of change orders which streamlined and increased productivity and profitability.
- Troubleshot, analyzed, and researched client issues and complaints and quickly developed innovative problem resolutions that ensured continued client satisfaction and quality assurance.
- Handled essential day-to-day site management operations focused on delivering construction projects ahead of schedule and under budget.

### EARLY CAREER:

*Ally & Gargano Advertising Agency*

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## EDUCATION & TECHNICAL SKILLS

**BA, Marketing Major, Hofstra University, Long Island, NY**

# City Clerk Board Application

**HARVEY BROWN**

**RECEIVED  
OCTOBER 4, 2018  
CITY CLERK**

	Application Element	Comments
<b>Advisory Board Questionnaire</b>		
	How long have you lived in the city? (Where applicable)	I WAS BORN IN DELRAY BEACH AND HAVE LIVED HERE ALL MY LIFE
	How does your education or experience complement the powers and duties of the board/commission?	WITH MY DEGREES IN FINANCE AND LAW, HAVE AN ADVANCED KNOWLEDGE OF THOSE ISSUES
	Have you served on board(s) previously? If so, what were your contribution(s) to the board(s)?	CIVIL SERVICE BOARD 1980s
	What direction would you like to see this board/commission go? What suggestions do you have?	NOW THAT WE HAVE PARKING METERS, WE NEED TO HAVE PROPER MANAGEMENT
	Have you ever attended a meeting of this board/commission?	I HAVE ATTENDED A FEW TIMES
	Are you aware of the City's adopted vision and goals for the future? If so, what is your opinion of the vision and goals?	I HELPED WORK ON THE DOWNTOWN MASTER PLAN
	Why are you interested in this board?	PARKING IS EVOLVING AND NEEDS TO BE MANAGED
<b>Board Member Application</b>		
	Are you a registered voter? If so, where are you registered?	YES, PALM BEACH COUNTY
	List any related professional certifications and licenses which you hold:	JD, LICENSED INSURANCE AGENT
	What Board(s) are you interested in serving? Please list in order of preference:	PARKING
	Give your present, or most recent employer and position: In addition, are you or your company a vendor with the City	HARVEY BROWN AGENCY
	List all City Boards on which you are currently serving or have previously served:(Please include dates)	CIVIL SERVICE BOARD
	Describe experiences, skills or knowledge which qualify you to serve on this board: (Please attach a brief resume)	I HAVE BEEN AN INSURANCE AGENT IN DELRAY BEACH FOR 34 YEARS. I HAVE SEEN THE CHANGES IN THE TOWN AND HAVE KEPT UP WITH LOCAL POLITICS ALL MY LIFE. I HAVE A STRONG FINANCIAL AND LEGAL KNOWLEDGE.
	Educational qualifications:	FINANCE DEGREE FROM THE UNIVERSITY OF FLORIDA JD FROM NOVA LAW SCHOOL
	SIGNATURE	<b>HARVEY BROWN</b>
<b>Personal Information</b>		
	Last Name:	BROWN
	First Name:	HARVEY
	M.I.	
	Date of Birth	1961-12-07
	Home Address:	200 S. OCEAN BLVD
	City (Home Address)	DELRAY BEACH
	State (Home Address)	FL



	Zip Code (Home Address)	33483
	Legal Residence:	
	City (Legal Residence:)	
	State (Legal Residence:)	
	Zip Code (Legal Residence:)	
	Principal Business Address:	64 N.E.5TH AVE
	City (Principal Business Address)	DELRAY BEACH
	State (Principal Business Address)	FL
	Zip Code (Principal Business Address)	33483
	Home Phone:	(561) 243-8200
	Business Phone:	(561) 276-0369
	Fax:	
	Cell Phone:	
	E-Mail Address:	HLBJR@BELLSOUTH.NET
Resume		
	Resume	

# City Clerk Board Application

**Brenda Cullinan**

**RECEIVED**  
**AUGUST 25, 2018**  
**CITY CLERK**

	Application Element	Comments
<b>Advisory Board Questionnaire</b>		
	How long have you lived in the city? (Where applicable)	I have lived in the city of Delray Beach for thirteen years.
	How does your education or experience complement the powers and duties of the board/commission?	I have always been able to communicate with people and listen to others when they spoke.
	Have you served on board(s) previously? If so, what were your contribution(s) to the board(s)?	I served on the Board of Adjustment for two terms. My last term I was Vice Chair. I never missed a meeting and also was an alternate on this board, and I believe I served this board well.
	What direction would you like to see this board/commission go? What suggestions do you have?	My suggestion is that this board work hard together to make the right decisions that regard to Delray Beach.
	Have you ever attended a meeting of this board/commission?	I have not attended a meeting from this board
	Are you aware of the City's adopted vision and goals for the future? If so, what is your opinion of the vision and goals?	Yes, and I believe this Board has moved in the right direction
	Why are you interested in this board?	The reason I am interested is because anything to do with Delray Beach means so much to me and I am proud to say I am a resident of this great city. I II
<b>Board Member Application</b>		
	Are you a registered voter? If so, where are you registered?	Yes, I vote on Swinton Avenue
	List any related professional certifications and licenses which you hold:	I do not hold any certificates or licenses
	What Board(s) are you interested in serving? Please list in order of preference:	Parking Management Advisory Board
	Give your present, or most recent employer and position: In addition, are you or your company a vendor with the City	I am retired and previously was employed by the County of Hudson, Jersey City, New Jersey.
	List all City Boards on which you are currently serving or have previously served:(Please include dates)	I served on the Board of of Adjustment for two terms. My last meeting was August 23,2018.
	Describe experiences, skills or knowledge which qualify you to serve on this board: (Please attach a brief resume)	I feel I would be an asset to this board and if given the opportunity I would give it my 100%. From previously Serving on the Board of Adjustment you should have my resume.
	Educational qualifications:	I graduated high School and went to college for Speech Communication
	SIGNATURE	<b>Brenda Cullinan</b>
<b>Personal Information</b>		
	Last Name:	Cullinan
	First Name:	Brenda
	M.I.	
	Date of Birth	1943-04-27
	Home Address:	921 Gardenia Drive



	City (Home Address)	Delray Beach
	State (Home Address)	FL
	Zip Code (Home Address)	33483
	Legal Residence:	
	City (Legal Residence:)	
	State (Legal Residence:)	
	Zip Code (Legal Residence:)	
	Principal Business Address:	
	City (Principal Business Address)	
	State (Principal Business Address)	
	Zip Code (Principal Business Address)	
	Home Phone:	(561) 265-0063
	Business Phone:	
	Fax:	
	Cell Phone:	(561) 271-3106
	E-Mail Address:	brenda2004vette@yahoo.com
Resume		
	Resume	

# City Clerk Board Application

**Jessica O'Neil**

**Received**

**July 17, 2017**

**City Clerk**

*exp 7/17/19*

	Application Element	Comments
<b>Advisory Board Questionnaire</b>		
	How long have you lived in the city? (Where applicable)	Three years.
	How does your education or experience complement the powers and duties of the board/commission?	My education and experience complement the duties of the board since I've worked with students and faculty in higher education in libraries.
	Have you served on board(s) previously? If so, what were your contribution(s) to the board(s)?	I have not served on city boards previously; but have served on library committees locally and nationally.
	What direction would you like to see this board/commission go? What suggestions do you have?	The direction I would like to see the board go in would be more self-promotion and outreach to the community especially parents, students, and teachers. An assessment or survey could be conducted to find out What the community would like to see the board accomplish.
	Have you ever attended a meeting of this board/commission?	No I have not attended a board meeting.
	Are you aware of the City's adopted vision and goals for the future? If so, what is your opinion of the vision and goals?	No I could not find the City's adopted vision and goals for the future.
	Why are you interested in this board?	I'm interested in the Education board because my I'm hoping to connect with students, parents, and teachers to make positive difference in schools.
<b>Board Member Application</b>		
	Are you a registered voter? If so, where are you registered?	Yes registered to vote in Delray Beach.
	List any related professional certifications and licenses which you hold:	Library professional certifications such as academic library budgets, fundamentals of acquisitions, and fundamentals of electronic resource acquisitions. Passed the Japanese Language Proficiency Test level N4 in 2012 and passed level N5 in 2011.
	What Board(s) are you interested in serving? Please list in order of preference:	Education Board and <b>Parking Management Advisory Board.</b>
	Give your present, or most recent employer and position: In addition, are you or your company a vendor with the City	Florida Atlantic University, Assistant Serials Acquisitions Librarian. To the best of my knowledge FAU is not a vendor with the city.
	List all City Boards on which you are currently serving or have previously served:(Please include dates)	Have never served on city boards. Served on library committees at work and through a national library organization.
	Describe experiences, skills or knowledge which qualify you to serve on this board: (Please attach a brief resume)	Work in Education with students and faculty. Offer skills in Excel and Word; basic budgeting and knowledge in educational resources.
	Educational qualifications:	Masters in Library Science; Bachelor of Arts; Associate of Arts.
	SIGNATURE	<b>Jessica O'Neil</b>
<b>Personal Information</b>		



	Last Name:	Jessica
	First Name:	O'Neil
	M.I.	L
	Date of Birth	1983-06-29
	Home Address:	2036 Alta Meadows Ln. #1410
	City (Home Address)	Delray Beach
	State (Home Address)	FL
	Zip Code (Home Address)	33444
	Legal Residence:	
	City (Legal Residence:)	
	State (Legal Residence:)	
	Zip Code (Legal Residence:)	
	Principal Business Address:	
	City (Principal Business Address)	
	State (Principal Business Address)	
	Zip Code (Principal Business Address)	
	Home Phone:	(561) 312-2191
	Business Phone:	
	Fax:	
	Cell Phone:	
	E-Mail Address:	jessica.oneil@ymail.com
Resume		
	Resume	

# Jessica O'Neil

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2036 Alta Meadows Lane Apt. 1410 Delray Beach, FL 33444, (561) 312-2191,  
jessica.oneil@ymail.com, LinkedIn Profile: <https://www.linkedin.com/in/jessica-o-neil-0991955/>

## **Employment History:**

Technical Services Librarian, Technical Services Full-Time, 40 hours

September 11, 2018 – present

Mandel Public Library of West Palm Beach, West Palm Beach, FL 33401

- Perform cataloging and bibliographic control of records in the online public access catalog (OPAC)..
- Work closely with the Technical Services Supervisor to provide vision for the department and help launch new resources and leverage existing collections to meet the needs of the patrons.

Collections Services Librarian, Collection Management, Full-Time, 40 hours

May 11, 2018 – September 7, 2018

Florida Atlantic University Library, Boca Raton, FL 33431

- Assisting with discovery project migration from Serials Solutions Summon to EBSCO Discovery Service to ensure all resources are selected and will be accessible to users.
- Monitor eresources and coldev e-mail accounts to troubleshoot issues users have accessing resources and collecting incoming invoices from vendors.
- Process invoices and enter in our integrated library system.
- Work closely with Head of Collection Management on renewals and tracking print and electronic eresources.
- Contacted vendors to update contact info, request refunds and title lists.

Assistant Serials Acquisitions Librarian, Technical Services, Full-Time, 40 hours

July 21, 2014 – May 10, 2018

Florida Atlantic University Library, Boca Raton, FL 33431

- Process invoices and monitor the status in our finance system.
- Work closely with Head of Collection Management and Assistant Serials Coordinator on electronic journal package renewals and tracking resources.
- Submit cataloging requests to E-Resources Access Management Librarian for new and transferring journal titles.
- Contacted vendors requesting title lists, status on refunds, perpetual access entitlement on canceled journal titles, and to report electronic access problems.

Head Librarian, Administration, Full-Time, 40 hours

November 19, 2012 – July 18, 2014

Northwood University Library, West Palm Beach, FL 33409

- Manage library administration and operations.
- Manage eight part-time library student assistants and one part-time assistant librarian.
- Assist students and faculty at circulation desk and with reference questions.

Assistant Librarian, Technical Services, Part-Time, 15 hours

April 2, 2012 – November 16, 2012

Northwood University Library, West Palm Beach, FL 33409

- Catalog and process new books and items.
- Handle any technical issues with the Integrated Library System.
- Assist students and faculty at the circulation desk.



Library Page, Technical Services Department, Part-Time, 20 hours

March 24, 2009 – November 16, 2012

Mandel Public Library of West Palm Beach, West Palm Beach, FL 33401

- Process and release new media.
- Repair and replacement of media.
- Check in and distribute magazines.

Executive Assistant, Part-Time, 20 hours

February 11, 2008 - March 15, 2009

AHN Media Corporation, Wellington, FL 33414

- Type letters, fax documents, deposit checks, check mail, e-mail master schedule, and events calendar weekly.
- Coordinate schedule as needed for the CEO and Lead Editor of company. Keep office supplies organized and stocked.
- Maintain company documentation.

Pet Sitter, Part-Time, 20 hours

September 10, 2007 – October 28, 2008

The Petweekender, LLC, West Palm Beach, FL 33413

- Responsible for care, health, and happiness of pet until client returns.
- Lock up and secure house.
- Talk with clients personally to keep them up to date on the status of their pet.
- Trained co-worker pet sitters on company procedures at job site.

Assistant English Teacher, Full-Time, 30 hours

August 31, 2006 – August 30, 2007

City of Takamatsu/Takamatsu Daiichi Senior High School, Takamatsu, Japan

- Planning lessons for Beginner to Intermediate level English students on oral communication and grammar.
- Teach students English with interactive games and lessons.

## **Education:**

University of South Florida, School of Information, Tampa, FL

August 2009 – August 2011

- Master of Library Science

Eckerd College, Saint Petersburg, FL

September 2004 - May 2006

- Bachelor of Arts in Creative Writing
- Selected out of Graduating Class to go to Takamatsu, Japan for Sister City Exchange.

Palm Beach State College, Lake Worth, FL

September 2002 - August 2004

- Associates of Arts Degree.
- Dual Enrollment High School Student at PBSC with 3.0 average.

## **Professional Memberships:**

FLA (2018 to present)

ALA (2015 to present)

**Jessica O'Neil**

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2036 Alta Meadows Lane Apt. 1410 Delray Beach, FL 33444, 561-312-2191, jessica.oneil@gmail.com

NASIG (2015 to present)  
SEFLIN (2014 to present)

**Committees:**

Florida Atlantic University:  
Library Advisory Committee (4/1/2018-9/7/2018)  
Promotion Criteria Committee, Chair (2017-9/7/2018)  
Dean's Faculty Advisory Committee (2016-2017)

Florida:  
FLA Awards Committee (6/19/2018-6/19/2020)  
FLA Continuing Education Committee (6/18/2018-6/18/2020)  
Cataloging, Authorities and Metadata Committee/CAM (2014-2018)  
Technical Services Standing Committee/TSSC (2014-2018)

National:  
ALCTS Fundraising Committee, Intern (7/1/2018-6/30/2019)  
ALA-ALCTS Continuing Resources Section Acquisitions Committee  
(7/1/2017-6/30/2019)  
ALA-ALCTS Acquisitions Section Technology Committee (7/1/2015-  
6/30/2019)

**Conferences:**

Charleston Conference (November 7-10, 2017)  
ER&L (April 2-5, 2017)  
ALA Annual Conference Orlando (June 24-27, 2016)  
NASIG Conference Washington, DC (May 27-30, 2015)  
SEFLIN Regional Conference (July 23, 2015; July 28, 2016; July 27, 2017)  
FALSC Region 5 Conference (May 6, 2015; May 18, 2016)

**Personal  
Achievements:**

Volunteer at Women's Circle of Boynton Beach once month as Adult Reading Tutor coordinated by Palm Beach County Literacy Coalition June 2018-present. Volunteered at the Morikami Museum Membership Desk Assistant 2017-2018 once a month and originally volunteered in in the library since August 2015-2016 until it was closed. Volunteered two nights a week at Bethesda Memorial Hospital in Medical Records Department in 2009. Cultural Ambassador Sister City Exchange Takamatsu, Japan; activities included cultural outreach lectures in English to elderly and free English lessons to elementary children. Monthly English speaker on International Relations television program "Ikki Ikki Navi" for citizens of Takamatsu to learn how to guide foreign visitors around Takamatsu while speaking English. Worked at Sarasota Manatee Association for Riding Therapy (SMART) in 2005/2006 helping kids with special needs riding on horses. Volunteered at the Morikami Museum and Japanese Gardens over the summer of 2005 in the museum store and the Obon festival. Studied the Japanese language 2007 to 2012 such as: grammar and the writing systems hiragana, katakana, and kanji. Passed the Japanese Language Proficiency Test level N4 in 2012 and passed level N5 in 2011.



RECEIVED

MAR 13 2018

CITY CLERK



# CITY OF DELRAY BEACH BOARD MEMBER APPLICATION

An Application and corresponding Board Questionnaire must be submitted in order for application to be considered complete; and must be received no later than ten (10) business days prior to the first City Commission meeting where the nomination for appointment to the board will be considered.

Please type or print the following information:

1. Last Name: <u>Richwagen</u>		First Name <u>Albert</u>		M. I. <u>A</u>
2. Home Address: <u>251 NE 17th Street</u>		City <u>DB</u>	State <u>FL</u>	Zip Code <u>33444</u>
3. Legal Residence: <u>Same</u>		City	State	Zip Code
4. Principal Business Address: <u>298 NE 6th Ave</u>		City <u>DB</u>	State <u>FL</u>	Zip Code <u>33483</u>
5. Home Phone:	Business Phone: <u>561 276 4234</u>	E-Mail Address:	Cell Phone: <u>561 702 7433</u>	Fax:
6. Date of Birth <u>09 16 1963</u>	7. Are you a registered voter? <u>yes</u> If so, where are you registered? <u>Palm Beach County</u>			
8. What Board(s) are you interested in serving? Please list in order of preference: <u>SPRAB</u>				
<u>CRA P3Z PMAB</u>				
9. List all City Boards on which you are currently serving or have previously served: (Please include dates)				
<u>2009 - 2012</u> <u>2011 - 14</u> <u>2014 - 17</u> <u>2016 - 17</u>				
<u>Code Board</u> <u>DDA 2 Terms</u> <u>PMAB liason to DDA</u>				
10. Educational qualifications: <u>High School Jr College</u>				
11. List any related professional certifications and licenses which you hold:				
12. Give your present, or most recent employer, and position: In addition, are you or your company a vendor with the city				
<u>Richwagen's Biker n Sport owner/mgr</u>				
<u>Delray Beach Water Sports Rentals owner/mgr</u>				
13. Describe experiences, skills or knowledge which qualify you to serve on this board: (Please attach a brief resume)				
<u>Vision 2020, DDA 2 Term, Code, APD, PMAB</u>				
I hereby certify that all the above statements are true, and I agree and understand that any misstatement of material facts contained in this application may cause forfeiture upon my part of any appointment I may receive.				
<u>Albert Richwagen</u>		<u>3/13/18</u>		
SIGNATURE		DATE		

Note: This application will remain on file in the City Clerk's Office for a period of 2 years from the date it was submitted. It will be the applicant's responsibility to ensure that a current application is on file.

## ADVISORY BOARD QUESTIONNAIRE

(This document is required as part of the Board application submittal)

NAME: Albert Ruhwagner

1. How long have you lived in the city? (Where applicable)

55 years

2. Have you served on board(s) previously? If so, what were your contribution(s) to the board(s)?

Code Board helped violator achieve compliance

DDA  
pmab

3. Have you ever attended a meeting of this board/commission?

yes weekly

4. Why are you interested in this board?

I Love Delray Beach I want to help be  
apart of the solutions to our challenges

5. How does your education or experience complement the powers and duties of the board/commission?

I have been in construction for 25 years  
I planned and built building in Delray Beach  
I am in the tourist business

6. What direction would you like to see this board/commission go? What suggestions do you have?

Work together thru open communication

7. Are you aware of the City's adopted vision and goals for the future? If so, what is your opinion of the vision and goals?

I was apart of the team that formed vision  
2020 to help mold and create the vision  
and goals of our city



# City Clerk Board Application

**Brady Witt**

**RECEIVED  
MAY 16, 2018  
CITY CLERK**

	<b>Application Element</b>	<b>Comments</b>
<b>Advisory Board Questionnaire</b>		
	How long have you lived in the city? (Where applicable)	5 years
	How does your education or experience complement the powers and duties of the board/commission?	my degree is Public Management which is focused on city government. I have knowledge on how cities work and think my age will provide a youthful outlook and voice for the city.
	Have you served on board(s) previously? If so, what were your contribution(s) to the board(s)?	No contributions
	What direction would you like to see this board/commission go? What suggestions do you have?	I have a few suggestions on how to improve our downtown and I am very focused on helping businesses, especially small business stay and grow in our booming city.
	Have you ever attended a meeting of this board/commission?	Never been to a meeting
	Are you aware of the City's adopted vision and goals for the future? If so, what is your opinion of the vision and goals?	Yes, I am somewhat aware of the cities goals and the future, and I like the growth, but I have concerns and want to make sure we stay a great city and not become too big and loose the small city feel.
	Why are you interested in this board?	I have a business in Downtown Delray and would love to help and be a voice for businesses especially small businesses in our growing city. I have a degree for city government and this will be a great introduction into a city government and would be a great way for myself to help serve the city.
<b>Board Member Application</b>		
	Are you a registered voter? If so, where are you registered?	Yes, Palm Beach County
	List any related professional certifications and licenses which you hold:	Sandler Sales Training Graduate, Serve Safe Manger
	What Board(s) are you interested in serving? Please list in order of preference:	Downtown Development Authority Board, Historic Preservation Board, <b>Parking Management Advisory Board</b>
	Give your present, or most recent employer and position: In addition, are you or your company a vendor with the City	The Original Popcorn House, Business Development, Manager
	List all City Boards on which you are currently serving or have previously served:(Please include dates)	Not currently serving
	Describe experiences, skills or knowledge which qualify you to serve on this board: (Please attach a brief resume)	Manager and Business Development with 5-year background in employee management, hiring, training and benefits. Highly detail-oriented and organized. Helped start a small business, The Original Popcorn House, from the ground up, and continue to work for that business now. Created marketing tools and helped promote the business. 5 years' experience with customer service and business management. Highly motivated, easily trainable, and great attitude and respect for others. Friendly Customer Service Manager with can-do attitude and willingness to help at all times. Specialize in quality service, customer retention,



		productivity and team management. 5 years sales experience and Sandler Sale Training graduate
	Educational qualifications:	Florida Atlantic University BA of Public Management with minor in Communications
	SIGNATURE	<b>Brady Witt</b>
Personal Information		
	Last Name:	Witt
	First Name:	Brady
	M.I.	J
	Date of Birth	1994
	Home Address:	1001 SW 8th street
	City (Home Address)	Delray Beach
	State (Home Address)	FL
	Zip Code (Home Address)	33444
	Legal Residence:	
	City (Legal Residence:)	
	State (Legal Residence:)	
	Zip Code (Legal Residence:)	
	<b>Principal Business Address:</b>	<b>10 NE 5th Ave</b>
	City (Principal Business Address)	Delray Beach
	State (Principal Business Address)	Fl
	Zip Code (Principal Business Address)	33483
	Home Phone:	(847) 561-1283
	Business Phone:	
	Fax:	
	Cell Phone:	
	E-Mail Address:	witt_brady@yahoo.com
Resume		
	Resume	BradyWitt Resume 1.pdf

# BRADYWITT

1001 Southwest 8th Street, Delray Beach, FL 33444 | C: 847-561-1283 | witt\_brady@yahoo.com

## SUMMARY

**Manager and Business Development** with 5-year background in employee management, hiring, training and benefits. Highly detail-oriented and organized. Helped start a small business, The Original Popcorn House, from the ground up, and continue to work for that business now. Created marketing tools and helped promote the business. 5 years experience with customer service and business management. Highly motivated, easily trainable, and great attitude and respect for others. Friendly Customer Service Manager with can-do attitude and willingness to help at all times. Specialize in quality service, customer retention, productivity and team management.

## EDUCATION AND TRAINING

2017

**Bachelor of Arts:** Public Management  
**Florida Atlantic University** — Boca Raton, FL, United States  
Bachelors degree in Public Management. Minor in Communications.  
Coursework in Communications and writing  
Coursework in Marketing and Advertising  
Coursework in Management

## SKILLS

- Training and development
- Recruiting
- Employee relations
- Labor agreements
- Compensation administration
- Exceptional interpersonal skills
- Innovative
- Organized
- Time management
- Display design
- Strong communication skills
- Social media marketing
- Strategic planning
- Conflict resolution
- Client acquisition
- Employee scheduling
- Cash handling accuracy
- Inventory control procedures
- Store planning and design
- Personnel training and development
- Proficient in MS Office

## EXPERIENCE

09/2014 to Current

### Store Manager

**The Original Popcorn House** — Delray Beach, FL

Opened a new store location and assisted in recruiting and training new staff.  
Reorganized the sales floor to meet company demands.  
Stocked and restocked inventory when shipments were received.  
Addressed customer inquiries and resolved complaints.  
Delivered excellent customer service by greeting and assisting each customer.  
Directed and supervised employees engaged in sales, inventory-taking and reconciling cash receipts.  
Determined staff promotions and demotions, and terminated employees when necessary.  
Fulfilled customer shipping needs using UPS and USPS methods.  
Completed weekly schedules according to payroll policies.  
Trained all new managers on store procedures and policies.  
Maintained daily record of all transactions.  
Trained staff to deliver outstanding customer service.  
Analyzed marketing information and translated it into strategic plans.  
Addressed and corrected sales staff communication issues in a tactful and effective manner.  
Worked closely with the owner to formulate and build the store brand.  
Contributed to merchandising ideas at team sale meetings.  
Contacted new and existing customers to discuss how their needs could be met with specific products and services.  
Conducted business to business telephone sales.  
Quoted prices, credit terms and other bid specifications.  
Negotiated prices, terms of sales and service agreements.  
Responded to all customer inquiries in a timely manner.  
Answered customers' questions regarding products, prices and availability.  
Emphasized product features based on analysis of customers' needs.  
Collaborated with colleagues to exchange selling strategies and marketing

information.

Collaborated with members of other departments to complete sales transactions.

Used networking opportunities to create successful, on-going business relationships.

Planned and organized routes within territory to maximize efficiency and time in the field.

Shared product knowledge with customers while making personal recommendations.

Maintained friendly and professional customer interactions.

**08/2012 to 09/2014**

**Store Manager**

**Jersey Mike's Subs** — Delray Beach, FL

Delivered excellent customer service by greeting and assisting each customer.

Addressed customer inquiries and resolved complaints.

Stocked and restocked inventory when shipments were received.

Directed and supervised employees engaged in sales, inventory-taking and reconciling cash receipts.

Completed weekly schedules according to payroll policies.

Determined staff promotions and demotions, and terminated employees when necessary.

Trained all new managers on store procedures and policies.

Trained staff to deliver outstanding customer service.

Addressed and corrected sales staff communication issues in a tactful and effective manner.

Worked closely with the district manager to formulate and build the store brand.