

# City Clerk Board Application

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 Parking Management Advisory Board Police Advisory Board Public Art Advisory Board Bruce Alan Realty Advisers, Engel & Voelkers
Give your present, or most recent employer and position: In addition, are you or your company a vendor with the City	
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	Alan Abramson

## 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:)	
Principal Business Address:	151 NE 5th Ave #303
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
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# 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.
- Troubleshoot, 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

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JUN 06 2017

CITY CLERK

Application Element	Comments
<b>Advisory Board Questionnaire</b>	
How long have you lived in the city? (Where applicable)	One Year but plan to be a lifelong resident
How does your education or experience complement the powers and duties of the board/commission?	I have a very good understanding how business is run and also very good at interpersonal relationships. Throughout my career I have managed many teams and understand how to unify to accomplish our goals and objectives.
Have you served on board(s) previously?. If so, what were your contribution(s) to the board(s)?	Boston Community Arts
What direction would you like to see this board/commission go?. What suggestions do you have?	Depending upon the Board available, my goal would be to understand the overall objectives and mission of the Board and then utilize my skills to help achieve them.
Have you ever attended a meeting of this board/commission?	Yes our meetings were focused on fund raising for the various not for profit arts.
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?	Somewhat aware but my desire is to become more knowledgeable to help serve the City's mission.
Why are you interested in this board?	Downtown Development Authority - Downtown Delray is so unique I would like to be a part of its long term vision Green Implementation - this is a very important cause for all of us Public Art - again Delray is so unique and public art is vital to all our cities.
<b>Board Member Application</b>	
Are you a registered voter?. If so, where are you registered?	Yes - Delray Beach, FL
List any related professional certifications and licenses which you hold:	RI Realtor Certified Yoga Instructor
What Board(s) are you interested in serving?. Please list in order of preference:	Downtown Development Authority Green Implementation Advancement Public Art Advisory
Give your present, or most recent employer and position: In addition, are you or your company a vendor with the City	The Kessler Group, Boston, MA Employed for over 25 years Executive Management Position
List all City Boards on which you are currently serving or have previously served:(Please include dates)	Currently volunteer for the Palm Beach Democratic County Party office assistance and events.
Describe experiences, skills or knowledge which qualify you to serve on this board: (Please attach a brief resume)	I have been a career professional in the corporate sector but have also served as Finance Coordinator for the Mayor of Providence campaign for Governor in 2014.
Educational qualifications:	Business Administration
SIGNATURE	Christina Corbett
<b>Personal Information</b>	
Last Name:	Corbett
First Name:	Christina

M.I.

Date of Birth

1955-06-29

Home Address:

1079 Kokomo Key Lane

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:

Business Phone:

Fax:

Cell Phone:

(617) 510-6339

E-Mail Address:

christinacorbett29@gmail.com

Resume

Resume

CorbettResumeNov2016.doc

**CHRISTINA CORBETT**  
(617) 510-6339  
christinacorbett29@gmail.com

Board Member and politically active business leader. Executive manager and project leader delivering results at the executive level supporting business growth and profitability. Special ability to work independently throughout an organization to resolve issues, and develop and complete projects. Strong informal manager with extensive key client relationship skills in environments ranging from start-up to established firms. Active political volunteer in a variety of local and statewide races.

- Member of the Board of Directors of SPO Networks where her board-focus is on marketing and general business leadership. SPO Networks is focused on reducing pollution and improving costs for the farm industry by replacing diesel fuels with natural gas.
- Active volunteer in local and statewide races in both Rhode Island and in Florida. Roles include general administration, fund raising, and VIP event organization and management.
- Personally responsible for client relationships with the two largest corporate clients. Maintained direct relationships with key executives, attended key national and state conferences, and negotiated improved relationships between our national customers and their state affiliates.
- Responsible for creating cohesive team within 10-member executive team for CEO who traveled 50% of the time. Developed senior staff meeting agendas, acted as key communication conduit, and smoothed internal working relationships.
- Co-founded and grew real estate development firm focused on residential property rehab. Projects include selling as well as renting space. Responsible for finding properties, identifying rehab needs, and marketing.
- Led marketing effort for direct-mail company developing marketing pieces supporting sales to affinity groups by third-party financial services companies. Direct mail efforts reached more than 1,500 affinity groups receiving more than 100 million direct mail pieces per year. Responsibilities included development of mailing pieces, production, scheduling, mailing and project cost containment. Managed this \$30 million annual effort and delivered 6% response rate.
- Developed corporate brochure supporting the development and implementation of a corporate branding effort. Over an eight-month period, worked with the senior group, key partners and vendors to deliver finished product. Branding effort supported transition of organization as growth and business focus changed.
- Identified key elements preventing customer's calls from being answered within performance guidelines. Quantified issues and negotiated solutions prompting the in-charge executive to install new phone system and implement call overflow response methodology. System supported customer commitments.



## **PROFESSIONAL EXPERIENCE**

**THE KESSLER GROUP**, Boston, Massachusetts  
Financial Services Company – Formerly Kessler Financial Services

1980-2010

### **MARKETING/CLIENT SPECIAL CONSULTANT** (2005-2010)

Provide consultative services to large associations and banks. Primary functions include: identifying and resolving escalated client issues that could not be resolved via normal channels; broaching new product discussions; managing interpersonal relationships between banks, associations and clients; reviewing results and responses from marketing programs; determining future goals and objectives to improve programs and responses; cultivating and maintaining partnering relationships; managing banks' and associations' needs to meet satisfaction standards.

### **SENIOR VICE PRESIDENT-CLIENT RELATIONS & MARKETING** (2000-2005)

### **VICE PRESIDENT-CLIENT RELATIONS & HUMAN RESOURCES** (1985-2000)

Oversaw client relations, marketing and human resource functions. Duties included: interviewing, hiring, training, evaluating, supervising, motivating and developing staff of 15; developing and implementing policies and procedures for client services, marketing and human resources; setting goals for selling new products, customer service and contract renewals; overseeing associations' marketing management (800+ associations nationwide with 300+ key clients), direct mailings (100+ million annually), copy creation and approval of all parties, production schedules and deadlines; controlling production costs; planning and administering budget; performing marketing analysis and testing; analyzing response and conversion rates; preparing and presenting reports to executive committee.

#### ***Accomplishments:***

- *Exceeded direct mail piece mail goals, while reducing costs.*
- *Secured millions of credit card accounts from effective marketing efforts.*
- *Maintained 98% client satisfaction score.*
- *Suggested and implemented ideas to manage escalated printing costs and qualify/quantify client satisfaction scores.*
- *Created company marketing materials to successfully promote company image.*
- *Began employment in 1980 as an administrative assistant for company president for Trans National Financial Services, a startup company; promoted to office manager, then to marketing director, and to vice president in 1985.*

**COLDWELL BANKER RESIDENTIAL BROKERAGE**, Providence, Rhode Island  
2009-2011

### **REAL ESTATE ACCOUNT REPRESENTATIVE/REAL ESTATE DEVELOPER**

Locate real estate buyers and sellers to list and sell residential properties. Rehabilitate, finance and sell properties.

#### ***Accomplishments:***

- *Rehabilitated, financed and sold three properties (\$2 million in sales).*
- *Achieved \$1.1 million in residential sales 2010.*
- *Successfully completed intensive training and received real estate licensing.*

**VOLUNTEER TO A VARIETY OF LOCAL AND STATEWIDE POLITICAL CAMPAIGNS IN RHODE ISLAND AND FLORIDA** (2013 - Present)

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APR 25 2017

CITY CLERK

## City Clerk Board Application

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<b>Advisory Board Questionnaire</b>	
How long have you lived in the city? (Where applicable)	I have lived here since January 2008 (9 years)
How does your education or experience complement the powers and duties of the board/commission?	I do not have a formal education in this field.
Have you served on board(s) previously?. If so, what were your contribution(s) to the board(s)?	None, I have not had the time in the past, but now I do.
What direction would you like to see this board/commission go?. What suggestions do you have?	I have numerous ideas of what I would like to see for the future of Delray Beach. My number one is, to decrease the vehicle traffic on E Atlantic by making the roads much more walker friendly. Also to make it safer for bicyclist and electric power vehicles. Safety is a huge concern. One reason that people love Delray is because of the walk-ability of it.
Have you ever attended a meeting of this board/commission?	I have attended numerous city commission meetings.
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 have been attending the Always Delray meetings and I am so impressed with the direction that we are headed. I truly want to be a part of this exciting time.
Why are you interested in this board?	I think Delray Beach is at a point in its growth, that we need to move more in the "GREEN" direction. I also think it is a perfect time to do so. I would really like the opportunity to be part of such an exciting time in the city.
<b>Board Member Application</b>	
Are you a registered voter?. If so, where are you registered?	Delray Beach area precinct #41120
List any related professional certifications and licenses which you hold:	Licensed Florida Real Estate Agent, Board of Realtors
What Board(s) are you interested in serving?. Please list in order of preference:	Green Implementation Advancement Board
Give your present, or most recent employer and position: In addition, are you or your company a vendor with the City	Coldwell Banker Residential Properties since 1997
List all City Boards on which you are currently serving or have previously served:(Please include dates)	Member of BPOA / Master Plan Round Table 2009
Describe experiences, skills or knowledge which qualify you to serve on this board: (Please attach a brief resume)	I have had an interest in environmental conservation and sustainability for years. My former neighbor, Nancy Schneider really sparked my interest. Nancy recommended that I get involved on this committee. I'm at a point in my life that I have the time to invest.
Educational qualifications:	High school / Numerous Real Estate Schools and Classes
SIGNATURE	Carol Corey
<b>Personal Information</b>	
Last Name:	Corey
First Name:	Carol
M.I.	L



Date of Birth	1957-07-16
Home Address:	303 Gleason St #10
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:	Coldwell Banker 1185 E Atlantic Ave
City (Principal Business Address)	Delray Beach
State (Principal Business Address)	FL
Zip Code (Principal Business Address)	33483
Home Phone:	
Business Phone:	(561) 278-0300
Fax:	(561) 243-3811
Cell Phone:	(561) 926-1300
E-Mail Address:	carolrealtor@hotmail.com

## Resume

Resume

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MAY 17 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. 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.*

Please type or print the following information:

1. Last Name: <u>Eglover</u>		First Name: <u>Patrick</u>		M.I.: <u>W</u>
2. Home Address: <u>219 NW 10th Ave</u>		City: <u>Delray Bch</u>	State: <u>FL</u>	Zip Code: <u>33444</u>
3. Legal Residence: <u>219 NW 10th Ave</u>		City: <u>Delray Bch</u>	State: <u>FL</u>	Zip Code: <u>33444</u>
4. Principal Business Address: <u>219 NW 10th AVE Ste 100</u>		City: <u>Delray Bch</u>	State: <u>FL</u>	Zip Code: <u>33444</u>
5. Home Phone: <u>305 890 9366</u>	Business Phone:	E-Mail Address: <u>urban@urbanetab.com</u>	Cell Phone:	Fax:
6. Date of Birth: <u>11-19-82</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>Downtown Development; Green Implementation, Public Art, Police Advisory, Affordable Housing</u>				
9. List all City Boards on which you are currently serving or have previously served: (Please include dates) <u>Mayor Advisory Board - Jeff Pearlman 2005</u>				
10. Educational qualifications: <u>MBA Lynn University</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>Palm Beach State College, School District of Palm Beach, Urban Script et al, LLC</u>				
13. Describe experiences, skills or knowledge which qualify you to serve on this board: (Please attach a brief resume) <u>see resume</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.				

## ADVISORY BOARD QUESTIONNAIRE

(This document is required as part of the Board application submittal; this application & questionnaire 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.)

NAME: Patrick Glover

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

35 years

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

Mayor Advisory Board under Jeff Pearlman

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

yes, for the past 23 years

4. Why are you interested in this board?

In an attempt to increase the overall value of life for all citizens in the All-America city deconfranchised in particular.

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

Go to PatrickGlover.com

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

Inclusive direction, development of I 95 to Swanton along Atlantic Ave AKA the SET, new grocery stores such as Publix

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?

yes, I want to see implemented.

# PATRICK W. GLOVER

219 NW 10<sup>TH</sup> AVE, DELRAY BEACH, FL. 33444

305-890-9366 • EMAIL: GLOVERP@PALMBEACHSTATE.EDU

Highly competent and dependable teaching professional with an established reputation in curriculum enhancement and integration of technology into daily lessons. Excellent communicator with strong speaking, writing, research and analytical skills. Proficient in prioritizing and completing tasks in a timely manner. Highly competent in assessing and evaluating the student's performances and implementing need based lesson plans to address the weak areas. Handles employee relation matters to include counseling and conducting investigations.

Proficient in computer programs including MS based applications, Outlook, Weebly Web Design, and Internet. Extensive experience in supervising projects and designing digital educational platforms at the bachelor and graduate level. Designed Leadership and Administration of employee career and professional development program platforms. Designed comprehensive lessons for courses in business marketing via digital platforms.

## EDUCATION

Lynn University, Boca Raton, FL  
Masters in Business Administration  
GPA: 3.41/4.00  
Awards: Americorps National Award

Lynn University, Boca Raton, FL  
Major: Bachelor in Human Services  
GPA: 3.5  
Honor: Cum Laude

## QUALIFICATIONS AND SKILLS

- Skilled in managing, training, and motivating diverse groups of people to achieve goals.
- Facilitated focus groups, conducted surveys, and administered assessment tools.
- Superb analytical and problem solving abilities.
- Experience teaching disadvantaged children, particularly those with learning disabilities
- Computer skills: Microsoft Word, Microsoft Excel, and PowerPoint.
- Develops and selects classroom, online and blended learning curriculum.
- Design, develop, and deliver training workshop sessions.
- Seek opportunities to support career planning, growth, and retention for leadership program graduates.
- Ability to recruit, hire, schedule, and oversee adjunct instructors and professional development consultants.
- Able to Coordinate program events and functions. Negotiate and coordinate service contracts with consultants and vendors.
- Handle employee relations and matters to include counseling and conducting investigations.
- Performs other human resource functions and special projects as needed.

## AREAS OF EXPERTISE

Student Evaluation  
Classroom Control  
Online Instruction

Course Coordination  
Technology Integration  
Counseling

Thesis Supervision  
Curriculum Development  
Curriculum Coverage

# PATRICK W. GLOVER

219 NW 10<sup>TH</sup> AVE, DELRAY BEACH, FL. 33444  
305-890-9366 • EMAIL: GLOVERP@PALMBEACHSTATE.EDU

## EXPERIENCE

### Adjunct Instructor

Palm Beach State College

LAKE WORTH, FL.

June 2013–Present

*Provides educational and digital platforms for small and mid-sized college and universities (Apple and Droid Accessible Applications)*

- Supervised staff, students, and help plan evening activities.
- Prepared college-level course curriculum for students.
- Prepared and presented lectures to peer counselors, instructors, and students in various topics; research and compile bibliographies of specialized materials for classroom/non-classroom reading assignments; stimulate class discussions.
- Integrated digital technology into the standard collegiate classroom curriculum.
- Designed and sold PLANE-TO-SUCCESS Curriculum: Teaching strategies for students, who had learning difficulties.
- Assess students knowledge-base, identify their learning goals, and develop lessons to coincide with evaluation.

### Conniston Middle School Business Teacher/Contractor

March 2014 - Present Palm Beach County School District  
West Palm Beach, FL

- Prepares & Teaches "Emergency Lesson Plans"
- Details progress reports for teachers, including students' academic performance
- Employs Positive and Proactive Classroom Management Strategies
- Manages student behavior according to current activity
- Scaffolds/Differentiates Instruction using Rotational Instructional Model

### Sales Manager

UrbanScrapMetal.com, LLC.

BOCA RATON, FL.

February 2005-Present

*Ability to manage, recruit, hire, schedule, and oversee adjunct instructors, professional development consultants, and staff.*

- Instructed USM-Seminar courses in Precious Metals to a variety of diverse business groups/professionals.
- Prepare and present lectures to professionals on business formation; research and compile specialized materials for precious metals.
- Incorporated Text/QR Code digital presence in a precious metal industry where the concept had never been implemented.

### Operations Manager

NewAmericanEnterprises, LLC.

Riverside, CA

August 2005-2012

*Directly responsible for recruitment, hire, schedule, and oversee contractors, managers, professional development consultants, and staff.*

- Negotiate a \$1 million line of credit used to purchase blighted properties
- Purchase and managed foreclosure properties.
- Coordinate corporate activities and assisted staff with strategies on how to locate foreclosed properties and assess the potential profit to be gained from each property.

# PATRICK W. GLOVER

219 NW 10<sup>TH</sup> AVE, DELRAY BEACH, FL. 33444

305-890-9366 • EMAIL: [GLOVERP@PALMBEACHSTATE.EDU](mailto:GLOVERP@PALMBEACHSTATE.EDU)



**CORPORATE  
& CONTINUING  
EDUCATION**

## BOCA RATON CAMPUS

3000 Saint Lucie Avenue  
Boca Raton, Florida 33431

# PROFESSIONAL BASKETBALL AGENT

## *Certification Prep*

### Is your dream job to be a sports agent?

Then, join us to learn the skills, tools and techniques required to achieve success in this exciting career.

Learn decision making plus how to effectively communicate recommendations. Refine the skills needed to recognize and solve bargaining issues and more.

This class includes an overview of the interconnected positions associated with the NBA management process. By the end of the class you'll be prepared to submit your application to become a certified NBA sports agent.



*Guest Speaker*

**Mark Strickland**

Former NBA player for the  
Miami Heat.

**1/19 - 2/10**

**Tues & Wed, 7pm - 9pm**

**Room: BT124**

**Ref#: 212646**

**Instructor: Patrick Glover, MBA**

[gloverp@palmbeachstate.edu](mailto:gloverp@palmbeachstate.edu)

561-862-4735

*Register online*

[www.PalmBeachState.edu/CCE/BR](http://www.PalmBeachState.edu/CCE/BR)





# CITY OF DELRAY BEACH BOARD MEMBER APPLICATION

RECEIVED

OCT 24 2017

CITY CLERK

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>Graben</u>		First Name <u>Maren</u>		M.I.	
2. Home Address: <u>3519 Lakenew Drive</u>		City <u>Delray Beach</u>	State <u>FL</u>	Zip Code <u>33445</u>	
3. Legal Residence:		City	State	Zip Code	
4. Principal Business Address: <u>3519 Lakenew Drive</u>		City <u>Delray Beach</u>	State <u>FL</u>	Zip Code <u>33445</u>	
5. Home Phone:	Business Phone:	E-Mail Address: <u>Maren.Graben@gmail.com</u>	Cell Phone: <u>(561) 670-3666</u>	Fax:	
6. Date of Birth <u>07-15-1976</u>	7. Are you a registered voter? <u>NO</u> If so, where are you registered?				
8. What Board(s) are you interested in serving? Please list in order of preference: <u>1. Green Implementation Advancement Board</u> <u>2. Public Art Advisory Board</u> <u>3. Community Redevelopment Agency</u>					
9. List all City Boards on which you are currently serving or have previously served: (Please include dates)					
10. Educational qualifications: <u>BA Business Management and Accounting</u>					
11. List any related professional certifications and licenses which you hold: <u>Certified International Property Specialist, Real Estate License</u> <u>Certified Management Accountant</u>					
12. Give your present, or most recent employer, and position: In addition, are you or your company a vendor with the city? <u>1. Engel &amp; Voelkers Delray Beach - Real Estate Advisor</u> <u>2. Florida Mansion LLC - CEO (Property Management &amp; Services)</u>					
13. Describe experiences, skills or knowledge which qualify you to serve on this board: (Please attach a brief resume) <u>Leadership Delray Beach, Board Membership,</u> <u>Self-Motivated, Confident, Reliable, Team-Player</u> <u>Flexible, Resourceful, Analytical</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.					
SIGNATURE <u>[Signature]</u>			DATE <u>10-24-2017</u>		

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: Marlen Graben

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

2 years 1 month, 3519 Lakerow Drive, Delray Beach

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

Park & Recreation Board - Germany, Senden (Equestrian Facility / Eventing)  
Board of Directors - Home Owner Association - Germany, Munster  
Leuchtturm Delray Beach

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

Yes, I attended a CRA meeting and a City Commission  
meeting

4. Why are you interested in this board?

"Sustainability" is very important for me. It maintains and  
improves our Life Quality. "going green" brings also revenue  
for the city and makes it attractive.

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

My work experience and my expertise in sustainable  
real estate development and redevelopment are an  
ideal match and would complement the powers and duties  
of the board/commission.

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

I think the board is going into the right direction. It is  
exciting to see how passionate and well the members work  
together. Knowing a city's potential, appreciating it and making  
the best of it is completely valuable.

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?

Yes I am aware of it. I love the model on how to promote  
cultural and economic opportunity through diversity.  
That makes our city unique and stand out. It gives our  
city greatness and charisma.

# Maren Graben

Real Estate Advisor &  
Property Manager

## Personal Info

### Address

3519 Lakeview Drive  
Delray Beach, FL 33445

### Phone

(561) 870-3666

### E-mail

Maren.Graben@gmail.com

### LinkedIn

<https://www.linkedin.com/in/maren-graben/>

## Skills

### MS Office

expert knowledge of the entire suite

### Teamwork

### German language

### French language

### Project Management

### Time Management

### Self-Motivated

### Leadership

Certified International Real Estate Advisor & Property Manager with 23+ years of experience in Residential Real Estate & New Developments. Seeking to assist the City Commission with my expertise and advice to maintain the quality of the "Delray Beach Lifestyle".

## Experience

2011-11 -  
present

### Real Estate Advisor

Florida, USA

#### Responsibilities

- Make offers, negotiate terms, write contracts, close sales, and initiate resale activity
- Sold on-site, created marketing materials, drafted purchase contracts, planned and executed agent events, and handled all aspects of operations, including research for future developments
- Expanded customer base through a variety of effective sales techniques and specialized skills
- Sustained long term customer/client relationships resulting in repeat business and referrals

2008-07 -  
2011-11

### CMA/Controller

Sommerhoff Corp., Germany

- Assisting with budget preparation
- Analyzing financial data and produce financial reports for board of trustees
- Administrator of company health insurance
- Recording and tracking all member contribution statements
- Performing accounting, payroll, and tax returns for private and business clients
- Training staff in accounting and tax procedures. Preparing monthly client billing
- Performing bookkeeping for all financial transactions
- Processing employee payroll
- Calculating and preparing tax payments and returns
- Completing month end closing reports
- Reconciling and balancing all accounts

1995-07 -  
2008-06

### Real Estate Advisor and Property Manager

Hausverwaltung, Germany

- Preparing reports by collecting, analyzing, and summarizing data and trends
- Accomplishing financial objectives by collecting rents, paying bills
- Preparing an annual budget
- Calculating overhead costs, depreciation, taxes, and profit goals
- Establishing rental rate by surveying local rental rates
- Attracting tenants by advertising vacancies
- Contracts with tenants by negotiating leases and collecting security deposit
- Maintaining property by investigating and resolving tenant complaints
- Maintaining buildings by contracting for maintenance services; supervising repairs

## Education

1996-08 -  
2000-06

### Ludwig-Erhard-College, Germany

BA Degree in Business/Management and Accounting

# Maren Graben

## Personal Info

### Address

3519 Lakeview Drive  
Delray Beach, FL 33445

### Phone

(561) 870-3666

### E-mail

maren.graben@gmail.com

### LinkedIn

<https://www.linkedin.com/in/maren-graben/>

Delray Beach, 10-24-2017

City of Delray Beach  
City Clerk's Department  
100 NW 1st Avenue  
Delray Beach, FL 33444

Dear Ms. Ruiz,

Thank you for visiting us at our leadership meeting last week at the Delray Beach Golf Club.

I am a passionate real estate professional with more than 23 years' of experience and would love to bring my expertise, enthusiasm and advice as an asset to your boards, committees and City Commission. As you will see from the attached resume, I have built my career in a variety of roles. It's the passion that has shaped my career; I thrive in an environment where no two work days are exactly the same.

When I was listening to your speech last week, I realized how much I am missing serving on the boards and being involved in the community life. Before I moved from Germany to Florida 6 years ago, I was very active serving the community and City of Senden, Germany.

I would like to take this opportunity to send you my board member application, advisory board questionnaire and resume.

Warmest regards,  
Maren Graben



# City Clerk Board Application

RECEIVED

NOV 07 2017

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 on and off for over 17 years.
How does your education or experience complement the powers and duties of the board/commission?	I have years of experience both professionally and personally working on environmental projects, creating shifts in behaviors, drawing awareness of environmental challenges, and an extensive science background. My science background is also mixed with a business background and the ability to relate with others.
Have you served on board(s) previously?. If so, what were your contribution(s) to the board(s)?	I served on the Marketing committee for the YMCA.
What direction would you like to see this board/commission go?. What suggestions do you have?	I love the direction the board is going towards being an environmental leader! By creating a working model here in our city we can easily transform so many areas around us.
Have you ever attended a meeting of this board/commission?	No I have not but I am willing to.
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?	My vision would be to increase the number of charging stations, increase the amount of edible plant and tree gardens in our neighborhoods, bring awareness to our food sources and create greater availability of those healthy options, upgrade the irrigation systems to decrease water use, increase water catchment systems, increase the amount of native plants in our neighborhoods, create a city wide #meatlessMonday campaign, empower low income neighborhoods to grow their own food, increase the amount of nectar supplying vegetation, increase sustainable building practices, increase awareness about the types of sustainable materials available, and increase the use of alternate transportation such as bikes. Last but not least my vision includes getting the community involved and continuing to educate the younger generation, but also including all generations and backgrounds into the mix.
Why are you interested in this board?	I have a vision for creating a sustainable future for my children. If I can begin this journey in my own city that would make it that much more powerful.
<b>Board Member Application</b>	
Are you a registered voter?. If so, where are you registered?	Yes I am a registered voter.
List any related professional certifications and licenses which you hold:	Not Applicable.
What Board(s) are you interested in serving?. Please list in order of preference:	Green Implementation Advancement Board
Give your present, or most recent employer and position: In addition, are you or your company a vendor with the City	Currently employed with Red Pepper Group. Video marketing video production company. Previously worked with an environmental engineering firm and the U.S. Fish and Wildlife Service @ the Loxahatchee Wildlife Refuge.
List all City Boards on which you are currently serving or have previously served:(Please include dates)	I have not served on any city boards I have served on the Marketing Committee for the YMCA in Boca Raton.

Describe experiences, skills or knowledge which qualify you to serve on this board: (Please attach a brief resume)

I am passionate about the environment and creating a sustainable environment. I have an extensive science background that includes knowledge of sustainable practices in all areas of life, knowledge of native flora and fauna, knowledge of sustainable building practices, and continue to educate myself on new and advancing technologies. I am also a vegan and understand the complexities and commitment involved in local food production and awareness. Where my skills or knowledge is lacking my passion is in full force.

Educational qualifications:

Currently Completing MBA at FAU  
Bachelor in Geography  
Advanced GIS  
Digital Marketing

SIGNATURE

Christina Hammond

## Personal Information

Last Name: Hammond  
First Name: Christina  
M.I. N  
Date of Birth 1978-01-24  
Home Address: 327 E Coral Trace Circle  
City (Home Address) Delray Beach  
State (Home Address) FL  
Zip Code (Home Address) 33445  
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) 531-2434  
Business Phone:  
Fax:  
Cell Phone:  
E-Mail Address: christinahammond33@gmail.com

## Resume

Resume

Christina Hammond\_2017.pdf



# C H R I S T I N A   H A M M O N D

Delray Beach, Florida  
(561) 531-2434 • christinahammond33@gmail.com

## PROFESSIONAL SUMMARY

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DATA ANALYSIS • GIS DATA MANAGEMENT • DATA MANAGEMENT • DATA INTERPRETATION  
GIS CONSULTING • SPATIAL ANALYSIS & GEOPROCESSING • CARTOGRAPHIC DESIGN • ESRI SUITE APPLICATIONS  
BUSINESS MANAGEMENT • ADVANCED COMPUTER SKILLS • PROJECT MANAGEMENT • MARKETING RESEARCH &  
DEVELOPMENT • PUBLIC SPEAKING & PRESENTATION • CONTRACT DEVELOPMENT • EXCELLENT PROBLEM  
SOLVING SKILLS • CLIENT FOCUSED CUSTOMER SERVICE

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## PROFESSIONAL EXPERIENCE

Red Pepper Group • Deerfield Beach, Florida 33441 • April 2014 - Present  
Video Marketing and Video Production Company

### Position Held

Director of Business Development

- Locate potential business deals by contacting potential partners; discover and explore new opportunities. Use digital marketing strategies to collect leads including HUBSPOT software, Google Analytics, Google AdWords Campaigns, email campaigns, and other online methods.
- Screen potential business deals by analyzing market strategies, deal requirements, potentials, and financials; evaluate options; resolve internal priorities. Close new business deals by coordinating requirements; developing and negotiating contracts; integrating contract requirements with business operations.
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations. Utilize Closing Skills, Motivation for Sales, Prospecting Skills, Sales Planning, Selling to Customer Needs, Territory Management, Market Knowledge, and Presentation Skills.

Handex Consulting and Remediation • Delray Beach, Florida 33445 • September 2011 - April 2014  
Engineering and Environmental Services

### Position Held

GIS Consultant and Staff Scientist

- Conduct data analysis, review technical documents, prepare reports and support project design efforts through proficient use of ArcGIS 10, AutoCAD, Google Earth, and MS Office Products.
- Coordinate with CAD users and research technical solutions integration, data distribution via various formats, heads up digitization & editing, and deliver technical problem solving. Collect, summarize, and analyze geographic and non-geographic information.
- Examine and prepare historical documentation and geospatial data through OCCULUS, FGDL, and other Web mechanisms.
- Marketing research and development with a focus on State programs. The State funded programs include the Low Scoring Site Initiative and the Site Screening Initiative. Develop sales packages which include proposals, technical documents, and cartographic reproductions.
- Coordinate with multiple sub-contractors (e.g. drillers, surveyors, analytical laboratories, etc.). Conduct field activities for soil, soil gas, groundwater, surface water, and sediment sampling for site characterization and remediation projects. Coordinate with subcontractors and provide oversight of soil excavation activities.
- Operate and maintain remediation systems. Data compilation including preparation of boring logs, well construction diagrams, sampling results, etc. Data interpretation and presentation to project manager.

United States Fish and Wildlife Service • Boynton Beach, Florida 33445 • May 2010 - February 2011  
A.R.M. Loxahatchee National Wildlife Refuge

**Position Held**

Biological Science Tech

- Used various GIS techniques for data acquisition, data manipulation, data storage & retrieval, and display. Resolved various problems using GIS and digital mapping systems. Prepared maps for inclusion in environmental reports to depict habitat resources or species locations.
- Supervised site restoration work through the implementation of invasive species mapping and exotics control contracts. Directed and evaluated the laborer crews. Oversaw safety and performance compliance while reporting to Project Manager. Reviewed all contractors' correspondence for accuracy. Analyzed and negotiated contracts.
- Assisted with the collection of biological data in the field using various GPS units. Mapped, identified, verified, counted, and collected the appropriate plant or animal species in project area. Organized and maintained sampling gear and other vital equipment.
- Served as a Biologist and Project manager for a 14-day tour in Daphne, Alabama recovering oiled and injured birds. Managed crews and contract workers while implementing organized rescue efforts. Established proper routes and "no-go" zones due to sensitive species. Developed interagency relationships on State and Federal levels to coordinate large rescue efforts. Worked directly with several national news agencies as a government representative. See below for link to one of several stories.

<http://www.chron.com/disp/story.mpl/business/deepwaterhorizon/7082575.html>

City Oyster • Delray Beach, Florida 33445 • December 1999 - December 2009

Restaurant

**Position Held**

FOH Manager

- Led a team of over 40 employees to achieve optimum results. Designed and executed training programs for new and current employees.
- Prepared financial reports, inventory orders, and employee schedules. Maintained profitability by reducing operating costs, performing inventory procedures that earned excellent audit ratings, and identified employee theft incidents.
- Played key role in fostering relationships with existing and potential customers in the industry and the wider community. Public events included Jazz on the Ave, Garlic Festival, and the grand opening of the Delray Beach Library.

## EDUCATION

*MBA, International Business Concentration, (graduate 12/17) Florida Atlantic University College of Business, Boca Raton, Florida 2017*

Coursework included: Advanced Finance, Financial Accounting, Marketing, Management Information Systems, Project Management, Global Management, Business Communication, Data Analysis for Managers, Tableau, Microsoft Office/Excel/Word/PowerPoint, and Google Docs.

*Bachelor in Geography, Minor Advance GIS, Florida Atlantic University, Boca Raton, Florida 2012*

Coursework included: Remote Sensing, Digital Imagery, Geovisualization, Intro to Maps, Google Earth/Google Sketchup, Erdas Imagine 2010/Classic, Adobe Photoshop/Reader, Spatial Data Analysis, ArcCatalog/ArcMap/ArcScene, Python 2.6, Microsoft Office/Excel/Word/PowerPoint, & SPSS

*Associate of Arts, Graduated Phi Theta Kappa Honors with 3.4 GPA, Palm Beach Community College, Boca Raton, Florida*

# City Clerk Board Application

RECEIVED

MAY 17 2018

CITY CLERK

Application Element	Comments
<b>Advisory Board Questionnaire</b>	
How long have you lived in the city? (Where applicable)	18 1/2 yrs
How does your education or experience complement the powers and duties of the board/commission?	My art background - design, composition, color sense. Great communicator, marketing and sales experience lend myself to be well rounded person. Extensive travel to different parts of the world meeting all different cultures, visiting museums and taking photos. In charge of art studio in New York Textile company I worked for.
Have you served on board(s) previously?. If so, what were your contribution(s) to the board(s)?	No I have not.
What direction would you like to see this board/commission go?. What suggestions do you have?	I would like to be an active part of the community and see what is actually going on and make suggestions from there
Have you ever attended a meeting of this board/commission?	No, I have not in years
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, not at this time
Why are you interested in this board?	To be an active part of the community. Help keep Delray Beach feeling like a small sea town
<b>Board Member Application</b>	
Are you a registered voter?. If so, where are you registered?	Yes, Delray Beach
List any related professional certifications and licenses which you hold:	BA Fine Arts
What Board(s) are you interested in serving?. Please list in order of preference:	Public Art Advisory Board Downtown Development Authority Board Green Implementation Advancement Board
Give your present, or most recent employer and position: In addition, are you or your company a vendor with the City	Solar Energy Systems
List all City Boards on which you are currently serving or have previously served:(Please include dates)	Not serving on any boards
Describe experiences, skills or knowledge which qualify you to serve on this board: (Please attach a brief resume)	Fine Arts Major -painting, sculpture, photography Textile Print Stylist in New York Speak some Spanish and French Create jewelry
Educational qualifications:	Fine Arts major-BA
SIGNATURE	Stella Jurkiewicz
<b>Personal Information</b>	
Last Name:	Jurkiewicz
First Name:	Stella
M.I.	

Date of Birth	1952-11-21
Home Address:	228 NE 15th 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:)	
Principal Business Address:	
City (Principal Business Address)	
State (Principal Business Address)	
Zip Code (Principal Business Address)	
Home Phone:	
Business Phone:	
Fax:	
Cell Phone:	(561) 413-4261
E-Mail Address:	Stellajstar21@gmail.com

Resume

Resume

IMG\_4440.JPG



**STELLA JURKIEWICZ** | 228 NE 15th Street  
Delray Beach Florida, 33444  
T 561 413-4261

#### **PROFILE**

Multi-faceted Sales, Design and Marketing Manager, with comprehensive experience in all phases of sales, service, production, design and operations. Strong management, supervisory and leadership skills coupled with "hands-on" and team player approach. Successful collaborations with clients to develop new designs, programs and product selections. Excellent communicator, able to function as an integral member of a design team or to independently focus design, color and merchandising strategies. Business background with focus on organizing effective day to day mechanics of running a successful business emphasizing on time management, policies and procedures. Strong skills in connectivity with different layers of the organizations.

#### **EXPERIENCE**

##### **DESIGN CONSULTANT, HESSLER PAINT & DECORATING CENTER, FLORIDA — 2016-2017**

Responsible for assisting clients with their wallcovering, window treatments, flooring and paint color decisions. Utilizing my extensive color and design background to aid in pattern, design and color selections to fulfill their decorating dreams. Involved in the everyday organizational running of the decorating center. Dealing with vendors, installers in a timely fashion to execute all aspects of customers needs. Detailed oriented and customer service driven.

##### **REGIONAL FIELD MARKETING REP, HOME DEPOT INTERIORS, FLORIDA — 2012-2016**

Responsible for Store Connectivity for 33 Home Depot stores, by building relationships between Store Managers, Specialty Managers, Project Specialists, Associates and Sale Teams as well as District Service Managers, Regional Service Managers and District Store Managers. Generate business through providing classes on our services and most important Lead qualification. Also self generated leads and trained new sales reps to the same. Increased raw leads yearly. Monitor reports for stores leads and sales and review w/store management.

##### **AREA SALES MANAGER, CUSTOM BRANDS GROUP, FLORIDA — 2010-2012**

Responsible for soliciting new accounts as well as servicing existing customers. Sold to Home Depot, JCPenney, Budget Blinds franchises and Kathy Ireland to Core Account for the window treatment industry. Involved in the continuance of educating and training my client base on current and new window treatment products. Have extensive product knowledge as well as possess excellent communication skills. Responsible for \$1.5 million in sales.

##### **FIELD MARKETING MANAGER, CUSTOM DECORATORS INC., FLORIDA — 2009-2010**

Promoted the "In Home Design Service Program" for Hunter Douglas. Primarily for The Home Depot. Provided training classes for associates and management in stores and at district offices. Participated in Lead generating events on a weekly basis. Increased program awareness and sales.

##### **DISTRICT SALES MANAGER, HUNTER DOUGLAS N.A.G., FLORIDA — 2008-2009**

Responsible for maintaining up to date product knowledge for all associates and designers in The Expo Design Centers, Home Depots, JCPennys and Lowes. Maintain and manage rotation calls to all stores. Extensive follow-up work with associates and customer care issues. Promote new "In Home Design Service" for Hunter Douglas products. Responsible for sales over \$2M. Conducted training classes to associates and designers.

##### **DECOR SUPERVISOR, THE EXPO DESIGN CENTER, BOYNTON BEACH, FLORIDA — 2002-2008**

Supervised and managed eight associates. Involved in simultaneous coordination of customer service, associate training, expediting and trouble shooting. Interface with designers and customers to facilitate product and color selection. Extensive vendor contact and follow-up work. Responsible for sales in excess of \$800,000 per year. Continual involvement of the day to day merchandising of all areas of Decor with the emphasis on improving sales. Heavy customer contact and support to all phases of department operations.

**EDUCATION—** University of New York, Brooklyn College, Bachelor of Arts



# 116 - 620201 720 5730

## CITY OF DELRAY BEACH

### BOARD MEMBER APPLICATION

RECEIVED

JUN 22 2017

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: <b>LEMBORSKI</b>		First Name: <b>Katherine</b>		M. I.
2. Home Address: <b>7402 - 600 Equest Cir</b>		City: <b>Delray Beach</b>	State: <b>FL</b>	Zip Code: <b>33444</b>
3. Legal Residence: <b>- Same -</b>		City:	State:	Zip Code:
4. Principal Business Address: <b>- Same -</b>		City:	State:	Zip Code:
5. Home Phone: <b>561 2766044</b>	Business Phone:	E-Mail Address: <b>KatherineLemborski@Yahoo.com</b>	Cell Phone: <b>561 7036903</b>	Fax:
6. Date of Birth: <b>Jan 6/61</b>	7. Are you a registered voter? <b>Yes</b> . If so, where are you registered? <b>Delray Beach</b>			
8. What Board(s) are you interested in serving? Please list in order of preference: <b>Green Implementation Advancement Board</b> <b>Code Enforcement Board - (Alternate)</b> , <b>Civil Service Board</b>				
9. List all City Boards on which you are currently serving or have previously served: (Please include dates) <b>Green Implementation Board</b> <b>Internal Auditors Board</b> , <b>Governor</b> , <b>Tri-Rail</b>				
10. Educational qualifications: <b>Master's degree in Public Management, Finance degree</b>				
11. List any related professional certifications and licenses which you hold: <b>Internal Auditor, Certified Public Mgr, and Certified Fraud Analyst</b>				
12. Give your present, or most recent employer, and position: In addition, are you or your company a vendor with the city? <b>Palm Beach County Government, Financial Analyst and Public Safety</b>				
13. Describe experiences, skills or knowledge which qualify you to serve on this board: (Please attach a brief resume) <b>over 10 yrs government experience in state local county and federal govt. positions, Public Policy, finance and government administration</b>				
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.				
SIGNATURE:			DATE: <b>5/26/2017</b>	

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:

Katherine Lembarola

RECEIVED

JUN 22 2017

CITY CLERK

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

20 yrs

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

Open Implementation Advancement Board,  
Beach Cleanup, Gumbo Limbo, Earth Day  
Celebrations, Tri Rail, and Bike Lanes

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

Yes

4. Why are you interested in this board?

This is the model for the future for Quincy  
Beach sustaining and protecting its  
beauty and uniqueness and its community.

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

Professional govt experience in policy  
administration and sustainability of govt  
programs to enhance and protect local communities

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

More public advocacy and outreach to  
gain recognition for all the good work and  
help the board has contributed to the local  
community.

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?

Yes, Vision of vibrant community with a  
vibrant downtown, quality neighborhood,  
and sustainability of our community.

# City Clerk Board Application

RECEIVED

APR 28 2017

CITY CLERK

Application Element	Comments
<b>Advisory Board Questionnaire</b>	
How long have you lived in the city? (Where applicable)	I have lived in Delray Beach for nine years and owned a home in Delray Beach since 2012.
How does your education or experience complement the powers and duties of the board/commission?	My past experience working in government in Washington, DC coupled with my BA and MBA degrees have helped me become a well rounded, thoughtful individual and leader. My business experience, including my current role as CEO of a start-up in Boca Raton, has provided me with strong project management, communications, and coalition building skills.
Have you served on board(s) previously?. If so, what were your contribution(s) to the board(s)?	I have served in a volunteer capacity on a number of different boards or committees and my contributions include consistently showing up when I say that I will, being prepared in advance having reviewed any relevant meeting related materials, thoughtful and respectful questions, and a task oriented demeanor that helps move conversation and agendas forward.
What direction would you like to see this board/commission go?. What suggestions do you have?	My recommendation with any board is to make decisions transparently and consistently, operating in a clear and open manner. Remember the vision of the organization that you are serving when making all decisions, and keep in mind that balancing the needs or various stakeholders is indeed just that - a balance.
Have you ever attended a meeting of this board/commission?	I have not yet attended Delray board and commission meetings, although I often review the minutes, when available online, or news reports.
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?	A clearly articulated vision and goals are important, and implementation of that vision is also tremendously important. I am proud of the way the City has grown over the past decade, and look forward to contributing as Delray Beach grows and becomes a City by the Sea.
Why are you interested in this board?	I am interested in putting my skills, education and work experience to use in my Delray Beach community.
<b>Board Member Application</b>	
Are you a registered voter?. If so, where are you registered?	Yes, I am a registered voter in the State of Florida at my home address.
List any related professional certifications and licenses which you hold:	Certified mentor with the Venture Mentoring Team (working with start up businesses) Florida Notary Public
What Board(s) are you interested in serving?. Please list in order of preference:	<b>Green Implementation Advisory Board</b> Site Plan Review Code Enforcement Board of Adjustment Community Redevelopment Agency
Give your present, or most recent employer and position: In addition, are you or your company a vendor with the City	Current employer - WAHspace, an internet start up based out of the FAU Tech Runway space in Boca Raton
List all City Boards on which you are currently serving or have previously served:(Please include dates)	I have not yet served on a City board.

Describe experiences, skills or knowledge which qualify you to serve on this board: (Please attach a brief resume)

Please see my attached resume. I have developed a strong toolbox of leadership, administrative, policy development and communication tools throughout my career. I am skilled at synthesizing large amounts of new information and asking thoughtful questions that lead to strong recommendations on how to proceed.

Educational qualifications:

MBA in general management from Harvard Business School  
BA in African American Studies from the University of Connecticut  
Educated through high school diploma in the public school system in Enfield, Connecticut

SIGNATURE

Sarah Lucas

### Personal Information

Last Name: Lucas  
First Name: Sarah  
M.I.: C  
Date of Birth: 1974-08-11  
Home Address: 1019 W Heritage Club Circle  
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:  
Business Phone:  
Fax:  
Cell Phone: (617) 894-5156  
E-Mail Address: sarahclucas@yahoo.com

### Resume

Resume

sarah\_lucas\_2017.pdf

**SARAH CHRISTINE LUCAS**  
1019 West Heritage Club Circle  
Delray Beach, FL 33483  
sarahclucas@yahoo.com  
617.894.5156

**education**

**2004 – 2006**

**HARVARD BUSINESS SCHOOL**

**BOSTON, MA**

**Master of Business Administration.** General management degree. Co-founded Corporate Social Responsibility student interest group. Member of Volunteer Consulting, Social Enterprise, Business and Environment and Outdoors Clubs. Co-authored Harvard Business School Press case study on school lunch program in India.

**1992 – 1996**

**UNIVERSITY OF CONNECTICUT**

**STORRS, CT**

**Bachelor of Arts degree in African American Studies.** Designed course curricula through the individualized major program. Honor's Program. Dean's list. Member of Kappa Alpha Theta. Received Student Union Director's award recognizing excellence in student leadership.

**experience**

**2015 – present**

**WAHspace.com**

**BOCA RATON, FL**

**Chief Executive Officer.** Oversee the development and launch of the world's largest online work at home community. Provide leadership for overall company direction consistent with the vision of private funders. Manage B2B outreach campaign to recruit and retain strategic partners.

- Establish performance metrics for overall company strategic goals and specific functional areas. Manage business to align with achievement of these targets.
- Supervise team of in office and remote workers. Oversee social media and web efforts to build community membership. Evaluate proposals and negotiate partnerships with third party vendors.
- Develop team members to effectively perform their roles and grow their professional skills.
- Manage company finances, including payroll approval, marketing spends and operational expenses.

**2014 – 2015**

**FLORIDA ATLANTIC UNIVERSITY TECH RUNWAY**

**BOCA RATON, FL**

**Assistant Director for Entrepreneurship.** Provided strategic and programmatic support for newly launched South Florida start-up business accelerator that houses, mentors and trains early stage technology-focused companies.

- Identified and recommended potential strategic partners, including company applicants, program mentors and sponsors. Served as liaison for all internal and external stakeholders for meetings, programs and events.
- Managed organization budget. Processed all purchase orders and requests for payment consistent with public university policies and procedures. Utilized Workday and served as cost center manager.
- Researched grant opportunities and prepared grant application packages. Responsible for metrics and reporting consistent with funding requirements.

**2013 – 2014**

**LIFE OF PURPOSE**

**BOCA RATON, FL**

**Chief Operating Officer.** Founding team member of the nation's first substance abuse treatment center located on a college campus. Realized founder's vision for company, from conception to business plan to profitable operation in Research Park on the Boca Raton campus of Florida Atlantic University.

- Responsible for overall leadership, management and vision to realize a start-up business from concept to viability.
- Ownership for all administrative, financial and operations functions of the company, including budgeting and cash management, Quickbooks accounts payable and receivables, human resource function, compliance, facility management, payroll processing, insurance billing and utilization review.

**2012 – 2013**

**HENNER USA / XN FINANCIAL SERVICES**

**BOCA RATON, FL**

**Compliance Officer.** Hired as a special consultant to assist financial services firm specializing in high-risk insurance market with operations and financial management following acquisition and changes in fiscal year reporting schedule.

- Worked with French parent company Henner to coordinate their entry into the United States, including establishment of legal entity, physical space requirements and hiring initial staff team.
- Provided guidance on interpretation and application of key provisions of the recently enacted Non-Admitted and Reinsurance Reform Act.
- Managed annual and quarterly multi-state tax filing process for licensed surplus line brokers. Worked with company controller and assistant controller to reconcile unallocated accounts for end of period audit preparation.

**2007 – 2008**

**DANAHER, GILBARCO VEEDER-ROOT**

**GREENSBORO, NC**

**Human Resource Generalist.** Worked directly with VP of Global Human Resources providing HR functions to global operating company of a \$10 B highly diversified manufacturing conglomerate. Utilized the principles of lean

manufacturing. Participated in kaizen to increase productivity and impact. Provided confidential counseling and advice to associates to improve employee experience.

- Sourced candidates for open positions in coordination with departmental heads. Conducted extensive interviews with candidates. Developed and executed new hire on-boarding process.
- Coordinated departmental communications and functions across diverse global team.
- Developed metrics consistent with Danaher Business System to track departmental performance. Used performance management tools to improve associate recruiting and retention.

2001 – 2004

**U.S. SENATE, DEMOCRATIC STEERING COMMITTEE**

**WASHINGTON, DC**

**Deputy Director.** Coordinated and aligned policy, strategy and communications efforts between the Senate Democratic Leadership and outside constituencies. Served under former Senate Democratic Leader Tom Daschle (D-SD) and Steering Committee Chairs John Kerry (D-MA) and Hillary Rodham Clinton (D-NY).

- Created and mobilized coalitions of internal and external stakeholders around major legislative issues including Medicare reform, unemployment insurance, economic stimulus and tax policy.
- Worked directly with Democratic Senators and key staff members to disseminate caucus message and strategy.
- Managed all strategic and logistical operations of oversight hearings and press conferences to promote legislative priorities in the national and local media. Supervised teams of up to 50 people. Launched manufacturing task force to craft policies to address manufacturing job loss.

spring 2001

**U.S. HOUSE OF REPRESENTATIVES**

**WASHINGTON, DC**

**Legislative Assistant.** Advised Congressman Ted Strickland (OH-6) on tax, finance, budget, judiciary and labor issues. Represented the Congressman at public events with constituents, interest groups and lobbyists.

- Coordinated federal economic development initiatives with district development agencies in the distressed southeastern Ohio River Valley area. Secured \$15 million in job training funds for displaced coal miners.
- Drafted opening statements and suggested lines of questioning for Energy and Commerce Committee hearings pertaining to consumer protection and oversight.

2000 – 2001

**THE WHITE HOUSE, DOMESTIC POLICY COUNCIL (DPC)**

**WASHINGTON, DC**

**Assistant Director for Domestic Policy.** Member of 20-person policy team responsible for the development and implementation of President Clinton's domestic policy agenda. Managed DPC staff plan and operational budget.

- Performed cost-benefit analyses to assess the economic impact of policy ideas. Collaborated with White House principals, federal agency officials and external stakeholders to develop policy and communications strategy.
- Prepared briefing memos and talking points for the President and senior White House officials. Wrote Presidential statements, press papers and other materials for Administration announcements on crime and gun safety issues. Created new metric to quantify incidence of gun crime in America.

1998 – 2000

**MURRAY, SCHEER & MONTGOMERY**

**WASHINGTON, DC**

**Legislative Associate.** Designed and implemented federal legislative strategies for a wide range of clients, including national and state nonprofit organizations, public utilities and municipal governments.

- Developed client appropriations requests that resulted in more than \$50 million in federal appropriations funding for water infrastructure, transportation, housing and economic development projects.
- Carried out routine liaison with congressional staff, federal agencies and Washington-based interest groups. Expanded and strengthened Capitol Hill presence for the mayors of the City of San Jose and Oklahoma City.

1997 – 1998

**NATIONAL RURAL WATER ASSOCIATION**

**WASHINGTON, DC**

**Research Analyst.** Conducted research for the preparation of federal grant applications. Performed quantitative database analysis for a national grassroots campaign around the implementation of the Safe Drinking Water Act. Prepared and distributed weekly and monthly newsletters for state affiliates.

1992 – 1996

**UNIVERSITY OF CONNECTICUT, DEPARTMENT OF STUDENT ACTIVITIES**

**STORRS, CT**

**Summer Orientation Leader.** Active member of 18-person team responsible for developing and implementing intensive overnight campus orientation experiences for incoming university students.

**Campus Tour Leader.** Hired and trained to present an objective perspective of campus to prospective students and their families and other university stakeholders.

**Assistant to the Director.** Hired, trained and supervised student staff. Drafted correspondence, maintained Director's calendar, and performed other administrative support functions.

**Student Office Assistant.** Provided administrative support to Department of Student Activities and student led campus programming board of governors.

skills

Microsoft Office. Great Plains. Quickbooks. Florida Notary Public.

personal

Enjoy the outdoors, cooking, travel, scuba diving, volunteer work and yoga.

# City Clerk Board Application

RECEIVED

JUN 14 2017

CITY CLERK

Application Element	Comments
<b>Advisory Board Questionnaire</b>	
How long have you lived in the city? (Where applicable)	East Delray for almost 3 years.
How does your education or experience complement the powers and duties of the board/commission?	My background is in economics so I can help with the financial analysis of implementing different systems and strategies. I can also help showcase how economic trends in sustainable development will impact the city's future growth.
Have you served on board(s) previously?. If so, what were your contribution(s) to the board(s)?	No, I have not yet served on a board.
What direction would you like to see this board/commission go?. What suggestions do you have?	I would like to see the board push for more sustainable building practices and homes to be built in the city. As a Realtor, I don't see very many LEED certified homes being built. I think it would be good to provide some incentives to builders to construct more sustainable homes and buildings. Also the conversion of existing structures to be more sustainable.
Have you ever attended a meeting of this board/commission?	I just found out about the Green Implementation Advancement 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, I have read through the Green Task Force Report. The report is very thorough and I think it does a very good job of covering all of the bases.
Why are you interested in this board?	I believe that a community that focuses on becoming more sustainable will not only benefit economically but socially. Energy and technology are moving in the sustainable direction so it only makes sense for the city to make as many positive changes that it can.
<b>Board Member Application</b>	
Are you a registered voter?. If so, where are you registered?	I am registered in Delray Beach.
List any related professional certifications and licenses which you hold:	I am a licensed Realtor with the RAPB.
What Board(s) are you interested in serving?. Please list in order of preference:	I am interested in the Green Implementation Advancement Board.
Give your present, or most recent employer and position: In addition, are you or your company a vendor with the City	I am currently with Nestler Poletto Sotheby's International Realty in Delray Beach.
List all City Boards on which you are currently serving or have previously served:(Please include dates)	I have not served on any boards yet.
Describe experiences, skills or knowledge which qualify you to serve on this board: (Please attach a brief resume)	<p>Exceptional listener and communicator who effectively conveys information verbally and in writing.</p> <p>Highly analytical thinking with demonstrated talent for identifying, scrutinizing, improving, and streamlining complex work processes.</p> <p>Computer-literate performer with extensive software proficiency covering wide variety of applications.</p> <p>Flexible team player who thrives in environments requiring</p>



ability to effectively prioritize and juggle multiple concurrent projects.

Goal-driven leader who maintains a productive climate and confidently motivates, mobilizes, and coaches employees to meet high-performance standards.

Results-driven achiever with exemplary planning and organizational skills, along with a high degree of detail orientation.

Resourceful team player who excels at building trusting relationships with customers and colleagues.

Seasoned professional whose honesty and integrity provide for effective leadership and optimal business relationships.

Highly adaptable, mobile, positive, resilient, patient risk-taker who is open to new ideas.

Productive worker with solid work ethic who exerts optimal effort in successfully completing tasks.

Dependable, responsible contributor committed to excellence and success.

Energetic performer consistently cited for unbridled passion for work, sunny disposition, and upbeat, positive attitude.

Conscientious go-getter who is highly organized, dedicated, and committed to professionalism.

Confident, hard-working employee who is committed to achieving excellence.

Highly motivated self-starter who takes initiative with minimal supervision.

Enthusiastic, knowledge-hungry learner, eager to meet challenges and quickly assimilate new concepts.

Educational qualifications:

Bachelor's degree in Economics.

SIGNATURE

Ryan Rybarczyk

## Personal Information

Last Name:

Ryan

First Name:

Rybarczyk

M.I.

Date of Birth

1985-08-27

Home Address:

3301 Spanish Trl Apt 305

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:

Business Phone:

(561) 450-9629

Fax:

Cell Phone:

(248) 392-1511

E-Mail Address:

ra.rybarczyk@gmail.com

Resume

Resume

ra.rybarczyk@gmail.comresume.pdf

# Ryan A. Rybarczyk

3301 Spanish Trl Apt 305 | Delray Beach, Florida 33483 | [ra.rybarczyk@gmail.com](mailto:ra.rybarczyk@gmail.com) | 561.450.9629

## OBJECTIVE

To provide the highest level of customer service and satisfaction.

## EXPERIENCE

**Nestler Poletto Sotheby's International Realty** Delray Beach , Florida May 2017

*Realtor*

- Negotiated, facilitated and managed real estate transactions.
- Advertised client properties on websites, through social media and in real estate guides.
- Continually stayed up-to-date on mortgage rates and related real estate news.
- Showed properties to potential buyers and other brokers at open houses and by appointment.
- Generated listings for sales and rental properties through cold calls and referrals.
- Communicated with clients to understand their property needs and preferences.
- Presented purchase offers to sellers for consideration.
- Acted as liaison between buyers and sellers to ensure positive experiences for both parties.

**Keller Williams Realty Services** Boca Raton , Florida December 2014 - May 2017

*Agent*

- Negotiated, facilitated and managed real estate transactions.
- Advertised client properties on websites, through social media and in real estate guides.
- Continually stayed up-to-date on mortgage rates and related real estate news.
- Showed properties to potential buyers and other brokers at open houses and by appointment.
- Generated listings for sales and rental properties through cold calls and referrals.
- Communicated with clients to understand their property needs and preferences.
- Presented purchase offers to sellers for consideration.
- Acted as liaison between buyers and sellers to ensure positive experiences for both parties.

**Please Hold Canada** Rochester Hills , Michigan September 2011 - May 2015

*Programmer / Customer Support*

- Answered an average of 50 calls per day by addressing customer inquiries, solving problems and providing new product information.
- Described product to customers and accurately explained details and care of merchandise.
- Provided an elevated customer experience to generate a loyal clientèle.
- Served as the main liaison between customers, management and sales team.
- Ensured superior customer experience by addressing customer concerns, demonstrating empathy and resolving problems on the spot.
- Monitored and updated back-end data.

## EDUCATION

**Oakland University** Rochester, Michigan December 2014

*Economics B.A. , GPA 3.0*

## SKILLS

Exceptional listener and communicator who effectively conveys information verbally and in writing.

Highly analytical thinking with demonstrated talent for identifying, scrutinizing, improving, and streamlining complex work processes.

Computer-literate performer with extensive software proficiency covering wide variety of applications.

Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple concurrent projects.

Goal-driven leader who maintains a productive climate and confidently motivates, mobilizes, and coaches employees to meet high-performance standards.

Results-driven achiever with exemplary planning and organizational skills, along with a high degree of detail orientation.

Resourceful team player who excels at building trusting relationships with customers and colleagues.

Seasoned professional whose honesty and integrity provide for effective leadership and optimal business relationships.

Highly adaptable, mobile, positive, resilient, patient risk-taker who is open to new ideas.

Productive worker with solid work ethic who exerts optimal effort in successfully completing tasks.

Dependable, responsible contributor committed to excellence and success.

Energetic performer consistently cited for unbridled passion for work, sunny disposition, and upbeat, positive attitude.

Conscientious go-getter who is highly organized, dedicated, and committed to professionalism.

Confident, hard-working employee who is committed to achieving excellence.

Highly motivated self-starter who takes initiative with minimal supervision.

Enthusiastic, knowledge-hungry learner, eager to meet challenges and quickly assimilate new concepts.

## LANGUAGES

English

## INTERESTS

Health  
Science  
Technology  
Sustainable Energy  
Environment

*References are available upon request.*

# City Clerk Board Application

RECEIVED

MAY 16 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 Delray Beach for 4 years (since April 2014) and been a homeowner in Delray Beach for 1 year (since April 2017)
How does your education or experience complement the powers and duties of the board/commission?	My educational experience is in Civil and Environmental Engineering and business administration of such engineering projects. This is a very useful skill in the planning of municipal functions.
Have you served on board(s) previously?. If so, what were your contribution(s) to the board(s)?	Not applicable
What direction would you like to see this board/commission go?. What suggestions do you have?	I would like to see the boards continue to plan Delray Beach into the future, pushing us towards a beautiful aesthetic, environmental consciousness, and safe, pedestrian friendly environment.
Have you ever attended a meeting of this board/commission?	Not applicable
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 am aware of the Vision 2020 initiative and agree strongly that the goals and supporting ideas will make Delray Beach a premier city to live and invest in.
Why are you interested in this board?	As a homeowner in Delray Beach, I am interested in participating in the planning and implementation of the direction of our City.
<b>Board Member Application</b>	
Are you a registered voter?. If so, where are you registered?	Yes, registered in Delray Beach, FL
List any related professional certifications and licenses which you hold:	Professional Engineer, FL and NY (PE) - Civil & Environmental Engineering
What Board(s) are you interested in serving?. Please list in order of preference:	Planning And Zoning Board, Site Plan Review And Appearance Board, <b>Green Implementation Advancement Board</b>
Give your present, or most recent employer and position: In addition, are you or your company a vendor with the City	Arcadis US, Inc. July 2006 through present - Senior Consultant. To my knowledge, we are not vendors to the City.
List all City Boards on which you are currently serving or have previously served:(Please include dates)	Not applicable
Describe experiences, skills or knowledge which qualify you to serve on this board: (Please attach a brief resume)	I have over 12-years of experience working on a wide range of civil and environmental engineering projects, specializing in operations monitoring and construction oversight services for solid waste, water and wastewater projects. Project experience includes operations monitoring and inspections, regulatory review, economic analyses, contract interpretation, preparation of procurement documents, proposal review, compilation of data and trend analyses of waste-to-energy facilities, and construction monitoring.
Educational qualifications:	BSE Civil/Environmental Engineering Duke University 2005, Graduate studies in M.Eng Civil Engineering/ Engineering Management Cornell University 2006

SIGNATURE

Daniel Stepner

**Personal Information**

Last Name:	Stepner
First Name:	Daniel
M.I.	J
Date of Birth	1982-12-13
Home Address:	1700 S Ocean Blvd, Apt 20
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:	(240) 475-4157
Business Phone:	
Fax:	
Cell Phone:	(240) 475-4157
E-Mail Address:	daniel.stepner@gmail.com

**Resume**

Resume

Stepner\_Dan\_110817 (for Delray Beach).docx





## Daniel J. Stepner, PE, CDT

### Education

Program completed in BSE  
Civil/Environmental  
Engineering Duke  
University 2005  
Graduate studies in M.Eng  
Civil Engineering/  
Engineering Management  
Cornell University 2006

### Years of Experience

11

### Professional Registrations

Professional Engineer, FL, NY  
Certified Construction  
Documents Technologist  
(CDT)

### Health & Safety Training

Confined Space Entry  
OSHA 10-Hr Training

### Professional Training

AutoCAD Advanced Training  
Microsoft Excel Advanced  
Training

Mr. Stepner has over 10-years of experience working on a wide range of civil and environmental engineering projects, specializing in operations monitoring and construction oversight services for solid waste, water and wastewater projects. Project experience includes operations monitoring and inspections, regulatory review, economic analyses, contract interpretation, preparation of procurement documents, proposal review, compilation of data and trend analyses of waste-to-energy facilities, and construction monitoring. He has served as part of the construction and operations monitoring teams for the development and operation of a new 3,000 ton per day waste-to-energy facility, and as such has significant knowledge of the equipment and operations of such facilities.

### Detailed Experience

#### Water/Wastewater

#### **New York City DEP: CAT/DEL Ultraviolet (UV) Treatment Facility Construction**

**Management and Start-up.** Provided construction management and start-up assistance for a two billion gallon per day (BGD) UV water treatment facility (UV Facility) as part of the Construction Management Joint Venture (CMJV) team. As part of the control room operations sub-team, coordinated construction activities of the four prime contractors to ensure that they did not impact the activities of the other prime contractors or with NYCEP's delivery of water through the UV Facility during facility start-up. Oversaw operation of the UV Facility during performance testing and commissioning of the 56 UV units (UVU) as the support and lead operator for the CMJV. Facilitated on-the-job training of NYCEP operations personnel. Prepared an equipment monitoring log in the form of an electronic tablet application, to be used during UV Facility rounds to monitor the operating status of all facility equipment and report any unanticipated alarms or conditions to the operations supervisor or maintenance staff.

#### **New York City DEP: Tallman Island Wastewater Treatment Plant (WWTP) Start-up.**

Provided start-up services and training for biological nutrient removal (BNR) related systems for an 80 million gallon per day (MGD) wastewater treatment plant (maximum capacity of 160 MGD). Developed start-up plans, system training materials, and tracking logs of BNR system equipment, shop test, field test, operation and maintenance (O&M), training and lesson plan, and spare parts submittals. Reviewed project schedules for conformance with equipment start-up and testing. Coordinated and monitored the training program for vendor-provided equipment and systems.

#### **Orange County Sanitation District: Digester Gas Cleaning, Selective Catalytic**

**Reduction and Catalytic Oxidizer Pilot Testing / Fountain Valley CA.** Evaluated the best available control technologies to remove NOx, CO, and VOC from engine generator exhaust

utilizing a digester gas pre-treatment cleaning system and selective catalytic reduction and catalytic oxidizer system. Prepared contract documents, provided negotiation and coordination with vendors, and provided start-up and commissioning assistance. Throughout the pilot testing period, tasks include coordination with the sampling laboratories, managing sampling results, and preparation of technical memoranda and the pilot testing report.

**Various Clients: Reasonably Available Control Technology (RACT) Analyses.**

**Evaluated reasonable available control technologies and prepared RACT Analyses for** Oxides of Nitrogen (NOx) for boilers and gas turbines and for volatile organic compounds (VOC) for congeneration engines, sludge incinerators, biogas flares, boilers and generators in compliance with New York State Department of Environmental Protection (DEC) regulations. Client facilities included an industrial sugar refinery, waste water treatment plants, and a pharmaceutical facility. Tasks included reviewing NOx and VOC emissions data from combustion sources, researching potential control technologies, and determining the economic feasibility of implementing the control technologies.

**New York State Office of General Services: Yonkers Illicit Discharge Elimination Program / Yonkers NY.** Performed water sampling of storm water outfalls and manholes to identify points of illicit discharge of sanitary sewage. Responsibilities included collecting water samples from each of the outfalls and manholes, inspecting each outfall and manhole for indicators of sanitary sewage e.g. odors, debris. Once signs of sanitary sewage were identified in the storm water outfalls, the sanitary sewage is tracked through storm water drainage system via sampling, CCTV, and dye testing until the illicit discharges are identified in individual residencies and repairs to the drainage system are made.

**New York City DEP: Newtown Creek WWTP: Asset Management and Information Access System (IAS): Online O&M Manual Management / New York NY.** Developed asset identification numbers and tag names for the WWTP computerized maintenance management system (CMMS) for design plant modification contracts. Each asset in the WWTP was added to a hierarchy visual representation. Assisted in the development of Newtown Creek WWTP online IAS for client usability. Formatted and uploaded O&M manuals sections and other project documents to the IAS. Developed the IAS User Training Manual.

**New York City DEP: Wards Island WWTP Staffing Assessment / New York NY.** Assisted in the development of the Wards Island WWTP Staffing Assessment Report. Responsibilities included creating an equipment list for the entire plant, assigning preventative maintenance (PM) hours to each piece of equipment, determining staffing levels for PM based on total PM hours, and writing the Report.

**Bergen County Utilities Authority: Information Access System: Online Operation & Maintenance Manual / Bergen County NJ.** Assisted in the development of the Bergen County Utilities Authority's (BCUA) online Information Access System (IAS) comprised of an online O&M Manual and Document Library. Developed O&M manual sections for Service Air, Potable Water, and Sludge Storage Systems. Formatted and uploaded O&M manuals

sections and other project documents to the IAS. Developed sections of the IAS Basic User Training Manual.

**New York City DEP: Owls Head and Tallman Island WWTPs Odor Study / New York NY.** Performed Odor Sampling of the Owls Head and Tallman Island WWTPs. Includes liquid and air sampling from the surface of primary settling tanks, aeration tanks, final settling tanks, and other select locations at the plant.

**Town of Southeast: Brewster Heights Wastewater Treatment Plant Operation & Maintenance Manual / Southeast NY.** Developed Operations & Maintenance (O&M) Manual for a 150,000 gpd wastewater treatment plant. Responsibilities included coordination with plant staff, site visits, and writing of the O&M Manual. Plant includes screening, extended aeration, clarification, sand filtration, microfiltration, UV disinfection, aerobic digestion, and sludge drying beds.

**Mount Ebo Corporate Center: Mt. Ebo Wastewater Treatment Plant Operation & Maintenance Manual / Brewster NY.** Developed Operations & Maintenance (O&M) Manual for a 160,000 gpd wastewater treatment plant. Responsibilities included coordination with plant staff and writing of the O&M Manual. Plant includes screening, primary clarification, rotating biological contactors, secondary clarification, sand filtration, microfiltration, UV disinfection, and solids handling.

#### Solid Waste

**Solid Waste Authority of Palm Beach County: SWA New WTE Facility / West Palm Beach FL.** Providing operation and maintenance monitoring services for the new 3,000 ton per day (tpd) waste-to-energy (WTE) mass burn Facility adjacent to the Authority's North County Resource Recovery Facility (NCRRF). Tasks include inspection of the Facility and review of operating parameters for compliance with the maintenance standards and performance guarantees in Operation and Maintenance Agreement between the SWA and Facility operator. As a member of the engineering management team, performed as construction monitoring engineer during construction of the Facility. Current tasks include creation and tracking of the Owner's construction punch list and administration of the warranty list. Previous tasks included monitoring and recording all site construction activities, walk down of all process systems, and tracking quality issues. As part of the constraints and limitations analysis for siting of the Facility, assisted in the development of the conceptual site layouts by developing cost estimates for potential site grading options.

**Union County Utilities Authority: Resource Recovery Facility: Operations and Maintenance Monitoring / Union County NJ.** Provided engineering services for the operation and maintenance monitoring of a 1,540-tpd waste-to-energy facility. Responsibilities included conducting facility inspections during normal operating conditions and during major equipment outages, and reviewing supervisor and control room operator logs to identify notable maintenance activities. Reviewed facility operating data with respect to waste

processed and received, steam production, electric generation, and equipment downtime. Prepared various reports, including: annual general assessment and status condition, outage inspection and unit outage summaries, and condition comparison reports for the waste-to-energy facility. Prepared the Title V Permit - Waste Separation Annual Report for Union County recyclable materials.

**Westchester County: Construction & Demolition Debris Recycling Facility.** Prepared the feasibility study for implementation of a 700 tpd Construction & Demolition (C&D) Debris Recycling Facility on the County-owned property adjacent to the existing Materials Recovery Facility. Sorting techniques utilized include shredding, mechanical screening, magnetic separation, manual sorting, air separation, and wood grinding.

**Westchester County: Solid Waste Management Plan Update / Westchester County NY.** Prepared the 2010 Westchester County Department of Environmental Facilities Solid Waste Management Plan Update. The main objectives of the plan update are to define the infrastructure and strategies to manage the County's solid waste and discuss future strategies to assist in meeting the State of New York's (State) quantitative goals for waste reduction and recycling set forth in the State's solid waste management plan, prepared in December 2010.

**Alexandria/Arlington Waste-to-Energy Facility, Alexandria VA.** Assisted in the conduct of an economic analysis to quantify cost and benefits of exercising or not exercising the Extended Term option(s) available under the Jurisdictions' service agreement with Covanta, and a recommendation as to the time frame for taking action. The economic analysis included a solid waste market analysis, identification of potential issues, and evaluation of alternatives. A key component of the evaluation and presentation of findings was the development of a financial model of the Jurisdictions existing solid waste system and Facility operations to project future costs under the alternative scenarios using probabilistic modeling (using @Risk™ software) to quantify potential financial risks. Tasks included development of a timeline and decision tree for agreement alternatives and preparation of the economic analysis report.

**Solid Waste Authority of Palm Beach County: North County Resource Recovery Facility (NCRRF) Refurbishment Design Build Procurement / West Palm Beach FL.** As part of the refurbishment of the Authority's NCRRF to provide for an additional 20-years of operations, assisted with the development of technical specifications required for the refurbishment of the NCRRF and vendor procurement activities related the evaluation of the Design-Build (D/B) Contractor for the Refurbishment. Assisted with the review of the D/B Contractor shop drawings and submittals and schedule preparation for the construction effort. As part of the constraints and limitations analysis for siting the new proposed 3,000 tpd WTE Facility adjacent to the Authority's NCRRF, assisted in the development of the conceptual site layouts by developing cost estimates for potential site grading options.

**Town of Greenwich: Recyclable Materials Management Services / Greenwich CT.** Assisted in the preparation of request for proposal (RFP) documents for the operation and

management of the residential recycling drop-off center area at the Town's Recycling Center and collection, transportation and marketing of the recyclables materials.

**City of Norwalk: Solid Waste Services / Norwalk CT.** Assisted in evaluation of proposals for Transfer Station Operation, Transport, and Disposal Services for Municipal Solid Waste. Responsibilities included operation & maintenance manual review and development of clarification requests to proposers.

**Northeast Maryland Waste Disposal Authority: MRF Single Stream Feasibility Study / Derwood MD.** Assisted in the development of a study to evaluate the feasibility and cost of converting the Montgomery County Recycling Center and its operations from dual stream to single stream recycling by adding fiber separation to the front-end of the process line. Responsibilities included throughput analysis, evaluation of alternative designs, and preparation of cost estimate for alternatives.

**Solid Waste Authority of Puerto Rico: Dynamic Plan / San Juan PR.** Reviewed solid waste management technology including composting, materials recovery facilities, transfer station, waste-to-energy and innovative solid waste processing technologies. Assisted in the development of the Solid Waste Processing Technology Assessment section of the Dynamic Itinerary for Solid Waste Management.

**Westchester County: Solid Waste Procurement / White Plains NY.** Assisted in the preparation of the Request for Proposals for Disposal of Municipal Solid Waste and negotiation assistance. Responsibilities included researching capital costs, host community fees, and property tax paid by 24 reference resource recovery facilities ranging in throughput from 200 to 3,150 tpd.

#### Other

**Miami-Dade County FL: PortMiami Facilities Inspection / Miami, FL.** Served as Project Consultant for the inspection of PortMiami Facilities in order to meet the reporting requirements of Master Bond Ordinance 88-66. Inspected PortMiami Facilities including cruise terminals, storage facilities, parking structures, and exterior areas. Responsibilities also included development of repair and replacement cost estimates for deficient assets and development of the comprehensive deficient asset database.

**Air Quality Services: American Sugar Refining Company / Yonkers NY.** The American Sugar Refining (ASR) refinery in Yonkers operates a gas turbine and boiler in the facility's power plant to provide electricity and steam for the plants processes. Developed the gas turbine monitoring plan for compliance with permit regulations. Developed a template for the facility to record operating parameters of the gas turbine and boiler unit and use the data to calculate monthly oxides of nitrogen NOx emissions and demonstrate compliance with the permit. Worked with the power plant supervisor to develop standard operating procedures for the startup, shutdown, and fuel transitions of the gas turbine and boiler