

110 NW 1st Avenue
High Springs, Florida 32643



Telephone: (386) 454-1416
Facsimile: (386) 454-2126
Web: highsprings.us

**HIGH SPRINGS
COMMUNITY REDEVELOPMENT AGENCY
AGENDA
City Hall
110 NW 1st Avenue**

OCTOBER 14, 2014

6:00 PM

CALL TO ORDER: CHAIR SUE WELLER

INVOCATION:

PLEDGE OF ALLEGIANCE: CHAIR SUE WELLER

ROLL CALL: JENNY L. PARHAM, CITY CLERK

APPROVAL OF MINUTES: AUGUST 11 AND SEPTEMBER 6, 2014

BUSINESS ITEMS

1. **DETERMINE ORDER OF INTERVIEWS FOR THE FOLLOWING APPLICANTS FOR THE POSITION OF EXECUTIVE DIRECT:**
 - A) **BASTI GONZALEZ**
 - B) **AMANDA RODRIGUEZ**
 - C) **EMMA TIRELLA**
 - D) **SHAO-MING ZHANG**
2. **INTERVIEW APPLICANTS IN ORDER CHOSEN.**
3. **RANK APPLICANTS.**
4. **CONSIDER AUTHORIZING ATTORNEY TO DRAFT CONTRACT WITH THE NUMBER ONE RANKED APPLICANT.**

ADJOURN.

PLEASE NOTE: PURSUANT TO SECTION 286.015, FLORIDA STATUTES, IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE COMMUNITY REDEVELOPMENT AGENCY WITH RESPECT TO ANY MATTER CONSIDERED DURING THIS MEETING HE OR SHE WILL NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. IN ACCORDANCE WITH THE AMERICAN WITH DISABILITIES ACT, A PERSON WITH DISABILITIES NEEDING ANY SPECIAL ACCOMMODATIONS TO PARTICIPATE IN COMMUNITY REDEVELOPMENT AGENCY

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HIGH SPRINGS
COMMUNITY REDEVELOPMENT AGENCY MEETING
MINUTES
August 11, 2014

Meeting called to order by Chair Weller 6:00 p.m.

Invocation by Chair Weller.

Pledge of Allegiance.

Roll call:

- Chair Weller – Present
- Vice Chair Barnas – Present
- Member Bass - Present
- Member Gestrin – Present
- Member Williams - Absent
- Member Jamison – Present
- Member Sylvia Newcomb – Absent

Staff Present:

- Ed Booth, Executive Director/City Manager
- Jenny L. Parham, City Clerk
- Courtney Johnson, City Attorney

APPROVAL OF MINUTES: JULY 29, 2014

Motion Member Barnas to approve the minutes of July 29, 2014.

Second Member Bass.

Motion carried 4 – 1 with Member Gestrin voting against.

BUSINESS ITEMS

1. **CONSIDER AWARDING A HOME IMPROVEMENT CRA GRANT TO MICHAEL AND LANI GALIPEAU, 230 NW 2ND AVENUE.**

Discussion on improvements that require approval from the Historical Preservation Board.

Mrs. Parham made a suggestion that a yard sign be placed at homes that the CRA provides grant funds.

**Motion Member Barnas to approve residential grant to Michael and Lani Galipeau for \$1,000.
Second Member Jamison.
Motion carried 5 – 0.**

**2. CONSIDER AWARDING A CRA FAÇADE IMPROVEMENT GRANT TO SUSIE
BLANKENSHIP, THE HAIR AND NAIL DEPOT, 310 N. MAIN STREET.**

Ms. Blankenship approached the CRA Board with a request for a CRA grant to install a awning at her business. She stated that there were awnings there in the past, but they were taken down due to hurricane damage. She adds that she wants to add some character to the building and freshen up.

Discussion on a contract for business grants.

**Motion Member Barnas to approve façade grant to Susie Blankenship for up to 50% of \$6,500 for
improvements to Hair & Nail Depot upon agreement by both parties.
Second Member Gestrin
Motion carried 5 – 0.**

Attorney Johnson informed the Board that she is still working on the mechanics of hiring an Executive Director for the CRA. States Carol Westmoreland advised to make the director an employee due to it being a part time position and have them under the city manager; independent contractors are generally in larger cities.

Attorney Johnson also advised that she had spoken to Carol Westmoreland concerning using CRA funds for a billboard and her advice would be not to use CRA funds for a billboard outside of our CRA district.

Mr. Booth advised of the grant check presentation scheduled for September 25, 2014.

**Motion Member Barnas to adjourn.
Second Member Jamison.
Meeting adjourned at 6:35 p.m.**

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HIGH SPRINGS
COMMUNITY REDEVELOPMENT AGENCY MEETING
MINUTES
September 16, 2014

Meeting called to order by Chair Weller 6:00 p.m.

Invocation by Chair Weller.

Pledge of Allegiance.

Roll call:

- Chair Weller – Present
- Vice Chair Barnas – Present
- Member Bass - Present
- Member Gestrin – Present
- Member Jamison – Present
- Member Sylvia Newcomb – Present
- Member Williams - Present

Staff Present:

- Ed Booth, Executive Director/City Manager
- Jenny L. Parham, City Clerk
- Courtney Johnson, City Attorney

BUSINESS ITEMS

1. REVIEW APPLICATIONS FOR THE POSITION OF CRA EXECUTIVE DIRECTOR.

Chair Weller states that four applications were received for the position. States one application was received after the deadline of the 30th. The deadline was set for a Saturday and we were also closed the following Monday for the holiday.

Discussion on how the board would like to handle the interviews.

Member Jamison suggested to interview; then rank the applications.

Attorney Johnson states it is her suggestion that the position needs to be an employee and the board can make recommendation to the city manager on who should be hired.

Chair Weller states she thinks that the position should be a contract position.

Member Barnas states the reason we wanted a director was to report to the board.

Considerable discussion on whether the position should be a contract person or an employee.

Member Bass states she feels we should take money for the director and give to businesses and homeowners in the district.

Attorney Johnson stated the director can assist with the extension of the CRA.

Mr. Booth states that there is a need for a CRA Director; he thinks that the board should control the CRA director.

Motion Member Williams to proceed with the procedures for a contractual employee for the Executive Director position.

Second Vice Chair Barnas.

Motion Passes 6-1 with Member Gestrin opposing.

2. DISCUSS AND ESTABLISH INTERVIEW/HIRING PROCESS.

Chair Weller states, from the discussion earlier, she thinks that they are in agreement that they will have a meeting where we only interview all four individuals and then rate the individuals from 4-1 after that interview. She questioned if we want to put the rating numbers out at that meeting.

Vice Chair Barnas states he would like to put the ratings out at the meeting and have Mrs. Parham calculate the numbers. He adds that they can tell which individual has the most points and that they intend on offering that person the position. Chair Weller added and they are being vetted.

Member Williams questions that they all can sit in while the others are interviewed. Chair Weller states it would be a public meeting. Member Williams states that he has an issue with the fact the person you interview first will have a disadvantage.

Attorney Johnson states it is a public meeting and we cannot ask them to sit out in the hallway, but if they choose to do so that is fine. She states that you, the members, cannot put pressure on anyone not to attend a public meeting.

Attorney Johnson states if you are all meeting that it is a public meeting.

Member Bass suggested after all the interviews are completed allowing the individuals a few minutes to give any additional information that they would like to give to the board.

Discussion on interviewing process.

Consensus to come up with two questions each and the interview order will be drawn.

3. DETERMINE DATE FOR INTERVIEWS.

Vice Chair Barnas states that it would, probably, be up to Mrs. Parham or Mr. Booth to contact the candidates to check their availability.

Chair Weller states that Mrs. Parham will need to check with the board members to see when they are available.

Mrs. Parham suggested that the board give her two dates to work with.

Consensus for a meeting on October 14th, 2014 for interviews.

Attorney Johnson asked if they wanted a draft contract before the interviews.

Consensus to have a draft contract sent before the meeting and discuss at the meeting after the interviews.

4. UPDATE ON MAIN STREET SIDEWALKS.

Mr. Booth stated he met with Mr. Strickland from D.O.T. and they discussed the sidewalks downtown. He added that he was very much for it. He stated we also meet with the District Secretary, which in this state is the District Engineer, and his recommendation is that the State can pay for the design work and we can do all the work.

Mr. Booth adds that the State does not want to put any money into this, because if they do they will have to bring it up to ADA compliance.

Member Barnas states he thought they would help fund and fix it; not just leave it. He states he thinks we are taking on way more than we can chew.

Chair Weller states that we want the downtown to be refreshed. She states that the sidewalks need to be redone. She adds that if we do not have the money then we need to identify it as a project until you have the funds. She states that we need to get the design and costs so we can start putting the money down and can start refurbishing the downtown area.

Mr. Booth states that there may be grants that may be able to assist.

Chair Weller passes the gavel to Vice Chair Barnas.

Motion Chair Weller to place the refurbishment of the sidewalks in the CRA Plan and establish a reserve for next year towards building the money that is needed for refurbishment of the sidewalks for going into the ten year plan.

**Second Member Gestrin.
Motion Carried 7-0.**

Vice Chair Barnas returned gavel to Chair Weller.

5. FORWARD CRA PROJECTS AMENDED THROUGH 2016 TO CITY COMMISSION FOR CONSIDERATION AND APPROVAL.

Chair Weller states that the CRA board needs to send an amended plan to the city commission for approval for what we want to do. She states she would suggest that we send to the commission the old thirty year plan with a cover sheet and appendix of the amendments to the plan.

Attorney Johnson states that if you are modifying the plan you will need to send it to the county.

Mr. Booth states what you are trying to do is establish goals and objectives for the next two years; you are not modifying the plan.

Chair Weller states that maybe just by the CRA and Commission having approved the budget is sufficient, because that shows what are goals and objectives are for that year.

Attorney Johnson states that as long as there is something in the plan that supports the projects you have planned then you would not need to modify the plan. We can go back through and specify the support from the plan that you have.

Attorney Johnson stated that she sent out the Facade Grant Agreement for residential for the sake of uniformity to be similar to the business agreement. She stated that when this is on the agenda you can vote on the changes.

Consensus to have Mrs. Parham schedule a meeting for October, other than the October 14, 2014 meeting.

Chair Weller gives a reminder that there will be a grant check presentation for the Farmers' Market Pavilion from USDA on September 25, 2014 at 10:00 a.m.

**Motion Member Jamison to adjourn.
Meeting adjourned at 7:33 p.m.**

Executive Director: High Springs Community Redevelopment Agency

Location: High Springs, FL

Reports to: City Manager/CRA Board

Pay Range: Up to \$25,000

Application Deadline: August 30, 2014

Start Date: October 1, 2014

Schedule: Part-time (20 hours); after-hours public meetings

General Description:

Position is responsible for managing the High Springs Community Redevelopment Agency. This will include overseeing CRA projects and budget as well as provide management, planning, and economic development services to the CRA for the CRA corridor.

This position is responsible for initiating, planning, and coordinating the implementation of redevelopment plans. Daily interaction with public and private agencies is a key aspect. The overall goal is to market the Downtown and CRA District environment, communicate with and foster business participation, develop excitement about the changes, and promote events and activities that will attract citizens and visitors to the CRA corridor. Work is performed at a highly professional level with a high degree of independence and initiative.

Duties & Responsibilities:

The Executive Director shall:

General:

- Work with the Community Redevelopment Agency, the Chamber of Commerce, Community Development Corporation, City government; and all appropriate City departments to formulate, recommend and carry out policies relative to programs in the CRA district.
- Work with other appropriate government agencies, bankers, real estate and commercial brokers acting as a liaison to facilitate productive interactions with the City of High Springs.
- Prepare reports and make appropriate monthly and annual status presentations to CRA, Chamber, City and others as necessary.

- Compile databases and relevant planning and economic information regarding housing, retail, industrial, and office development activity;
- Direct the implementation of the Economic Development Programs outlined in the CRA Plan.

Business Recruiting, Retention and Expansion:

- Meet, confer and provide detailed information to new businesses contemplating a relocation or expansion into the High Springs CRA area;
- Assist private developers and business owners with site planning, zoning, platting, variances, incentives and other regulatory issues associated with redevelopment and economic development;
- Represent the City with outside agencies or private developers and other interested parties.
- Meet, confer and provide detailed information to new businesses contemplating a relocation or expansion into the High Springs CRA area.

Economic Development Marketing and Attraction:

- Provide support to the City in order to fulfill the CRA's Economic Development Programs within the CRA Plan, including developing strategies, identifying the community competitive advantages, targeting industries, identifying prospects, and using marketing tools.
- Assist in the marketing and negotiations for development of CRA-owned properties
- Serve as a resource for the public, including the development community, businesses, property owners, community organizations and make public presentations to help educate local residents, the business community, and City of High Springs staff about the benefits of a planned economic development effort.
- Respond to inquiries regarding economic data, trends and resources such as industrial and commercial development opportunities.

Economic Development Finance:

- Review and process applications for the various CRA Economic Incentive/Grant Programs
- Write, justify and budget for annual requests for CRA and City funding for economic development to support High Springs economic development marketing plans and overall economic development efforts.
- Review financial data submitted in relation to development proposals utilizing CRA properties.
- Perform other related duties as assigned.

Qualifications (to include but not limited to):

Education & Work Experience:

Option #1 - Four-year Bachelor's degree from an accredited college or university with a major in Urban Planning or a related field or have a minimum of four (4) years experience in the public/private sector, in city, county or community redevelopment planning or administration, community or neighborhood redevelopment directing, project management, or economic development. General financial knowledge required.

Option #2 - Two-year Associate degree from an accredited college or university with emphasis on business administration and/or management. General financial knowledge required.

Computer Skills:

- Must be proficient in computer skills, including Microsoft Office Suite.

Special Requirements:

- The candidate must have thorough knowledge of intergovernmental operations and the redevelopment process, especially pertaining to Florida Statutes for Community Redevelopment Agencies
- Must be able to work individually and also with a team containing multiple disciplines
- Must be able to bridge between the private sector and public sector
- Must possess excellent public speaking, writing, researching skills and have a strong customer service attitude
- Detail-oriented, organized, and exercises a high level of professionalism and performance.
- A self-starter, enthusiastic, and a demonstrated team builder, facilitator and consensus builder who is involved with the community
- Business/Professional/Political connections and/or acumen in any or all of these areas is highly desirable
- Proven record of Financial/Business acumen
- Grant writing experience is a plus
- Flexible to changing Board membership and their needs
- Verifiable work related references and examples of completed redevelopment planning and projects

Send resume to: Jenny L. Parham, City Clerk
110 NW 1st Avenue
High Springs, FL 32643



BASTI E. GONZALEZ
DEVELOPER PLANNING AND DESIGN

1115 N W 1ST HIGH SPRINGS, FLORIDA 32643
TEL: 305-206-7076 bastig@email.com FAX: 386-454-8145

BASTI E. GONZALEZ

1115 NW 1ST Avenue
High Springs, FL 32643

TELEPHONE: 305 206 7076

bastig@mail.com

OBJECTIVE

To obtain the position of CRA Executive Director for the City of High Springs

PROFESSIONAL QUALITIES

- Results-oriented, patient and thorough professional with a strong work ethic who pays attention to details and follows through with commitments and goals
- Outstanding rapport with people from diverse backgrounds; bilingual (English and Spanish)
- Excellent skills in organizing, planning and problem-solving
- Flexible/adaptable; effective as an independent worker, team player or leader

AREAS OF EXPERTISE

Business Development
Real-estate management
Real-estate acquisitions
Real-estate & Construction Development
Relationship Building

Public and Private Sector Liaison
Business Management
Regulations and Standards Compliance
Customer Service
Sales

EMPLOYMENT EXPERIENCE

High Springs Farmer's Market Manager
2013 – Present
Manager

- Provide a safe, family friendly environment for the public
- Build and promote partnerships with other community organizations, with the intent to help increase business growth throughout the community
- Enforce safety regulations at the market for both vendors and customers. Including, Monitoring customers in case they are in need of emergency response, and removal of anyone who engages in conduct may endanger or harass others
- Quality control

High Springs Land Development
2008 – Present
Partner

- Oversee land and Real-estate acquisitions for the company
- Worked with the City to allow development of single family residences on existing unbuildable lots with the installation of the sewer system.
- Organized community design meetings to encourage the City of High Springs to rezone areas within the Douglass Neighborhood to allow for new business and multifamily developments
- Construction project supervision
- Coordination of legal and financial contracts

Vnancia Beauty Salon – Miami, FL
1990 - 2006
Partner & Lead Hair Dresser

- Management of the business, including advertising, purchasing and customer relations.
- License renewal and compliance
- Hair Stylist

COMMUNITY SERVICE

Attended the CRA workshop and conference in Jacksonville – 2011
Worked with executive director of Port St. Lucie CRA to help advise the housing and planning boards in the role the CRA plays in community development
Attended workshops held by town planner Dan Bordens on community planning and main street development
Worked with Habitat for Humanity and the City of High Springs to build two new residences in the city
Assisted the housing board in signing up candidates for the CDBG grant application
Worked with Rebuild Together and Woman's Build to renovate homes for families in need in the Douglass Neighborhood
Worked with the Main Street Program
Instrumental in the successful remodeling of the City of High Springs Fire Station through coordination and representation of all parties, including architect, contractor and Fire Department

PERSONAL ACHIEVEMENTS

Awarded Honorary Kiwanis Club Membership – 2008

EDUCATION

Watson Real-estate School - 2013
Contractor Certification program - Contractor Institute Hudson Florida - 2010
Banking and Financing CL license - Gold Coast School of Real estate - 1986
Professional Cosmetologist - LaBelle School Cosmetology – License - 1984
Hialeah Senior High School (graduate) – Miami, FL - 1983

VOLUNTEER WORK

Assisted with the management of Farmer's Market – 2009 – 2013. Helped with the hardware set up and signage for the day, event promotions, attended CRA and Commission meetings and helped in the building of downtown merchant relationships.

Helped coordinate the design and grant applications for the new Farmer's Market Pavilion

Community Gardens volunteer. Assisted with cleanup and organized donation of general building supplies for the construction of the new potting house

Community Theatre façade renovation. Coordinated volunteer construction team.

The High Springs Land Development , LLC was founded in the year 2006. The firm offers Professional Development services, including Master Planning and Urban design for residential and commercial investments.

Since 2006 the firm has received a variety of commissions to work with City and County staff as well as the Non-Profit sector. These projects have ranged from providing affordable homes and restoration of historical residences to rehabilitation of a daycare and supporting the local community gardens. These projects have afforded many opportunities to use our experience and knowledge for the benefit of our community.

Previous accomplishments include the Historical Restoration of the Rhimes House, into its current use as a Bed and Breakfast, in addition to partnering with the City of High Springs to provide affordable homes in the Douglass area.



Rhimes House



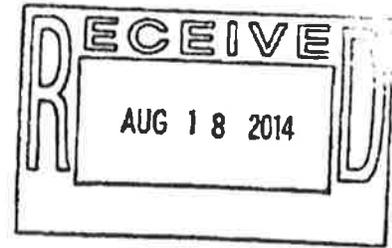
Rhimes House

All These projects have been coordinated team achievements. The project team of Developer, architect, consultant and contractor can be a great instrument of production. Decisions are a result of our full understanding of the project, ensuring that all aspects proceed in a unified manner. Together the Developer and design team is involved from preliminary design to completion.



Rhimes Cottage

Emma Tirella
11023 73rd Court
Live Oak FL 32060
(386) 208-0849



August 13, 2014

City of High Springs
Jenny L. Parham, City Clerk
110 NW 1st Ave
High Springs FL 32643

RE: Executive Director CRA Position
Job # 137839497

Please review the enclosed resume in consideration in filling the Executive Director CRA Position available. I have had over 20yrs Business, Office, and Specialty Project Management experience within industries ranging from International Import and Distribution to Management of local companies. My experience includes 9+yrs of Internal Audit / Budget Analyst for a NJ Corporation in which I examined, monitored, located, and rectified discrepancies through Corporate Client Accounts Receivable / Payable, as well as assisting in setting projected budgets for factory production and importation. Since my move to FL in 2003, I have used my Analytical skills to audit and improve Budgets/Financial performance and / or to create budgets for several local Businesses. I have spent the past 11 yrs actively working in the Florida Real Estate Market focusing on Land Investments and Commercial Development

I feel my knowledge and experience would adequately qualify me to perform the duties of this position and ask that you please consider my resume when making a decision.

Thank you for your time and consideration

Emma Tirella

11023 73rd Court

Live Oak, FL 32060

Emma Tirella

(386) 208-0849

emw3@windstream.net

Objective

I am currently seeking a position in a fast pace environment which will enable me to utilize 20+ years Business experience within a stable and growing company. I have a strong mind for Business and exceptional skills in the handling of everyday operating procedures including, but not limited to Account/ Project Management, Office Management, Customer Service, Marketing, Accounting, and Sales.

Experience

November 2013 –

Swift Creek Realty

Lake Butler, FL

Contract Pay: Commercial Property Development Research

- Locate sites as well as contact information, current /future Land Use and Zoning for potential commercial development
- Create Powerpoint presentations of potential sites with coordinates and all related information
- Create and Manage specialty projects such as Google Ad words Campaign, Google Plus pages, Domain name purchases as well as other advertising research, cost comparison and implementation.

October 2009 – 2013

Atkinson Realty and Auction Inc

Lake City FL

Contract Pay: North FL Auction Manager / Online Marketing

- Negotiate and execute both Live and Online auctions as well as Real Estate contracts for clients
- Manage and Organize the monthly live auction
- Prepare items for auction by means of details, pictures and formatting for website display using custom software and HTML language resulting in presentation and/or online bidding
- Create and Manage online marketing campaigns to draw business to items available as well as obtaining new clients
- Complete and submit all Title work for Vehicles sold and /or Real Estate transactions.

2007 – 2013

Broad Site Service and Marketing

Live Oak FL

Business Assistance / Online Marketing

- Create and Manage Online Marketing and Sales increasing exposure and sales for local company's
- Promote Merchandise and / or Properties "For Sale by Owner" in order to acquire buyers by use on internet marketing
- Assist Investors and local Business' in their effort to maintain organization in their business dealings by means of Spreadsheets, File, Accounting Summary, and Budget breakdowns

2004-2007

Kevin Corbett, Realtor / Daniel Crapps Agency

Lake City, FL

Personal Assistant, Office Manager

- Prepare, follow up, and process all Real Estate contracts.
- Order surveys and appraisals, obtaining zoning information, and present options for investors in relation to their projects as well as presenting future investment options.
- Create and maintain spreadsheets tracking sales volumes, commissions, personal investments and expenses
- Develop, create, and distribute promotions for in-house listings as well as special market deals.
- Manage all areas of the office to include monitoring and ordering of supplies, providing assistance to all calls coming in, reviewing and approving all Closing statements, and auditing all bills received

Education

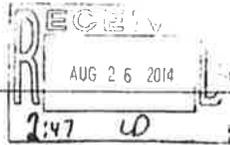
1994-1996 Berkley College of Business

Paterson, NJ

- Associates Degree in International Business and Marketing
- Phi Theta Kappa Honor Society, National Deans Lists. Overall GPA 3.7

Additional Skills

- Computer Literate / Internet savvy/ Ability to navigate custom software
- Proficient in Microsoft Office Applications (Word, Excel, Powerpoint)
- Experience in Industries from International Import /distributing, Internal Audit , Real Estate, and Auctions
- Creative, Assertive, Detail orientated, Proactive, and Professional
- Superior analytical skills



City of High Springs Employment Application

Date of Application: 08/26/2014 *Social Security Number: [REDACTED]

Name: ZHANG SHAOMING
Last First Middle

Present Address: PO Box 721081 Orlando FL 32872
Street City State Zip

Permanent Address: _____
Street City State Zip

E-mail Address: SHAO+JOBS@GMAIL.COM

Telephone: 407.722-0226 Referred by: Florida Redevelopment Association

Are you related to anyone who works for the City of High Springs? No
Name

In case of emergency please notify: _____
Name Address Telephone

EMPLOYMENT DESIRED

Position: Executive Director : CRA Date you can start: 10/01/2014

Salary desired: 0.00 Are you now employed? Yes

May we inquire of your present employer? No Have you previously applied to this office? No

***SOCIAL SECURITY NUMBERS ARE COLLECTED FOR THE PURPOSE OF POSSIBLE EMPLOYMENT WITH THE CITY OF HIGH SPRINGS.**

EDUCATION

Name/Address of School	Certificate or Degree	Subjects Studied	Grade Average
Elementary			
High School	H. S. Affiliated with Zhejiang University, Ningbo, China	H.S.	
College	Zhejiang University, Ningbo, China	B. Architecture, Architecture	
Trade, Business or Correspondence School Other, including graduate school	University of Florida, Gainesville, FL	M.A., U.R.P., M.S. Urban & Regional Planning Civil Engineering	

Have you ever been convicted of, pled guilty, no contest or nolo contendere to a crime? yes ___ no

If yes, please give details including date, place, offense(s), disposition, etc.

Have you ever been charged with a crime and either been placed on a court ordered probation, had adjudication withheld, or entered a pre-trial intervention program? yes ___ no

If yes, please give details including date, place, offense(s), disposition, etc.

PREVIOUS EMPLOYMENT:

List below sequentially all of your employers in the last ten (10) years, beginning with your current or most recent employer. Use additional pages or the reverse side of this page, if necessary.

Date, Month and Year	Name, Address and Telephone Number of Employer	Position and Job Title	Salary	Reason for Leaving
01/2013	Highlands County 806E 505 S. Community Ave 663)402-6715 Sebring FL 33876	GIS Assistant Professional		Travelling, moving
Jan. 2012	City of Titusville 555 S. Washington Ave 682)226-4000 Titusville FL 32781	Planner		visiting family in china
06/2011	Smart City Consulting 80 Ave 125081, Orlando FL 32832 407)712-0126	Partner		opportunities in public sector
05/10/2009	CAI Consulting Inc. Orlando FL 32821 407)923-8338	Planner II / Urban designer		finishing up M.S. in Civil Engineering at U.F.

Did you work for any of these employers under a different name? yes ___ no If yes, which employers and under what names?

Please explain any gaps in your employment history: School

Have you received any written reprimands or disciplinary suspensions during any previous employment? yes ___ no If yes, please explain: _____

Have you ever been discharged or asked to resign? yes ___ no If yes, please explain, including by whom, when and reason: _____

DRIVING RECORD

Do you have a valid driver's license? yes no ___ In which state? FL

List your driver's license number: _____

Have you ever had your driving privileges revoked, suspended, or placed on probation? yes ___ no If yes, please explain, including when, where and what action was taken: _____

How many speeding or other moving violations have you received in the last three (3) years? _____

List below all traffic violations other than parking, on your record for the last five (5) years and all motor vehicle accidents in which you were involved. Use additional pages if necessary.

Date	Location	Description	Result

REFERENCES List below, the names of four persons not related to you, whom you have known at least one year.

Name	Address	Business	Years Known
Joan D. Carter	122 W. Michigan Ave., Dade, FL	FDOT-PS DRP Coordinator	10 yrs
Doug C. Kelley	618 E. South St., Orlando, FL	Senior Planner	10 yrs
Shelby Neely	PO Box 490, Sta. 5, Gainesville, FL	Chief Transit Planner	11 yrs
Shelley Lawson	PO Box 1234, Orlando, FL 32802	Project Director	8 yrs

MILITARY RECORD

Were you in the U. S. Armed Forces? yes no If yes, what Branch? _____

Did you receive any training in the U.S. Armed Forces that is relevant to the functions of this Office?
yes no

If yes, please describe the training, including dates _____

Employment in this Office will require a copy of your DD-214.

VETERANS' PREFERENCE

Do you claim veterans' preference? yes no

(Chapter 295, Florida Statutes, excludes non-disabled, retired military persons from veterans' preference points)

- If Yes: A) Based on active duty during wartime or Vietnam era? _____
- B) As a veteran with a compensable service-connected disability? _____
- C) As the unmarried spouse of a veteran who was killed in action or who died of a service-connected disability? ** _____
- D) As the spouse of a veteran who cannot qualify for employment because of a total and permanent service-connected disability, or the spouse of a person missing in action, captured, or forcibly detained by a foreign power? ** _____
- E) Have you used a veteran's preference at any time? _____

**You must submit current documentation of your veterans' preference status. Please attach a copy of this verification to this application.

Branch	Date of Entry	Date of Honorable Discharge

EMPLOYMENT APPLICATION CERTIFICATION

I hereby certify that all of the facts and information listed on this employment application are true and complete. I understand that any false, incomplete or misleading information given by me on this application is sufficient cause for rejection of this application. I also understand and agree that such false, incomplete, or misleading information discovered on this application at any time after I am employed may result in my dismissal.

I hereby authorize the City of High Springs to investigate all statements contained in this application, to interview the references and previous employers listed in this application, and to obtain a report from a consumer reporting agency to be used for employment purposes in accordance with the Fair Credit Reporting Act. I authorize the references and previous employers listed to give the City of High Springs all facts, opinions and evaluations concerning my previous employment and any other information they may have, personal or otherwise, and release all such parties from any liability which may allegedly arise from furnishing such information to the City of High Springs, including, but not limited to, any liability for defamation or invasion of privacy. I understand that my social security number was collected for the purpose of possible employment.

If I am offered employment, I understand that such an offer will be conditioned upon satisfactory results of a background investigation and/or medical examination or inquiry, including a drug screen test. If I am employed, I understand that I will be required to serve a one (1) year probationary period. I further understand that my employment and compensation can be terminated with or without cause or notice, at any time regardless of the successful completion of my probationary period, at the option of either the City of High Springs or myself. I understand that a supervisor or other representative of the City of High Springs has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

I further understand and voluntarily agree as condition of employment or my continued employment, that I may be requested by the City of High Springs to submit to a urinalysis or other drug screen test and that my failure to take such test(s) when requested to do so or unsatisfactory test results will disqualify me from consideration for employment or may result in my immediate dismissal.

I certify that I have read, understand and agree with the above.

08/26/2014

Date



Signature of Applicant

THE CITY OF HIGH SPRINGS IS AN EQUAL OPPORTUNITY EMPLOYER, DEDICATED TO NON DISCRIMINATION IN EMPLOYMENT ON THE BASIS OF RACE, COLOR, AGE, SEX, RELIGION, NATIONAL ORIGIN, HANDICAP, DISABILITY OR MARITAL STATUS.

Shao-Ming Zhang

PO BOX 721081,
ORLANDO, FL 32872-1081 TEL 4077220226

SHAQ4JOBS@GMAIL.COM

Experience

GIS ADDRESSING PROFESSIONAL, HIGHLANDS COUNTY B.O.C.C., SEBRING, FL 2013 - PRESENT

1. Provide management of addresses and coordinate GIS support to the Board and Constitutional officers.

2. Liaison with GIS professionals and agencies.

PLANNER, CITY OF ITTUSVILLE, ITTUSVILLE, FL 2012 - 2013

1. Oversee/prepare Plan Packages with applications in Indian River City Zoning District project
2. GIS Mapping for economic development projects: Mapping and monitoring city's GIS geo-database
3. Research applications and Small-Business Assessments: Maintaining city's I.T.E. database.

PARTNER, SMART CITY CONSULTANTS, ORLANDO, FL 2007 - 2011

1. Helped ARA (American Planning Association) in Chinese Mayor Delegates training on subjects of city planning, GIS and city management in 2010, Chicago, IL & Washington D.C. Helped ARA in Beijing Olympic Teleoperators training on subjects of urban planning and environmental protection in 2008, Atlanta, GA & Los Angeles, CA.
2. All-Traffic demand forecasting based on O&D Statistics: Active revenue analysis, Daytona Beach, FL
3. Traffic demand analysis using Highway Capacity Manual (HCM) and HCM, High Springs, FL

PLANNER II / URBAN DESIGNER, GAI CONSULTANTS INC., ORLANDO, FL 2006-2007

1. Prepare design exhibits and coordinated in Multistage Bid, Extension Project: Data on land use, zoning, public utilities, housing and transportation is quantitatively studied to understand the impact of such urban development and its associated System Demand. Provided responsive, feasible and cost-effective designs within regulatory limitations.
2. Managed Planning Project, mapped bikeways in central Florida using GPS, GIS, SLD, FCI and Video log data.
3. Coordinated with Michael Design Associates in the completion of design exhibits for "Brevard Highway Project", "Markings of Lake and River Project", Volusia County, FL.
4. Created series of maps for growth scenarios based on existing zoning, future land use, population and job growth, and parcel data for City of DeBary, Volusia County, FL.

PLANNER I / URBAN DESIGNER, GAI CONSULTANTS INC., ORLANDO, FL 2004-2006

1. Prepared documents and construction drawings for Brevard County, Volusia County, Orlando, FL.
2. Artistically demonstrated urban design scenarios for Volusia County, Volusia County, FL.
3. Accomplished the accessibility study on the trails and parks along the Justice River, Central Florida.

GRADUATE ASSISTANT, DEPT. OF URBAN REGIONAL PLANNING, UNIV. OF FLORIDA, 2002-2006

1. Transit-oriented development analysis and design on N. 19th Street, Gainesville, FL. TOD project feasibility study at parcel level in urban areas including Atlanta, GA. Feasibility studies on residential development using pro forma.
2. Drive powertrain studies and design for Sheriff's office of Alachua County, FL with GPS/GIS data inventory.
3. 3D visualizations in urban design theory and crime prevention design master's thesis on University of Florida campus.

DESIGNER, EAST CHINA ARCHITECTURE DESIGN RESEARCH INSTITUTE, SHANGHAI, CHINA 2001

1. Architecture design practice and urban residential community design competition, Hangzhou & Shanghai, China.

DESIGNER, DEPT. OF ARCHITECTURE, ZHEJIANG UNIVERSITY, HANGZHOU, CHINA 1999-2001

1. Assisted in designing the City College of Zhejiang University, Hangzhou, China.
2. Measured and documented historic houses at national heritage preservation sites, Tianhai, Wenzhou & Hangzhou.

Internship

MANAGER'S INTERN, WALT DISNEY RESORT, ORLANDO, FL 2000 - 2010

EBRI CONFERENCE INTERN, EBRI, SAN DIEGO, CA 2006

CITY INTERN, REGIONAL TRANSIT SYSTEM, CITY OF GAINESVILLE, GAINESVILLE, FL 2009

1. Customized ArcGIS using VBA for ADA research at bus stops, Gainesville, FL.
2. Customized ArcMap using ArcTool Studio for GPS/GIS data collection, Gainesville, FL.

Shao-Ming Zhang

PO BOX 721081,
ORLANDO, FL 32872-1081 TEL 407720226

SHAOMINGZ@GMAIL.COM

Education

University Of Florida, Master Of Science In Civil Engineering, May 2008
University Of Florida, Master Of Art In Urban And Regional Planning, August 2006
University Of Florida, Graduate Certificate In Geographic Information System, August 2005
Zhejiang University, Bachelor Of Architecture, June 2002

Awards & Honors

Team Leader, ULI-Sasaki D. Hines Urban Design Competition, University Of Florida 2008
First Place AI Writer's Competition, University Of Florida 2004
Oast Felix Urban And Environmental Design Award, University Of Florida 2004
Sun Du Student Award, Zhejiang University 2001
Second Place AI National Design Competition Of Architecture - Students, China 2002

Professional Association

Volunteer, US Sport Aviation Expo, Sebring, FL 2014
Volunteer, 19th ITS (Intermodal Transportation Society) World Congress, Orlando, FL 2011
Volunteer, World Dragon Boat Racing Championship Spain American Club Crew, Tampa, FL 2011
Volunteer, Urban City Forum, Orlando, FL 2009
Member, National Art Center, 2009 (Created Drawings Of The State Florida Historic Site, National Register Of Historic Places)
Member, Young Architect Forum, Orlando, FL 2007-2008
Co-Chair Of Working Committee, Congress Of New Urbanism-Orlando Chapter 2007
GIS Coordinator, How Small We Grow? - Oracle A Shared Vision For Central Florida, FL 2008
Speaker, ITE (Institute Of Traffic Engineer) 2008 Annual Meeting And Exhibit, Milwaukee, WI 2008
Speaker, 2008 ESRI International GIS Users Conference, San Diego, CA 2008
President, Gainesville BackHut Association, Gainesville, FL 2003 -2004

Publications

"Feasibility Study On Mixed-Use Transit-Joint Development In Growing Urban Areas, Using Mixed-Use Urban-Form And Non-Urban-Form Variables," ITE Annual Meeting And Exhibit, Milwaukee, WI 2008
"Feasibility Study On Transit-Oriented Development, Using Urban-Form And Non-Urban-Form Variables," 2008 ESRI International GIS Users Conference, San Diego, CA 2008
"Villages In The Metropolis," 46th IFHP Congress-Students Forum, Tianjin, China 2010
Design Works With Its Introduction, "Award-Winning Works For The 2000 XunDa Cup National Design Competition Of Architecture Students," Compiled By China Architecture Education Advisory Committee, China Architecture & Building Press 2001
Design Works, "Architects," Issue 98, China Architecture & Building Press 2000

Skills

GIS & GPS: ArcGIS (ArcMap, ArcCatalog, ArcToolBox), ArcPAD, Customization Using VBA, JavaScript, SQL, C#.NET.
Statistics & Regression Analysis: SPSS,
Traffic Modeling: HCM (HCS),
Graphics & 3D Animation: Photoshop CS, Illustrator, AutoCAD 2000-2010, 3D MAX/Vis,
Office Software & Website: Microsoft Word, Excel, PowerPoint, Access, Publisher,
Sketching and WaterColor Painting at Drexler Art Studio and Metland Art Center.

122 West Michigan Ave.
DeLand, Florida 32720
November 27, 2007

Re: Shaoming Zhang

To whom it may concern:

I have known Shaoming Zhang professionally for more than three years. During our acquaintance, Shaoming Zhang worked first while still a student, then as a regular employee of GAI Consultants in Orlando. GAI Consultants is a planning and engineering firm that serves as a general consultant for District 5, Florida Dept. of Transportation.

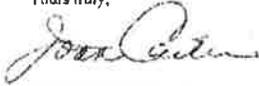
My current position at FDOT is as District Bicycle and Pedestrian Coordinator. In that role, I frequently am called on to comment on pedestrian and bicycling projects associated with District projects. I occasionally serve as a project manager for bicycle, pedestrian and trail planning. I met Shaoming Zhang when GAI Consultants began to work on a general Districtwide consulting contract for our planning department.

My first collaboration with Shaoming was on a small project to apply for statewide funding for a comprehensive planning activity. Shaoming's contribution was a portfolio of maps that demonstrated the potential for creating a coherent plan. The mapping exercise resulted in a series of excellent cartographic representations.

Subsequently, Shaoming designed and carried out a nine county bicycle facilities inventory that included developing a decision tree based on FDOT definitions, setting up a GPS-based data collection matrix, collecting accurate data along several thousand miles of road within the district and putting the information in GIS format. In connection with the eventual product, Shaoming designed and presented the results in paper and electronic forms that allow the roadway design planners to identify and address gaps in the bicycle network on the state road system in nine counties within the District. His database will probably be adopted as the initial FDOT District bike facilities inventory.

I have been particularly impressed by Shaoming Zhang's obvious design competence. Not only is he technically able, he also has excellent artistic sensibilities. In addition, Shaoming possesses skills that lend themselves well to multi-layered analysis. Shaoming would bring both practical and aesthetic abilities to any urban design training program.

Yours truly,



JOAN D. CARTER, M.A.



City Of Gainesville Regional Transit System

Post Office Box 490, Sta. 5 • Gainesville, Florida 32602-0490
• Voice: (352) 334-3682 • Fax: (352) 334-3681

June 1, 2005

To Whom It May Concern:

Shaoming Zhang worked as an intern with the Regional Transit System (RTS) during fiscal year 2003. In his capacity as an intern, Shaoming was very instrumental in developing and implementing the area's first comprehensive bus stop inventory and bus stop accessibility survey for a transit system. This was a substantial project using database design, GIS and GPS technology. It was because of his extensive technical knowledge, attention to detail and superior work ethic that the bus stop accessibility project was a success.

While working with Mr. Zhang, I have found that the most appreciated qualities that I have come to know in Shaoming are his belief in teamwork and his ability to work well with others. On numerous occasions while working for RTS, Shaoming provided me with valuable assistance that has helped me to better perform my duties as Chief Transit Planner with RTS.

Shaoming Zhang was a dedicated and hard working employee. I would personally recommend him for any future employment and am confident that he will prove to be a valuable asset to any organization with which he is employed.

Sincerely,

A handwritten signature in cursive script that reads "Shenley Neely".

Shenley Neely
RTS, Chief Transit Planner
(352) 334-3682

October 12, 2006



Mr. Sheoming Zhang
GAI Consultants
618 East South Street
Orlando, FL 32801

MyRegion
21 South Orange Boulevard
P.O. Box 1734
Orlando, Florida
32817-1734 USA
MyRegion
407.931.1232
www.myregion.org

Dear Sheoming,

Building Community is hard work . . .

. . . and an essential component of that work is building strong and trusting partnerships.

It is rare that you find community partners who contribute their own experience and resources, and can be depended upon to participate to the fullest level of their commitment. We are grateful to have found such a partner in you.

Our challenge was monumental: To identify groups of facilitators and qualified GIS operators for the second round of community meetings scheduled as part of the "How Shall We Grow?" community visioning campaign. The fact that the meetings were held during the evening hours and in locations throughout the seven-county region added considerably to the challenge.

As you well know, the twelve meetings were attended by well over 700 residents and community leaders who provided valuable input to the visioning process. The success of these meetings would not have been possible without your participation and support.

We cannot put a price tag on the gift that you have given to this effort, but we can express our sincere appreciation for playing such an important role in *Building Community*.

Sincerely,

Shelley Lauten
Project Director
shelley.lauten@orlando.org

The University of Florida

has conferred on

Shaoming Zhang

the degree

Master of Science

with a major in Civil Engineering

and all the rights and privileges therewith appertaining.

In Witness Whereof, this diploma, duly signed, has been issued
and the seal of the University affixed.

Passed by the Board of Trustees upon recommendation of the Faculty of
The Graduate School
at Gainesville, this sixth day of May, 2018.



The University of Florida

has conferred on

Shuming Zhang

the degree

Master of Arts in Urban and Regional Planning

and all the rights and privileges therewith appertaining.

In Witness Whereof, this diploma, duly signed, has been issued
and the seal of the University affixed.

Passed by the Board of Trustees upon recommendation of the Faculty of

The Graduate School

at Gainesville, this sixth day of August, 2005.

J. P. ...
...



L. ...
K. ...

普通高等专科学校

毕业证书



学生 张韶明 性别 男

一九七九年一月三十一日生，于一九九七年

九月至二〇〇二年六月在本校

建筑学 专业

五年制本科学习，修完教学计划规定的全部课程，成绩合格，准予毕业。



校(院)长

校 长

二〇〇二年六月三十日

学校编号: 103351200940500639

中华人民共和国教育部备案

103351200940500639



建筑学学士

学位证书

张超明 (男)

1979年1月生。自1997

年9月至2002年6月

在浙江大学(建筑学系)建筑学专业

(五年制)完成了建筑学学士学位学

习计划, 业已毕业。经审查符合《中

华人民共和国学位条例》的规定, 准予

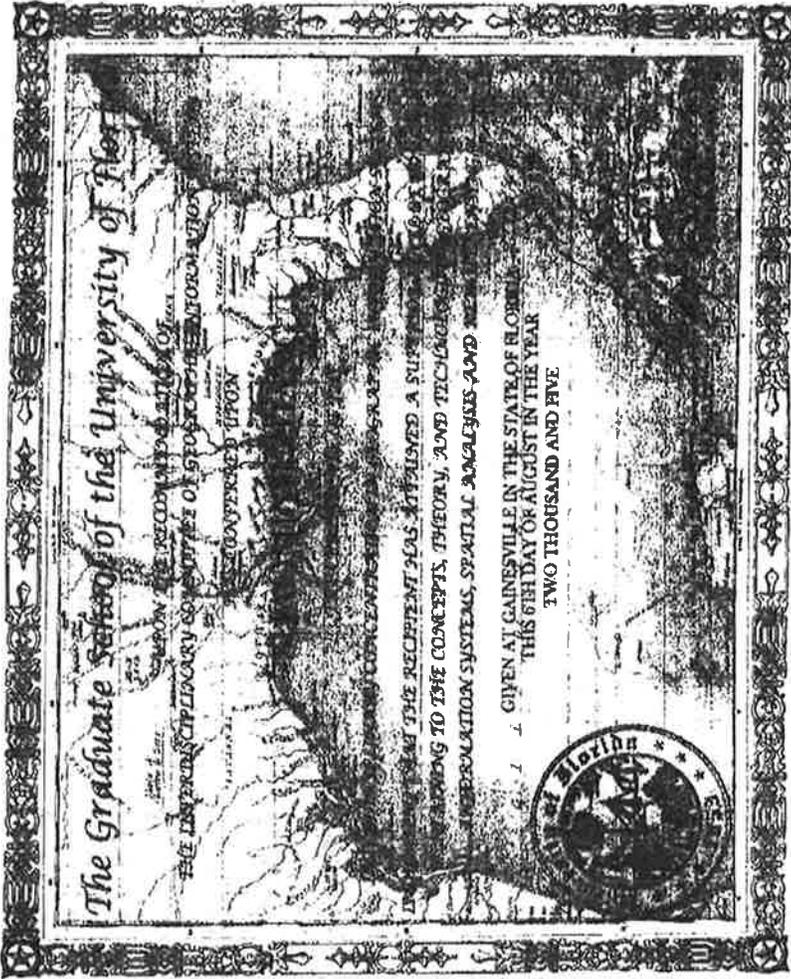
建筑学学士学位。

浙江大学

学位评定委员会主席 潘向峰

二〇〇二年六月三十日

证书编号 Z 103354029021



Certificate of Award

First Place 2004

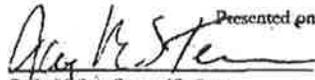
Witters Competition

we hereby recognize and honor

Shaoming Zhang

Department of Urban & Regional Planning
College of Design, Construction and Planning
University of Florida

Presented on this fifteenth day of April 2004.


Dr. Jay M. Stein, Dean and Professor
College of Design, Construction and Planning



Amanda E. Rodriguez

4611 NW 30th Terrace

Gainesville, FL 32605

Phone: 352-870-3251

Alt Phone: 352-376-5740

amanda.rodriguez352@yahoo.com

Objective:

My career objective is to work for a nonprofit or government agency in a position that will use my education and public administration, fundraising, grant writing, event planning, and public relations experience and skills to make a difference in the community.

Ability Summary:

- Proficient in Quickbooks, Renweb Database and Software, Microsoft Office Suite including Publisher
- Experience teaching at all levels
- Human Resource experience
- Experience working with all levels of government
- Event planning experience in fundraising, outreach, and family focused events
- Extensive targeted marketing and recruitment experience
- Grant writing and managing experience

Employment History

Registrar/ Treasurer

08/2008 - 08/2014

Sung Adventist Academy

Gainesville, FL 32605

- Substitute Teacher. I began substituting in August 2008. I became regularly employed in March 2011.
- Responsible for all student records and accounts. Proficient in Renweb software and database.
- Human Resources. Coordinate all human resources activities for employees and volunteers. Advertise, interview, and process all new employee and volunteer positions.
- Coordinate all marketing and recruitment activities leading to an average enrollment growth rate of 35% for each of the past three years.
- Chair of both fundraising committee and recruitment committee.
- Led the school board in creating a three year strategic improvement plan. Currently, the school is entering the third year of the plan and has successfully implemented the plan in most areas.
- Event coordinator for all major events.
- Designed all marketing and promotional materials.
- Treasurer. Create annual budget. Provide general accounting. Create and present monthly budget reports to the school board. Proficient in Quickbooks.
- Teacher. Substitute teach for all positions. For the 2013-14 school year, taught 9th/ 10th grade English, 1st grade math, drama for grades kindergarten - seventh, and enriched book club for grades kindergarten - seventh. Chair of the yearbook committee. Previously, I have also taught Nutrition, Religion, Physical Education, and Computers.
- Employed 25 - 30 hours per week.

Community Development Coordinator

07/2007 - 05/2010

Partnership for Strong Families

Gainesville, FL 32606

- Promoted from assisting the Resource Development Department to coordinating the entire department.
- Directly assisted with the recruitment of foster families, adoptive families, and prevention families.
- Oversaw all aspects of volunteer program including recruitment, placement, and supervision.
- Raised over \$20,000 for normalcy programs for foster youth during the first signature fundraising event.
- Secured over \$60,000 each year in sponsorships for Christmas presents for children involved in the child welfare system.
- Created and edited the quarterly newsletter for Partnership for Strong Families.
- Developed and coordinated a media campaign promoting Foster adoptions.
- Co-wrote several grants and successfully secured four in my two year as Specialist and Coordinator.
- Supervisor for Community Development Assistant.
- Served as liaison for Partnership Board of Directors.
- Member of the Healthy Families Advisory Board, the Alachua County Children's Alliance, and the Child Abuse Prevention Taskforce.
- Employed 40 hours per week

Education and Training

Florida Gulf Coast University

Fort Myers, FL

Currently enrolled in the Masters of Public Administration degree program at Florida Gulf Coast University.

- Online program
- Current GPA is 4.0
- Completed 12 credit hours of the 42 credit hour program.
- Enrolled in 6 credits per semester.

University of Central Florida

Orlando, FL

Bachelor of Arts Degree in Interdisciplinary Studies in Public Administration and Political Science

Minor in Vocational Training and Technical Education

- Graduated Summa Cum Laude with Highest Honors
- Scholar Medallion Recipient
- 3.93 GPA

Santa Fe College

Gainesville, FL

Associate of Arts Degree in History

- Graduated with Honors
- Phi Theta Kappa
- 3.95 GPA

Honors & Activities

- Children and Youth Ministries Coordinator at Gainesville SDA Church
- Assistant Treasurer for Gainesville SDA
- Treasurer and Board Member for HIS Hands Services (a nonprofit homeless transitional housing ministry)
- Volunteer at Camp Kulaqua

References Available on Request