

General Job Application

Job Title

Assistant City Manager

Requisition Number

46448

Personal Data

Contact

First Name

Jeffrey

Middle Name**Last Name**

Lowe

Address

648 NE 18 Avenue

City

Fort Lauderdale

State

Florida

Zip Code

33304

Primary Phone

9543839987

Alternate Phone**Email Address**

jlowetwo@aol.com

Salary Requirement

What is your desired salary range?

open

Eligibility

Do you have a legal right to work in the U.S.?

Yes

If yes, are you able to provide documents as required by law to verify your eligibility to work in the U.S.?

Yes

Have you ever been convicted of a crime excluding misdemeanors and/or summary offenses?

No

If yes, provide the details for all such instances.

Education Information

High School

High School Name

Morgan High School

City

McConnelsville

Did you graduate?

Yes

State

Ohio

College/University

Name of College/University/Other	Start Date	End Date
Lynn University		
City	State	
Boca Raton	Florida	
Degree	Major	Did you graduate?
Bachelors	business	Yes

College/University

Name of College/University/Other	Start Date	End Date
Nova Southeastern University		
City	State	
Fort Lauderdale	Florida	
Degree	Major	Did you graduate?
Masters	Public Administration/finance	Yes

College/Graduate School

Name of College/University/Other	Start Date	End Date
City	State	
Degree	Major	Did you graduate?

Vocational/Technical

Name of Vocational/Technical School	Start Date	End Date
City	State	
Degree	Major	Did you graduate?

Additional Education Information

Please list any additional education below.

Certified Corporate Trust Specialist, Municipal Finance

Employment Information

Beginning with your present or most recent employment, describe ALL periods of employment including self-employment, unemployed periods and military service. Your adult employment MUST be complete. Use the space provided below, if necessary. The City of Margate appreciates the reasons why you might prefer that your current employer not know about this application. Be advised that the City generally does not contact any employer until the latter stages of our hiring process.

Most Recent Employer

Start Date	End Date	
9/2018	5/2019	Full Time
Position Title		
Treasurer		
Employer		Phone Number
City of Delray Beach		5612437103
Address		
100 NW 1st Avenue		
City	State	Zip
Delray Beach	Florida	33444
Duties		
Annual budget preparation, cash management, staff supervision, utility billing, commission presentation, debt administration, contract negotiations, ERP administration, banking, public complaint resolution, investments, department negotiations		
Reason for leaving?		
commute, large turnover		
May we contact for reference?		
Yes		

Previous Employer

Start Date	End Date	
10/2016	09/2018	Full Time
Position Title		
Private Consultant - Treasury Services -Public and Private		
Employer		Phone Number
self		9543839987
Address		
648 NE 18 Avenue		
City	State	Zip
Fort Lauderdale	Florida	33304
Duties		
Fulltime interim Finance Director, City of Hallandale Beach 2/18/6/18, banking, debt administration, investments, policy development, financial reporting		
Reason for leaving?		
accepted a fulltime position		
May we contact for reference?		
Yes		

Previous Employer

Start Date	End Date	
9/2015	09/2016	Full Time
Position Title		
Treasurer		
Employer		Phone Number
City of Fort Lauderdale		9548285187
Address		
100 N. Andrews Avenue		
City	State	Zip
Fort Lauderdale	Florida	33301

Duties

professional staff supervision, budget prep. and presentation, pension administration, commission agenda preparation, financial reporting, treasury management, banking, investments, debt administration, City Manager assigned projects, payroll, financial forecasting, attend commission meeting, public interaction, supervise utility billing

Reason for leaving?

start private consulting, family illness

May we contact for reference?

Yes

Previous Employer

Start Date	End Date	
3/2014	9/2015	Full Time
Position Title		
Chief Financial Officer		
Employer		Phone Number
City of Hallandale Beach		9544571300
Address		
400 S. Federal Highway		
City	State	Zip
Hallandale Beach	Florida	33009

Duties

treasury management, Commission presentations, banking relationships domestic/foreign, arbitrage calculations, cash handling, set policy/procedures, CAFR preparation, budget supervision, utility billing, pension administration, professional staff supervision, internal/external audits, sepecial projects assigned by City Manager

Reason for leaving?

professional opportunity

May we contact for reference?

Yes

Previous Employer

Start Date	End Date	
9/2000	3/2014	Full Time
Position Title		
University Treasurer		
Employer	Phone Number	
Nova Southeastern University	9542621000	
Address		
3301 College Avenue		
City	State	Zip
Fort Lauderdale	Florida	33309
Duties		
served as Finance Committee rep., board presentations, investments, debt administration, banking contract, budget, supervise professional staff, pension committee, cash flows, policy formulation		
Reason for leaving?		
wanted a change and had a professional opportunity		
May we contact for reference?		
Yes		

Previous Employer

Start Date	End Date	
		Full Time
Position Title		
Employer	Phone Number	
Address		
City	State	Zip
Duties		
Reason for leaving?		
May we contact for reference?		
Yes		

Previous Employer

Start Date	End Date	Full Time
Position Title		
Employer		Phone Number
Address		
City	State	Zip
Duties		
Reason for leaving?		
May we contact for reference?		
Yes		

Additional Work Experience Information

Please list any additional work experience below.

Skills & Certifications

Professional Certifications and Licenses

CCTS, Certified Corporate Trust Specialist

List all jobs skills, abilities, qualifications, and volunteer experience relevant to the position for which you are applying.

leadership skills, serve on numerous not for profit boards, Graduate of Leadership Broward and Leadership Florida, Masters in Public Administration, numerous years in public and private administration

Military Experience

Branch of Service

Enlistment Date	Discharge Date	Type of Discharge
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Primary Responsibilities & Duties

Applicant Statement

By my signature below, I authorize any federal, state, county or municipal governmental agency, any municipal corporation or political subdivision of this state, or any other state agency, department or division thereof, or any other public or private agency, person, firm, or corporation holding records concerning, that are considered confidential, to supply such information to the City of Margate.

By my signature below, I acknowledge that PRIOR to making a conditional offer of employment to me, the City of Margate may request information which may include, but not limited to, a history of my educational records, a history of my vocational and/or training records, criminal history, any documentation of previous or current on-the-job performance records or history, any reason, excluding any reason based on a medical condition or disability, for termination of any previous employment, any reason, excluding for discharge from military service, or any other personal information that is not medical, health, or disability related in nature which may not otherwise be obtained without prior agreement.

By my signature below, I acknowledge that SUBSEQUENT to making a conditional offer of employment to me, the City of Margate may request not only the information stated above, but also any information of what-so-ever nature regarding both my past or current job related or non-related medical/health condition(s) or disability(ies).

By my signature below, I acknowledge that any such information received by the City of Margate shall become public record pursuant to Chapter 119 of the Florida Statutes.

I Agree

Yes

Signature

Jeffrey Lowe

Date Signed: 5/6/2019 3:05 PM

Date Submitted: 5/6/2019 3:05 PM

IP Address: 73.57.247.238

Agency Wide Questions

Do you have any relatives working for the City of Margate?

No

Did you provide at least ten (10) years of relevant work history in the Work Experience section, or if you do not have ten (10) years of work history, did you list the entirety of your work experience in the Work Experience section? If not, please return to the Work Experience section to complete this information.

Yes

Where did you hear about the job opportunity you are applying to?

professional organization

Pursuant to Florida State Statute 119, all applications and materials attached are subject to public records request. Please use the space below to indicate whether or not you have any exemptions under FSS 119. If you do not have any exemptions, please write "N/A".

N/A

If you have relatives working for the City of Margate, please enter their name and department in the space below.

N/A

Did you provide at least three (3) professional work-related references? If not, please return to this section and add additional professional work-related references.

Yes

Please provide at least three (3) professional work-related references. Please include the following information: reference name, phone number, email address, position title. (Please note: professional work-related references are people who can speak to us about your job performance and are usually people who directly supervise you. For students, or those with limited work history: professional references may include internship/volunteer supervisors or academic teachers/professors).

Melissa Cruz, Finance Director, Bay Harbor Islands,
305-455-7151 mcruz@bayharborislands-fl.gov
Greg Chavarria, City Manager, Hallandale Beach,
954-457-1351, gchavarria@cohb.org
Shawn Sackman, Market President SunTrust Bank,
954-765-7393, shawn.sackman@suntrust.com

Assistant City Manager Qualifications

Do you possess a Bachelor Degree from an accredited college or university, with major coursework in Administration, Management, or closely related field?

Yes

Do you possess a Master's Degree?

Yes

Do you have at least seven (7) years of successful management experience in municipal/county management?

Yes

Do you have municipal government experience?

Yes

Do you possess a DD214 for military service?

No

Please use the space below to explain what field your Bachelor's Degree is in. If you do not have a Bachelor's Degree, please type "N/A".

Business Administration

Please use the space below to explain what field your Master's Degree is in. If you do not have a Master's Degree, please type "N/A".

Public Administration

Please use the space below to detail your relevant experience in municipal/county management. Please include where you obtained the experience, what capacity you worked in, how many years of experience you have, and any professional accomplishments.

Broward County, FL 4 years
South Florida Regional Planning Council, 2 years
City of Fort Lauderdale, Treasurer, 1 year
City of Delray Beach, Treasurer, 8 months
City of Hallandale Beach, 1 yr. 8 months

Please use the space below to describe your municipal government experience. Please include where you obtained the experience, what capacity you worked in, and the total number of years of experience.

CFO City of Hallandale Beach
Finance Director Regional Planning Council
Broward County Revenue Collections
Treasurer, City of Fort Lauderdale
Treasurer, City of Delray Beach

Do you have your ICMA Credentialed Manager Certification?

No

JEFFREY D. LOWE
648 NE 18th Avenue, Fort Lauderdale, FL 33304, 954-383-9987(c) , jlowetwo@aol.com

EXECUTIVE SUMMARY

Dynamic approachable professional with extensive experience in public/private financial reporting, management, leadership, communications, and government/community relations. Dedicated to professionalism, highly motivated toward goal achievement and maximization of resources. Possess excellent organizational and analytical skills, necessary for successful executive management.

PROFESSIONAL EXPERIENCE

CITY of DELRAY BEACH, Delray Beach, FL **Treasurer**

9/2018-Present

As Treasurer I am responsible for safeguarding the City's cash and other liquid assets and insuring that the City has sufficient cash to meet normal operating and extraordinary emergency needs. Ongoing work involves day to day cash management, initiation of wires, and debt management including acquisition, structuring, management, and legal (Federal Arbitrage) compliance. I represent the City to the investment community, including commercial and investment banks and rating agencies. Additional duties include: periodic financial reporting to the City Manager/Commission, assist in year end audit (providing schedules and notes to the CAFR), development of five year CIP relative to project financing, foster positive employee relations and employee morale on a City-wide basis.

- Reviewed and updated policies and activity for compliance with applicable rules and regulations
- Assisted in preparation of the City's annual budget
- Perform highly-advanced and complex accounting work according to GAAP
- Presentations before City Commission, City staff, residence and external professionals

TREASURY SERVICES, Fort Lauderdale, FL **9/2018** **Consultant (Private and Public Sector)**

10/2016-

- | | |
|---|---|
| <ul style="list-style-type: none">• Banking• Debt Administration• Investments | <ul style="list-style-type: none">• PCI Compliance• Financial Reporting• Policy Development |
|---|---|

Fulltime as interim CFO, City of Hallandale Beach, FL, 2/18 - 6/18

CITY of FORT LAUDERDALE , Fort Lauderdale, FL **9/2016** **Treasurer**

9/2015-

As the City Treasurer I was responsible for financial and administrative work in a fast-paced and dynamic environment of considerable difficulty in the billing, collection, investments, and custody of all City receipts, grant accounting, financial administration of special agencies, and municipal debt issuance, treasury management, budgeting and administration. The position involved the direct supervision of professional, supervisory, and clerical personnel responsible for City fiscal accountability. I participated in the development and modification of systems, controls, procedures, and transparency to promote effective and efficient revenue collection operations of the City.

- Coordinated City investment transactions to maximize safety, liquidity and return
- Secured credit ratings, coordinated and negotiated new financings
- Performed complex financial and statistical analysis

- Drafted City wide policies for Commission adoption and implementation
- Detailed accounting, financial reporting and internal/external audits
- Work effectively with Department officials, City employees, boards and the general public

Jeffrey Lowe

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CITY of HALLANDALE BEACH , Hallandale Beach, FL
Chief Financial Officer (CFO)

3/2014-9/2015

As the CFO I performed high-level administrative and financial management work directing the activities of the Finance Department. In my capacity I administered, managed and coordinated the following functions: budget, audit, accounting financial reporting, payroll, accounts payable, revenue collection, performance measurement, debt management, pensions, investments treasury management and maintaining all banking and outside investment relationships. I was responsible for ensuring that the City's assets are effectively managed and safeguarded, and that all components of the financial management information system were properly maintained. I performed all duties with considerable independent judgment and public scrutiny under broad administrative direction.

- Drafted a new Investment Policy leading to greater investment returns
- Assisted in the City's first GO Bond (\$60M) financing
- Completed Enterprise Resource Planning (ERP) City wide
- Oversight of the City's operating and capital budgets, including forecasts
- Served as Chief Financial Advisor to the City Manager

NOVA SOUTHEASTERN UNIVERSITY, Ft. Lauderdale, FL
University Treasurer

9/2000-3/2014

At NSU my responsibilities focus on the debt market, financial planning and analysis, budgeting, forecasting, debt administration, banking relationships, treasury management, grants and contract accounting and internal/external audits. A proven and respected people leader and collaborative consensus builder in both private and public settings. Successfully negotiate complex and credit-intensive financing facilities for maximum fund flexibility. Advise President/Board of Directors on investment strategies, policy implementation and long-range financial planning. Lead negotiations with financing facilities, investment banks for maximum funding and benchmark pricing. Ensure that financing documents reflect business agreements, negotiated contract terms with bank and external counsel. Manage all reporting and covenant compliance functions. Maintain strong rating agency relations and team leadership. Maximize return on invested funds by identifying investment opportunities: by maintaining relationships with the investment community. Maintain financial well-being of the organization by providing financial projections and preparing growth plans while directing staff. Update job knowledge by remaining aware of new regulations, participating in educational opportunities, reading professional publications, and participate in professional organizations.

- Assisted in negotiating all aspects of \$650 million in bond financings
- Developed and maintained investment policies in changing market

EDUCATION

- Masters Public Administration, Nova Southeastern University, Ft. Lauderdale, FL
- Bachelor of Business Administration, Lynn University, Boca Raton, FL
- Certified Corporate Trust Specialist, Cannon Financial Institute, University of North Carolina

PROFESSIONAL AFFILIATES

- | | |
|--|--------------|
| • Named CFO year by South Florida Business Journal | 2009 |
| • Member: Pi Alpha Alpha National Honor Society | 2003-Present |
| • Member: Association of Financial Professionals | 2003-Present |
| • Member NACUBO, National Assoc. of College and University Business Officers | 2000-2014 |
| • Member GFOA, Government Finance Officers Association | 2015-Present |

- Academical Village CDD (Community Development District) - Chairman

2012-2016

COMMUNITY AFFILIATES

- Chairman, Financial Advisory Board, City of Boca Raton
- Co-Chairman, Broward County United Way, Allocations Committee
- Leadership Broward Class XXIII
- Board of Directors, Kids In Distress
- Leadership Florida Class XXVIII
- Board of Directors, Winterfest
- Board of Directors, ArtServe
- Broward County Housing Authority - Audit Committee, Vice Chair
- Budget Advisory Board, Ft. Lauderdale, Mayor appointment

1992-2003

2000-2012

2005

2009-2017

2010

2010-2013

2016-Present

2018-Present

2018-Present

May 6, 2019

City of Margate
5790 Margate Blvd
Margate, FL 33063

RE: Assistant City Manager

To Whom It May Concern:

It is with great enthusiasm that I submit my credentials for consideration for the position of Assistant City Manager.

I have numerous years of progressively responsible professional leadership experience, and proven management and administrative experience in all aspects of management, finance and business affairs within both the private and public sectors. Throughout my career, I interacted daily with executive personnel and elected officials to formulate long range planning and policy direction and set and evaluated internal procedures. Additional government agency experience includes daily staff supervision, annual budget preparation and funding, CAFR preparation, contract negotiations with outside governmental agencies and private sector providers, trust administration, revenue collection, grant administration, pension plan administration, internal/external auditors and financial forecasting. I have the proven skill set to provide leadership and direction in managing the City's Strategic Plan as well as Enterprise Resource Planning. I achieved each task in a courteous and diplomatic manner; with the proven ability to listen and ascertain the needs of customers and staff and suggest any changes in organizational/management to achieve maximum use of resources and public complaint resolution.

I possess a demonstrated knowledge of best practices in management, exercise independent judgment, individual initiative and maintain a commitment to personal and professional integrity. I thrive in an environment where elitism is rejected and rolling up one's sleeves is commonplace. I maintain a calm composure while juggling multiple complex projects. I possess the confidence to stretch myself and others in order to be innovative and take reasonable and appropriate risks.

I look forward to speaking with you in more detail to review my experience and answer any questions that you may have. My gratitude is extended to those who will consider my candidacy.

Sincerely,

Jeffrey Lowe

Professional References - Jeffrey Lowe

**Ms. Melissa Cruz
Finance Director
Bay Harbor Islands
9665 Bay Harbor Terrace
Bay Harbor Islands, FL 33154
(305) 455-7151
mcruz@bayharborislands-fl.gov**

**Mr. Greg Chavarria
City Manager
Hallandale Beach
400 S. Federal Highway
Hallandale Beach, FL 33309
(954) 457-1300
gchavarria@cohb.org**

**Mr. Shawn Sackman
Broward County Market President
SunTrust Bank
515 Las Olas Boulevard, 7th floor
Fort Lauderdale, FL 33301
954-765-7393
shawn.sackman@suntrust.com**

**Mr. Michael Long
City of Lighthouse Point Commissioner
2200 NE 38th Street
Lighthouse Point, FL 33064
954-943-6500
mlong@lighthousepoint.com**

**Ms. Lori Smith-Lalla, Attorney at Law
Weiss Sertoa Helfman Cole & Biermann
200 East Broward Blvd., Suite 1900
Ft. Lauderdale, FL 33301
954-763-4242 ext: 371
Smith-lallal@wsh-law.com**