

Ann K. Capela ♦ [REDACTED]

April 16, 2017,

RE: Township Manager

Please accept this letter, my resume, current salary and professional references for the most rewarding position in public service, the position of the Township Manager for Northfield Township, MI.

As a public manager with 20 years of experience, professional dedication to high ethical standards and sound credentials; I will be able to provide strategic yet collaborative operational day-to-day Township management. I have established a nation-wide record of excellence in town/township city/county management, where fiscal management and organizational change is the hallmark of my professional work.

Community planning with economic development, organizational strengthening and professional support to develop a coordinated team approach to community development is the key to successful growth of Northfield Township's future.

Resourcefulness and tenacity in pursuing state infrastructure funding for roads along with revenue collection to spur economic development is my center of gravity. I have expertise in public financing for capital plans, debt restructuring and State Revolving Funds.

Budgeting, asset management, human resources, risk management, economic development, building relationships with state and county governments as well as many other government and community organizations are all skill sets that I will bring to Northfield Township.

Sincerely,



Ann K. Capela

Phone [REDACTED]
Email: [REDACTED]
[REDACTED]
[REDACTED]

Ann K. Capela

Professional Profile

Seasoned professional, innovative, **committed to excellence in customer service and community involvement.** Demonstrated budgeting, organizational, analytical and communication skills. Successful record in management in local governments undergoing change. Creative and collaborative problem solver with ability to implement change, resolve conflicts, and consistently exceed expectations to implement change.

Expertise

Financial Operations and Budget • Community Relations - Regional and State Cooperation • Organizational Development • Human Resources – Economic Development – Grant Management

Professional experience

Substitute Teacher K-12 – West Bloomfield, Ferndale, Waterford, Lamphere School Districts, MI
Experienced and Certified classroom teacher in all subjects ranging from K to 12th grade.
November 2016 -Present

City Manager: Bethel, Alaska (Pop. 6,900) located 50 miles east of Bering Sea without road connections to the rest of Alaska. Transportation to the City is by air or by sea barge during the short summer season: The City of Bethel is a regional center for at least 56 native Yupik villages and outpost in Western Alaska. Day to day management and operations of the City of Bethel, including but not limited to direct oversight of water production and distribution, sewer collection and treatment, police, fire, planning, code enforcement, parks and recreation including sizable indoor pool and regional recreational facility, roads, port of Bethel, and small boat harbor marina. Report to elected City Council.
November 2014-September 2016

Township Manager, Oakland Township, MI (Population 17,000) - Oakland Township is a Chartered Township, with a unique governing body with 3 elected Officers and 4 Trustees and managed by a Township Manager while the elected Officers retain certain statutory on site duties. Township has extensive safety paths and trails, park, recreation facilities, bike paths, and is the home to two State park The Township Manager is responsible for all personnel, public works, planning, zoning, and all aspect of contract services. Township is fiscally conservative with no legacy costs, which has allowed the Township to lower its general millage two consecutive years.
January 2014 - September 2014

International Student Advisor, Wayne State University, Detroit MI - Office of International Students and Scholars - Student Advisor for international students, Designated School Official (DSO) for processing F-1 student visas working with the Department of Homeland Security.

July 9, 2012 - January 2014

City Manager, City of Inkster MI (Pop. 26,000) Manage City Departments, included but not limited to developing financial strategies, workforce reductions and other solutions when economic conditions require lowering of expected revenues. Managed successful federal and state grant awards, organization realignment and a \$25 million dollar infrastructure investment with public and private funds. Upgrade City of Inkster bond rating by S & P from “BBB” to “A”. Implementation of new internet infrastructure system wide improvements in financial software which integrated all aspects of the City’s external and internal functions for collection of City's revenue.
December 2008 – September 2011

Transit and Parking Manager, City of Durango, Co. Durango is the regional center for La Plata County in Southwestern Colorado, population of 18,000 (La Plata County 48,000). Durango Transit currently enjoys 30% increase in ridership, the highest in the State of Colorado. The success is attributed to on time service, customer service, clean buses and the best driving team in the region. Collaborated with other regional transportation agencies in regional transportation planning

Town Manager, Minturn, CO - 6 Council Members & Mayor. Minturn is a small historic town rooted railroad and mining, nestled between Vail and Beaver Creek, CO where property prices are \$1 million dollar per acre. Minturn is a full service home rule town with its own water plant operation, part of a waste water treatment district and contracts out its solid waste collection. Minturn underwent tremendous transition with a recently approved annexation of 5,300 acres of land that is being developed into a resort with golf course/ski hill/high end residential housing. Major staff reorganization where town staff level has doubled in the last 3 years.
March 2004 – June, 2007

County Executive Officer, Imperial County, CA Population 145,000 – 5 Board Members. Served as the County's first CEO - Plan, organize, control and direct the overall operations of the County, prepare, present and monitor County budget, promote County activities with government and private entities, community organizations and general public. Serve on various committees, agencies to enhance County improvement. Supervise directly non-elected department heads, except County Counsel. Successfully completed an \$11 million dollar international border infrastructure project development that was in bankruptcy, litigation and insurance claims when I took this position. Instituted a new meeting process for the County Board of Supervisors to enable greater public participation.
November 2000 – April, 2003

County Administrative Coordinator, Walworth County, WI Population 85,000. Served an elected 35 Member Board of Supervisors - Coordinate all administrative and management functions of the County government not otherwise vested by law in Boards or Commissions, or in other elected officers. • Directed the activities to improve the County's bond rating from A- to Fitch rating of AA and Moody's Aa3 • Developed a 5 Year Capital Improvement Plan. • Restructured the Finance, Planning & Zoning, Property Services and Information Systems departments • Development of GIS function, program and the County wide systems infrastructure. January 1998 – November 13, 2000

County Administrative Coordinator Livingston County, IL Population 35,000 - Responsible to 27 Members of the County Board of Supervisors. Administer all County functions in accordance with State Statutes, administer and carry out the directives and policies of the Livingston County Board. Establish the schedule and procedures for all departments, agencies for review, implementation and amendment of the budget. Duties overseeing the process of HR, Legislative issues, contracts and agreements and any other duties assigned by the Board. First County Administrative Coordinator. There was no central administration for County Board activities. Complete restructuring of the County's by-laws and rules of conduct for Board Members. Redesigning the County's budget process and the budget document. Oversight for the development of the County's two solid waste management sites.
September 1995 – December 1997

Executive Director, Tax Research organization, Sioux City, IA - TRC is known as the "taxpayer's watch dog" for Woodbury and Sioux City, IA whose main goal is to research, monitor and report the public the policy and fiscal activities. Conducted all research, authored & issued reports on Woodbury County, City of Sioux City and Sioux City School Districts debts. Published fiscal analysis on Tax Increment Financing and the overlapping debt and its impact on the region.
December 1995 to August 1996

Education

University of Windsor, Windsor, Ontario
B.A., Political Science, Concentration in Local Government

Wayne State University, Detroit, Michigan
M.P.A., Major in Public Personnel Management and Minor in Public Budgeting.

Accreditation

International City/County Management Association (ICMA)

Professional memberships

National League of Cities (NLC) Fiscal Government Policy Committee (past)
National Association of County Administrators (NACA)- past

International City/County Management Association (ICMA)
National Civic League & Association of Certified Fraud Examiners (past)
Turnaround Management Association – Greater Detroit Chapter
White Collar Crime Research Consortium - Research Member

NACA – National Association of County Administrators: Served as Regional Vice President, Secretary, Treasurer and President Elect (past)

Additional professional activities

Served on ICMA First Time/First Administrator Task Force
Served on the ICMA’s International Task Force
Presenter at National Association of Counties Annual Conference:
“Does Your County Need an Administrator”, “HIPPA” and “1996 Communication Act – Cellular Tow Ordinance”.
National - ICMA Member – regular attendance at workshops at ICMA University.
Michigan - MLGMA Member (past)
Member of Alaska City/Borough Municipal Management

Salary History

Ann K. Capela

[REDACTED]
[REDACTED]

EduStaff, MI	Variable Daily Rate up to \$80 a day – depending on the School District rates		
	\$130,000	Annual	Provided City owned vehicle
City of Bethel 300 State Highway Bethel, AK 99599			
	\$ 85,000	Annual	
Oakland Township 4393 Collins Rd. Rochester, MI 48306 [REDACTED]			
	\$37,000	Annual	
Wayne State University 42 W. Warren #416 Detroit, MI 48201 [REDACTED]			
Inkster, MI Throwbridge Rd Inkster, MI 48141	\$100,000	Annual	\$500 monthly vehicle allowance
Durango, CO 949 E. Second Ave. Durango, CO 81301	\$65,000	Annual	
Minturn, CO 302 Pine Street P.O. Box 309 Minturn, CO 81645	\$90,000	Annual	\$33,000 Annual Housing Allowance
Imperial County, CA 940 Main Street El Centro, CA 92243	\$125,000	Annual	\$500 monthly vehicle allowance
Walworth County, WI 100 Walworth Elkhorn, WI 53121	\$85,000	Annual	Mileage Allowance
Livingston County, IL 211 E. Madison Pontiac, IL 61764	\$55,000	Annual	Vehicle allowance/County Vehicle

Professional References for: Ann K. Capela [REDACTED] [REDACTED]

Dr. Gerald Cliff (former Police Chief, Saginaw MI)
Director for Research at White Collar Crime Studies
5000 NASA Blvd., Fairmount, VW

[REDACTED]
[REDACTED]

Michael Koskie - Chief Labor Negotiator for Alaska Public Employees Association -
(Completed outstanding difficult labor agreements - Mike offered to be a reference)
APEA-AFT (Alaska Public Employees Association)
Northern Region, Fairbanks AK [REDACTED]

[REDACTED]

Dr. Kelli Dixon-Pugh (Immediate supervisor at Wayne State University)
Director of Study Abroad Program and
Office of International Students and Scholars
Wayne State University
Detroit, MI 48201

[REDACTED]
[REDACTED]

Janine Kateff Former West Bloomfield Deputy Clerk and & retired School Principal
2630 Birch Harbor
West Bloomfield Township, MI

[REDACTED]
[REDACTED]

Norma Wallis - Worked with Ms. Wallis in economic development in Inkster, MI
2960 Middlebelt Rd.
Inkster, MI 48141

[REDACTED]
[REDACTED]

Bill Howell - Fire Chief, City of Bethel, AK
302 State Highway
Bethel, AK

[REDACTED]
[REDACTED]

Muzaffar Lakhani [REDACTED] or [REDACTED]
Former Public Works Director for City of Bethel (reported directly to me)
Dearborn Heights, MI

[REDACTED]

NORTHFIELD TOWNSHIP MICHIGAN

8350 Main St.
Whitmore Lake, MI 48189

Phone: 734-449-2880
Fax: 734-449-0123

Employment Application

Prospective employees will receive consideration without discrimination based on religion, race, color, sex, age, national origin, height, weight, marital status, disability, or veteran status.

Personal Information			
Last Name Capela	First Name Ann	M. I. K	Today's Date 05/12/17
Street Address [REDACTED]	City [REDACTED]	State MI	Zip [REDACTED]
E-mail [REDACTED]	Home Phone [REDACTED]	Cell Phone [REDACTED]	
Are you eligible to work in the United States? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Are you 18 years of age or older? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Social Security Number XXX-XX-[REDACTED]	
Do you currently have a valid Driver's License? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	License Number: [REDACTED]	State: MI	Expiration Date: 08/22/2020
Have you been convicted of a felony in the past seven years? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain:			
What position are you applying for? Township Manager		How did you hear about this position? MML Web Site	
Expected/Desired Pay Rate as published	Date Available 06.06.17 or as agreed	Have you ever applied with us before? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No X	

Education		
Name & Location	Last Year Completed	Major & Degree earned
High School Centennial SS, Windsor, Ont.	9 10 11 12	HS Diploma
College or University University of Windsor, Windsor Ont.	1 2 3 4	B.A. Poli Sci
Trade School		
Other Wayne State University, Detroit MI		M.P.A.
List any Relevant Certifications you currently hold		
List any other applicable training, skills or proficiencies		

Employment History

(Please list your last 10 years of employment, starting with your current or most recent position. Attach an additional sheet if necessary)

Employer #1			
Employer Name: EduStaff	Type of Business: Education Support		
Address: 4120 Brockton Dr. SE Ste. 200 Grand Rapids, MI 48512	Phone Number: 877-974-6338		
Job Title: Substitute Teacher	Supervisor's Name:		
Employment Dates: From: 11/20/17 To: Current	Start Salary: \$11-14/hr	End Salary: Same	
Duties: Substitute teacher - for West Bloomfield, Waterford, Lamphere, Ferndale, Farmington School Districts - Teach K - 12 Grades all subjects.			
Reason For Leaving: Still Employed			
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, please explain:			

Employer #2			
Employer Name: City of Bethel	Type of Business: Local Government		
Address: 300 State Highway, Bethel, AK 99599	Phone Number: 907-543-2047		
Job Title: City Manager	Supervisor's Name: City Council		
Employment Dates: From: 11/16/14 To: 9/29/16	Start Salary: \$120,000	End Salary: \$120,000	
Duties: Manage day-to-day City operations including but not limited to: Finance, HR, Roads, water, sewer, solid waste, planning/zoning, deep sea port, police, fire.			
Reason For Leaving: Harsh arctic climate.			
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, please explain:			

Employer #3			
Employer Name: Oakland Township	Type of Business: Chartered Township		
Address: 4593 Collins Rd. Rochester, MI 48306	Phone Number: 248-651-4440		
Job Title: Township Manager	Supervisor's Name: Board of Trustees/Teri Gonser		
Employment Dates: From: 1/6/14 To: 9/28/14	Start Salary: \$85,000	End Salary: \$85,000	
Duties: Manage Township's daily operations including but not limited to: budgeting, HR, building code, planning/zoning, water and sewer (agreements) police (contracted), building maintenance, roads (County Road Commission).			
Reason For Leaving: Mutual Agreement (hard position to fill; Township has had 2 managers since my departure)			
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, please explain:			

References (no relatives please)

Name	Phone Number	How do you know this person?	How long have you known this person?
Kelli Pugh-Dixon, Director	[REDACTED]	school/work	15 + yrs.
Janine Kateff	[REDACTED]	business	5 + yrs.
Gerry Cliff, Dir of Research	[REDACTED]	school/work	15 + yrs.
Mr. Terri Gonser	[REDACTED]	work	4 yrs.

Disclaimer & Signature

I hereby authorize the Township of Northfield to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references except where I have indicated they may not be contacted. I also hereby release the Township of Northfield and its representatives from all liability for seeking, gathering, and using such information to make employment decisions, and all other persons or organizations for providing such information.

By signing, I certify that the facts set forth in my application for employment are true, correct and complete to the best of my knowledge. I understand that if employed, any false statement on the application may result in my dismissal. I further understand that this application is not nor is it intended to be a contract of employment, nor does this application obligate the Township of Northfield in any way if the township decides to employ me. I understand and agree that my employment is at-will, and can be terminated by either party with or without notice, at any time, for any reason.

Ann K. Capela

05/12/17

Signature

Date