

5365 Hidden Glen Drive
Traverse City, MI 49684
April 10, 2015

Ms. Jamie Caroffino, Human Resources Generalist
City of Traverse City
400 Boardman Avenue
Traverse City, MI 49684

CONFIDENTIAL

Dear Ms. Caroffino:

I wish to be considered for the City Manager position for the City of Traverse City. I am asking that this submission be kept confidential until final candidates are selected for interview.

I have been involved in county government for most of my career, having served in top management positions in four different Michigan counties. However, the challenges of city management are similar, and I have always wanted to apply my abilities in a progressive and vibrant community such as Traverse City. I am most interested in joining an organization that strives to be an example for other jurisdictions to emulate.

As you can see by my resume, I have over 30 years of successful public sector management experience to bring to this position. I am an excellent communicator and a proven team and esteem builder, and my strong finance and labor relations background and problem solving skills will serve the city well. I believe I have most of the characteristics the Traverse City Commission is seeking in an ideal candidate.

I look forward to discussing the position with you. In the meantime, if you have any questions or need any additional information, please feel free to call me at 231-421-5603.

Sincerely,



David D. Benda

att

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DAVID D. BENDA

Address: 5365 Hidden Glen Drive
Traverse City, Michigan 49684

Phone: (231) 421-5603
e-mail: thebenz@charter.net

RELEVANT EXPERIENCES

COUNTY ADMINISTRATOR/CONTROLLER Grand Traverse County, MI. 2012-Present. Chief administrative and financial officer. \$150M Budget; 500 employees; Pop. 90,782. Supervise 16 Department Heads. Develop, recommend, and implement strategies, policies and procedures; Assist Commissioners in developing a general direction for County government and provide information for efficient decision-making. Represent the County in the community and media.

COUNTY ADMINISTRATOR/CONTROLLER Midland County, MI. 1999-2009. Chief administrative and financial officer. \$27M General Fund Budget; 350 employees; Pop. 83K. Same general duties as above. Supervise 16 Department Heads. Chair of the Building Authority and Central Dispatch Authority.

COUNTY ADMINISTRATOR Clinton County, MI. 1993-1999. Chief administrative and financial officer. \$17M General Fund Budget; 150 employees; Pop. 58K. Same general duties as above. Supervise 10 Department Heads and several outsourced service functions, including economic development, planning, zoning and construction codes. Chairperson of the Building Authority and Economic Development Corporation.

BUDGET DIRECTOR Ingham County Budget Office, Ingham County, MI. 1987-1993. \$123M budget; 850 employees; Pop. 282K. Responsible for all phases of the budget process, including budgetary and position control and long-range forecasting. Automated the budget process and developed the first capital improvements budget. Numerous other duties related to accounting, finance, legislative and policy analysis, fringe benefits, collective bargaining, and grants. Received GFOA Distinguished Budget Presentation Awards 1985-1993. Position reclassified from **BUDGET COORDINATOR** (3/84-4/87) when separate Budget Department was created.

FINANCIAL ANALYSIS COORDINATOR Ingham County Financial Services, Ingham County, MI. 1983-1984. Responsible for financial reporting for several federal and state grant programs, including grant development in accordance with the county budget and monitoring changes in grant legislation. Also responsible for labor negotiation cost analyses and various research projects.

BUDGET ANALYST INTERN Ingham County Financial Services, Ingham County, MI. 1983. Responsible for research and analysis of departmental budgets for the Law and Courts Committee and for making budget recommendations to the Budget Coordinator and Controller.

ENGLISH TEACHER Bergland Community School, Bergland, MI. 1980-1982. 180 students, K-12. English Department Head. Taught all the High School English classes and Journalism. Also worked as Librarian, Yearbook and Newspaper Adviser, Media Coordinator, Forensics Coach, and J.V. Basketball Coach. Tenured.

OTHER RELEVANT EXPERIENCES

MARKETING CONSULTANT Benda Consulting, LLC. 2010-2011. Self-employed. New client sales and marketing to public sector clients for Public Employee Benefits Solutions until 12/2011. Provide Interim Manager Services and Labor Relations assistance to local governments beginning in 2012.

PRESIDENT Public Employee Benefits Solutions, LLC. 2009-2010. Chief Operating Officer for a group benefits insurance agency with 50 public sector clients. Primary responsibilities include general business administration, client retention, and marketing to potential public sector clients. Account Manager for three large primary accounts.

EDUCATION

MASTER OF PUBLIC ADMINISTRATION Michigan State University, 9/82-12/85. Emphasis in Urban Administration. Graduate G.P.A. - 3.53.

BACHELOR OF SCIENCE IN EDUCATION Central Michigan University, 8/75-5/80. Majored in Political Science with Minors in English, Secondary Education, and Reading in the Secondary Schools. G.P.A. - 3.43. Began Master of Public Administration Program in June, 1981.

PROFESSIONAL AFFILIATIONS

Current: Michigan Association of County Administrative Officers (Former President and Lifetime Honorary Member); Michigan Public Employer Labor Relations Association (current President and Dudley Sherman Award Recipient); Michigan Local Government Management Association; Midland Health Plan Corporation (Secretary/Treasurer), Midland County Building Authority (Chair); Midland County Central Dispatch Authority (Chair).

Recent: ICMA (28 yrs.); National Association of County Administrators; NACo Information Technology Committee member, Leadership Midland Alumni Association, United Way Community Investment Committee, Midland Tomorrow Ambassadors, Midland Chamber of Commerce, Midland Rotary Club, St. Johns Rotary Club, Midland County Juvenile Care Center Advisory Committee, Midland Area Chamber of Commerce, American Society for Public Administration, Lansing Chapter (Former Treasurer).

PROFESSIONAL CERTIFICATIONS

State of Michigan Licensed Producer for Health, Life and Disability Insurance from 2008-2012. Completed Michigan Emergency Manager requirements {MCL 141.1515(5)} with "Best Practices in Local Government Fiscal Management" training in April, 2011.

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REFERENCES FOR DAVID D. BENDA

GRAND TRAVERSE COUNTY, MICHIGAN: 400 Boardman, Traverse City, MI 49684

Larry Inman, State Representative
8971 Crockett Road
Williamsburg, MI 49690
Phone: 517-373-1766
E-mail: larryinman@charter.net

MIDLAND COUNTY, MICHIGAN: 220 W. Ellsworth Street, Midland, MI 48640

Bridgette M. Gransden
Current Administrator/Controller
(Former Finance Director)
Phone: (989) 832-6784
E-mail: bgransden@co.midland.mi.us

INGHAM COUNTY, MICHIGAN: 5303 S. Cedar St., Suite 2102, Lansing, MI 48911

John L. Neilsen, Deputy Controller
County of Ingham
County Courthouse
Mason, MI 48854
(517) 230-9793
E-mail: jneilsen@ingham.org