

TRAVERSE CITY CITY MANAGER SEARCH
c/o Human Resources Department
400 Boardman Avenue
Traverse City, MI 49684

CONFIDENTIAL

RE: Traverse City Manager

Dear Mayor Estes and Members of the Traverse City Commission:

Please accept this letter, resume, and contact information as my application for the position of City Manager for Traverse City. I am very interested in working for a progressive community and I feel my education, employment background, and personality provide a combination of talents that would be advantageous for the community. I am a member of ICMA which maintains a professional code of ethics.

The past sixteen years have been spent managing the City of Mason, Michigan, a full service community. I've had the privilege to provide professional services and leadership in municipal government for twenty-five years. I utilize the Team Management approach, and my team and I have accomplished a great deal including building a new City Hall/Police Department complex; water treatment plant; wastewater treatment plant improvements, extensive street improvements; new trail system; and significant improvements to the park system.

Traverse City is a vibrant and exciting community which sparks my interests both professionally and personally. My experience is inclusive of updating the DDA Plan and revitalizing the downtown through façade grants, loft developments and infrastructure improvements including implementing enhancement grants. Through my many experiences, I have learned that effective communication and relationships are the common denominator to establishing trust and a sound local government. A healthy local government connects with its citizenry to enhance economic development opportunity. Strong planning of the city's finances integrated with the Commission's goals and objectives and city's variety of plan documents, is a foundation for a growing community.

Traverse City intrigues me because of the many opportunities it brings to provide services to the citizens and strengthen the development of the industrial, commercial and tourism base of the community. With extensive public involvement and participation in the communities I've served, I have insight into many of the issues that challenge Traverse City. I am confident that my talents and skills would fit well with the current team and bring added value to the city organization with experience, creativity and sound management principles.

Thank you for your consideration of me as Traverse City's next City Manager. It would be a great honor to be able to work with you and the community. I look forward to meeting you. If you have any questions or need additional information in the interim, please call me. My home phone number is (517) 244-9530 and cell number is (517) 749-8604. I respectfully request that my name not be released until required for confidentiality reasons.

Sincerely,


Martin A. Colburn

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APR 10 2015
City Human Resources

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MARTIN A. COLBURN, MPA

203 Mark Street
Mason, Michigan 48854
(517) 244-9530

Professional Experience

City Administrator: 1999 – Present

Mason, Michigan, Population 8,267, Budget 12M, Administration: Budget, Personnel, Labor Negotiator, Emergency Management Coordinator, Community Development, Economic Development, Grant Writing, Risk Management, Department of Public Works Director: Sewer, Water treatment Plant, Streets and transmission system, Cemetery, Parks & Forestry. Special Projects: Capital Improvement Plan, Build New City Hall, Construct 6MG Water Treatment Plant, Sanitary Connector, Create 2.5 mile Riverwalk, New 60 acre Park, Build Stage, Master Plan (2), Recreation Plan (2), CIP.

City Manager: 1995 – 1999

Rawlins, Wyoming, Population 9,600, Budget 17M, Administration: Budget, Personnel, Risk Management. Full Service City to include Police, Fire, 911 Center, Animal Control, Community Development, Parks and Recreation, DPW including water, sanitary, landfill, streets and street construction. Special Projects: Facilitate countywide Council of Governments, Fire training center, Rawlins Memorial Sports Complex, depot renovation, establish trail system, initiate new water treatment plant, Master Plan.

City Manager: 1993 – 1995

Coolidge, Arizona, Population 7,000, Budget 7M, Administration: Budget, Personnel, Risk Management, Planning & Economic Development, Grant Writing, Library, Airport, DPW to include water, sewer & streets, sanitation, parks and recreation. Special Projects: Capital Improvement Plan, Master Plan, Economic Development Team, Airport Board, sanitary project US National Monument; Casa Grande Ruins.

Town Manager: 1990 – 1993

Keamy, Arizona, Population 2,600, Budget 3M, Administration: Budget, Personnel: Risk Management; Planning, Economic Development, Grant Writing, Full Service community to include Police, Fire, Library, Parks and Recreation, Magistrate, Water/sewer, Sanitation, Streets, Airport, Ambulance. Special Projects: establish medical facility, build airport and campgrounds.

Office Manager/Congressional Staff: 1986-1988

U.S. Senator John McCain: Supervise and manage staff, support logistics, casework/special projects, press releases. Set office policy, budget requests, liaison with public administrators regarding local issues, initiate community self-help projects.

Administrative and Logistical Officer, Arizona National Guard: 1979 – 1988

Arizona National Guard, Quarter Master Corp: Last Assignment was June 1986 – April 1988. Company Commander, 1404th Transportation Company. Lead, supervise and manage 128 soldiers and maintain a fleet of 73 vehicles and equipment.

EDUCATION

Masters of Public Administration, July 1989
National University, San Diego, California

B.S., Political Science, 1984
Arizona State University, Tempe, Arizona

Basic Economic Development course, 1992
Accredited by the American Economic Development Council, Inc. University of Arizona

ACTIVITIES

MLGMA – Michigan Local Government Manager's Association
ICMA – International City & County Manager's Association
Mason Chamber of Commerce
Mason Rotary Club
AIM – Arts Initiative Mason
Hunting/Fishing/Hiking/Reading

CONFIDENTIAL

MARTIN A. COLBURN
PROFESSIONAL REFERENCES SUBMITTAL

1. Gary Howe (Former Mayor Pro Tem)
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Mason, MI 48854
(517) 676-4689
gbhowe92@aol.com
2. Bill Potter (Contract Engineer)
2076 Hawley Rd
Mason, MI 48854
(517) 455-8748
3. Jeff Mills (Professional Reference)
216 Mark St
Mason, MI 48854
(517) 373-5533
(517) 802-8555
millsj@courts.mi.gov