

Leah Crockett

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**From:** Steve Foote <stevefoote@crossvilletn.gov>  
**Sent:** Thursday, August 25, 2016 10:31 PM  
**To:** leah.crockett@crossvilletn.gov  
**Subject:** Crossville City Manager  
**Attachments:** CrossvilleTN.docx; Vita2016.docx

Ms. Crockett,

Please accept the attached documents as my application for the City of Crossville City Manager position. Thank you.

Sincerely,  
Steve Foote

August 25, 2016

Leah Crockett  
Human Resources Administrator  
City of Crossville  
392 North Main Street  
Crossville, TN 38555

Re: City Manager

Dear Ms. Crockett:

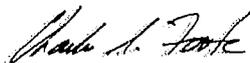
Thank you for the opportunity to submit my application for the City of Crossville, Tennessee position of City Manager. I have 30 years of planning and municipal government experience, including nearly 20 years as a Department Head/Manager. I am currently the Community Development Director for the City of Dunwoody, Georgia, a dynamic city on the north perimeter of Atlanta. In this position I am responsible for managing and implementing the Planning and Zoning, Building, Engineering, Sustainability, GIS, and Code Enforcement functions of the City.

During my career I have worked for cities of varying size, character and growth rates, including one of the fastest growing cities in the nation and a tourist community. In each employment position, I have a proven track record of making substantial positive contributions to each community. In my capacity as a department head I have worked collaboratively with elected officials and City Managers to contribute to the improvement of the community and city-wide government functions. I have developed excellent relationships with developers, attorneys, and elected officials, and of course, citizens. My departments have achieved improved efficiency, products, and services.

My analytical abilities, creativity, and attention to detail have allowed me to solve problems for private developers, applicants, and residents and improve public projects. I have personally managed several award winning consultant projects. I am highly motivated, innovative, ethical, professional, and responsible. I continuously work with my staff to provide exceptional customer service. I am known for critical thinking, creativity, problem solving, and getting to 'yes.'

During my tenure with the City of Dunwoody, Georgia, I have provided the leadership necessary for my department and am respected by my staff. I understand public service, what it means to be a public servant, and the expectations of an individual in a public official position. I hope you will contact me regarding this exciting employment opportunity.

Sincerely,



Charles S. Foote, AICP

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# Charles S. Foote (Steve), AICP

Dunwoody, Georgia

**PERSONAL DATA** From Alexandria, Virginia. Married 30 years, two children.

**EDUCATION** Arizona State University, Tempe, Arizona. Graduate Work - Geography, 1983-1985. Completed classes required for master's degree.

James Madison University, Harrisonburg, Virginia. Bachelor of Science, Geography & Biology, December 1982. Magna Cum Laude.

**EXPERIENCE** Director of Community Development, City of Dunwoody, GA. January 2016 to present. Duties as listed below.

**Director of Community Development**, employee of Clark Patterson Lee assigned to the City of Dunwoody, GA. February 2014 to December 2015

- Manage Planning, Zoning, Sustainability, Building, GIS, Engineering operations.
- Consult with and make recommendations to City Council, Planning Commission.
- Lead and direct process, service, and operational improvements; Customer Service.
- Provide assistance to the public, developers, business community, other customers.
- Motivate staff, manage department resources, delegate tasks, monitor progress.
- Helped facilitate development of 2.2 million sq. ft. State Farm regional campus
- Initiated discussions with DeKalb County Fire and Water departments to improve and coordinate the development plan review process.
- Manage comprehensive plan update, overlay district and area studies; Budgeting.
- Revising and updating Zoning Ordinance adopted in 2013, Sign regulations.

**Planning Director**, City of Mt. Juliet, TN. 2009 to 2014

- Direct and manage Planning & Zoning, Code Enforcement operations for the City.
- Consult with and make recommendations to Mayor, Council, and City officials.
- Manage Planning Commission meetings. Projects received two planning awards.
- Initiated county-wide update to Urban Growth Area boundaries.
- Improved Development Review Process & Customer Service.
- Represent City at Nashville MPO meetings. Initiated a recycling program.

**Director**, Community Development, City of Gulf Shores, AL. 1995 - 2008

- Oversaw all Planning, Building, and Code Enforcement activities.
- Consulted with and made recommendations to Mayor, Council, and City officials.
- Worked with State and Federal Agencies, engineers, architects and developers.
- Improved service to the public, developers, business community.
- Project Manager for numerous consultant led projects and redevelopment plans.
- Initiated use of Smart Growth, Sustainable Planning, Access Management, Context Sensitive Design principles. Applied knowledge of bike/pedestrian facility design.
- Prepared and administered budget and capital projects.
- Improved department's reputation with the development community.

**Planner II** - Town of Gilbert, Arizona. 1989 - 1995

**Planner I** - City of Mesa, Arizona. 1988 - 1989

**Associate Planner** - City of Prescott, Arizona. 1986 - 1988

Charles S. Foote, AICP (Steve)

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**CERTIFICATIONS** AICP (American Institute of Certified Planners), Since 1996. Certificate #012112

**APPOINTMENTS** Chairman, Ahwatukee Village Planning Committee, City of Phoenix, AZ  
Vice Chairman, Mayor's Bicycle Advisory Committee, City of Tempe, Arizona.  
Teaching Assistant, Graduate School, Arizona State University, 1983-1985.

**MEMBERSHIPS & CERTIFICATES** APA (American Planning Association), Since 1986. Member #054921  
Arizona Governor's Bicycle Safety Education Certificate, 1989  
Florida Traffic & Bicycle Safety Education Certificate, 2001

**LEADERSHIP & CIVIC ACTIVITIES**

- President, Vice President, Section Representative, Alabama Chapter, APA
- Alabama State Conference Chairman
- Guest Speaker/Presenter: Arizona, Alabama, Tennessee conferences
- Interview panelist for City of Mesa, AZ Bicycle Planner
- Panelist - Governor's Bicycle Task Force conference, Arizona
- Gilbert Leadership; Church Deacon; Little League coach

**PROJECT MANAGEMENT EXPERIENCE**

- Land Use Plan Update / Oversee PCID Area Study, Dunwoody, GA
- Land Use Transportation Plan Update, Mt. Juliet, TN
- Recycling Program, Regional Award - Greater Nashville RPC
- Wrote Single Family Residential Design Standards, Mt. Juliet, TN
- Gulf Shores' 1st Comprehensive Plan, "Best Planning Project" award
- Envision Gulf Shores - Beach Area Master Plan, "Best Plan" award
- Intracoastal Waterway Area Plan; Fort Morgan/Plash Island Area Plans
- Extensive Zoning, Subdivision and Sign regulation amendment experience
- Redistricting, Landscape & Tree Preservation, GIS
- Principal author, Town of Gilbert Bicycle Guidelines and update of Gulf Shores Bike & Sidewalk Master Plan
- Context Sensitive Design, Access Management, Multi-modal, experience
- Census experience; Town of Gilbert, AZ and Mt. Juliet, TN
- Grants: secured federal grants for bicycle lanes, bicycle racks/lockers at municipal facilities, prepare wetland ordinance, re-write zoning ordinance
- Served as Zoning Administrator for Town of Gilbert, AZ
- Appointed Bicycle Coordinator by Town of Gilbert City Manager
- Planned and coordinated annual Bicycle & Safety Rodeos

**PERSONALITY CHARACTER**

- Dedicated, ethical worker • Common sense approach to issues • Tremendous initiative & creativity • Able to see the "big" picture • Lead by example
- Exceptional customer service • Detail oriented • Thorough and accurate
- Visionary • Innovative • Critical thinker • Problem solver • A "team player" • Analytical • Business Friendly

**INTERESTS** Family, Bicycling, Guitar, Photography, Choir

**REFERENCES** Available upon request.