

CARY COLAIANNI

[REDACTED] Eagle, ID, [REDACTED]

September 12, 2016

Search Representative
City of Crossville, Tennessee
392 North Main Street
Crossville, TN 38555

Re: City Manager position

Dear Search Representative:

I read with interest the posting for the City Manager position on the City of Crossville's website. I believe I have the skills and experience you are seeking for this position.

As my resume indicates, I hold Master of Public Administration and Juris Doctor Degree and have more than 20 years' of progressively responsible experience in local government. My experience includes over 10 years' experience as municipal department director and chief legal counsel in a city of approximately 230,000.

Most recently, my responsibilities as a municipal Department Director and City Attorney for the City of Boise, Idaho, match the qualifications you are seeking. My skill set includes department and city-wide strategic planning, budgeting and financial administration, as well as personnel and project management. I also have substantial experience with law enforcement, land use planning, economic development, parks and recreation, planning and zoning, public works, and intergovernmental, public, and media relations.

Highlights of my tenure as a municipal manager and chief legal officer, relevant to your City Manager position, include:

- Developed and managed municipal department annual operating budget of \$4.5 million.
- Managed a municipal department of 51 employees, including all aspects of human resource management.
- Member of City's Executive Management Team responsible for city-wide budgeting and financial administration and strategic planning.
- Served on government boards and committees including domestic violence center, criminal justice committees and law school advisor council.

- Supervised legal services for City's economic development efforts.
- Intergovernmental, public, and media relations related to City's legal service.

Prior to my tenure with the City of Boise, I served as the Senior Civil Trial Attorney and Deputy Prosecuting Attorney for Idaho's largest county. My time in county government includes substantial experience in risk management, contracts, bidding and procurement, civil rights defense, criminal justice and law enforcement representation, local government taxation, and intergovernmental relations.

In closing, I appreciate your consideration of my qualifications and application regarding this position. If you have questions, or require additional information, please do not hesitate to contact me.

Very truly yours,

/s/

Cary Colaianni, M.P.A., J.D.

CARY COLAIANNI

[REDACTED] Eagle, ID [REDACTED]

Executive Profile

Professional with over 20 year's progressively responsible experience in city and county government management and administration. Former City Attorney and municipal Department Director and County government official. Substantial experience in public sector budgeting and financial administration, human resources, strategic planning, policy development, and intergovernmental and public relations.

Skill Highlights

- Leading a complex municipal department in budgeting, operations, and policy development
- Human resource management, including recruitment, hiring, training and supervision of municipal department
- Public sector strategic planning at department and city-wide levels
- Proven ability to lead, direct, and evaluate highly skilled staff consisting of 51 employees
- Managing sensitive political, legal, and public relations issues for city and county government
- Intergovernmental, public, and legislative relations and lobbying
- Substantial experience in presentations before city, county, state, and federal officials

Core Accomplishments

Public Sector Budget Management

Managed \$4.5 million annual operating budget, including personnel, equipment and capital expenditures

Municipal Government Operations Management and Staff Development

Managed a municipal department of 51-plus FTEs, with 30 attorneys and directed all functions related to recruiting, hiring, training, and supervision

Project management

Directed development and implementation of departmental business technology handling tens of thousands of criminal and civil municipal cases

Local Government Committees and Boards

Served on criminal justice and domestic violence boards and committees

Municipal Strategic Planning

Substantial strategic planning experience at city-wide and department level

Relevant Professional Experience

City Attorney and Department Director – 2004 to 2014

City of Boise

Boise, Idaho

Oversaw a city legal department of 51 employees serving a population of 210,000 and managed all aspects of criminal prosecution and civil legal work for agency, including the provision of legal and ethics advice pursuant to Idaho's Ethics in Government Act. Mentored, trained, and supervised 30 attorneys in criminal prosecution, civil litigation, and legal services, including ethics advice for city elected officials and public employees. Devised short and long-range action plans for prosecutorial and municipal legal needs. Developed and revised documents and memoranda relating to strategic planning, public policy, legal matters, public presentations, and press releases. Represented city government in relations with other government agencies including district and state court administration, county and state governments, and lobbied state legislature on behalf of city government.

County Senior Civil Trial Attorney and Prosecuting Attorney – 1991 to 2004

Ada County Prosecuting Attorney's Office

Boise, Idaho

Provided advice and representation to Ada County government, including county commissioners, department heads, and public employees, related to state law governing county officials, including Idaho's Ethics in Government Act. Handled all aspects of civil litigation from trial through appeal for Idaho's largest county. Managed complex civil litigation caseload in state trial courts, Idaho Supreme Court, United States District Court, Ninth Circuit Court of Appeals, and United States Supreme Court. Prepared related briefing and presented oral argument before state and federal courts. Legislative lobbying on behalf of county government.

Education

Juris Doctor

University of Idaho
Moscow, Idaho

Master of Public Administration (Emphasis in local government)

Idaho State University
Pocatello, Idaho

Bachelor of Arts – Political Science

Idaho State University
Pocatello, Idaho