

Mark Kevin Reeter

Bristol, Tennessee 37620

January 5, 2017

Honorable Mayor James Mayberry & City Council Members
City of Crossville, Tennessee

in care of

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

Via E-mail: leah.crockett@crossvilletn.gov

**Re: Position of City Manager
City of Crossville, Tennessee**

Dear Mayor Mayberry & Crossville City Council Members:

Herewith please find my letter of interest and resume and submitted in consideration for the position of City Manager for the City of Crossville, Tennessee. With 27 years of increasingly responsible positions in local government management, highlighted by over 17 years with Washington County, Virginia as County Administrator, I am confident of bringing to Crossville the right combination of qualities and experience for the City Manager's position. My long career in public service has afforded me diverse and in-depth knowledge about local government operations, its needs and challenges. I seek a position where my extensive professional experience may be utilized serving a community possessing a clear understanding of and progressive vision for their present and future. I believe Crossville, Tennessee to be such a community.

As a native Tennessean (born in Elizabethton and raised in Bristol) and graduate of the University of Tennessee in Knoxville, the City of Crossville represents for me an exceptional opportunity to 'come home' professionally and make a positive contribution to a growing and dynamic community within my home state. The majority of my career has been in local government at the county level which I found to be a very diverse and rewarding experience, and I am now interested in continuing my professional work within a municipal environment where I began my career 25 years ago. A few highlights of my experience and accomplishments (more fully detailed within my resume) are as follows:

As Bedford County, Virginia County Administrator (2013-2015):

- Reorganized departments as a result of support staff reductions due to budget constraints and re-filled several department head and other positions.
- Provided guidance to governing body in establishing new relationship with Town of Bedford resulting from "reversion" from an independent city to town status effective July, 2013.
- Coordinated design development and bidding process for major restoration work on County Courthouse bell tower and roof replacement

As Washington County, Virginia County Administrator (1995-2012):

- Led County to achieving 'AA' bond ratings from all major ratings agencies over 6 year period with a \$15 million+ undesignated reserve fund.
- Conceived and guided acquisition and renovation of all major County office buildings.
- Accelerated \$8 million in bond financing for additions to seven County schools.
- Significant role developing intergovernmental revenue sharing/annexation agreement between County and City of Bristol, Virginia.
- Coordinator for nine-county Regional Jail Authority board in pursuit of funding for construction of Virginia's largest regional jail system.
- Chief Economic Development Officer for County guiding the County's involvement in over 5,000 new jobs created or retained and \$412+ million in new industrial investments over 17 years.

I temporarily stepped away from public service for a time last year so that my wife and I could return to Bristol from Virginia to assist our remaining parents coping with various medical and age-related issues (we are both their only-children and sole family support). I am now both ready and eager to return to my career in local government management with renewed focus and energy and very much look forward to discussing with the City Council and the citizens of Crossville what I can offer as its next City Manager. Please do not hesitate to contact me at the mobile number and e-mail address given above should additional information be needed, and I greatly appreciate your consideration of my resume for this exciting opportunity.

Very Truly Yours,



Mark K. Reeter

Bristol, Tennessee 37620

Mobile: 615.233.1111

SUMMARY

A career local government professional with nearly 30 years experience in increasingly responsible positions. Major strengths include management of public sector organizations; preparation and analysis of multi-million dollar operating and capital budgets; fiscal policy and public finance; economic and community development; capital project planning and management; human resources policy development and organization; fostering creativity and teamwork, and promoting intergovernmental and regional coalitions. Highly-motivated, competent and innovative administrative leader dedicated to exceptional public service at the local government level with integrity and vision.

CAREER HISTORY**2013 to *County Administrator - County of Bedford, Virginia*****2015** 122 East Main Street, Bedford, Virginia 24523 – 540-586-7601www.co.bedford.va.us

Appointed March, 2013 as chief administrative official of Bedford County (76,000+ population, 5th in size/26th in population among Virginia's 95 counties). Responsible for preparation and administration of \$162+ million total annual budget and management of 11 administrative Departments (Administration, Community Development, Economic Development, Fiscal Management, Geographic Information Systems, Human Resources, Information Technology, Natural Resources, Parks & Recreation, Public Works, and Tourism), overseeing 300+ administrative, public safety and public works employees. Appointed by seven-member Board of Supervisors and served as Clerk of the Board. Represented Bedford County by appointment to numerous regional boards and commissions.

Major Accomplishments

- Reorganized County administrative departments in response to multi-year budget reductions and filled a number of vacant department head and other critical positions (2013 – 2014).
- Provided guidance to Board of Supervisors in understanding and establishing new relationship with Town of Bedford arising from Bedford's reversion from city to town status effective July, 2013.
- Significantly revised method of presenting and reviewing County operating budget before governing body, leading to greater understanding of budget and simplifying budget adoption process (2014).
- Identified major infrastructure deficiency and successfully advocated for \$2 million in funding for construction of electric power substation serving County's primary industrial/business park.
- Coordinated design development and bidding process for preservation and restoration of historic County Courthouse bell tower and associated major roof replacement (2013 - 2014).
- Completed final phase of implementation of regional public safety radio communication system serving Bedford County (2014).
- Proposed and implemented transfer of responsibilities of County Department of Youth & Family Services to County Department of Social Services, resulting in cost savings and improved operational efficiency for delivery of services under Virginia Comprehensive Services Act (2014).
- Introduced laptop computer use to Board of Supervisors and "electronic agendas" to Board meeting environment (2014).

1995 to 2012 ***County Administrator - County of Washington, Virginia***

One Government Center Place, Abingdon, Virginia 24210 – 276-525-1300

www.washcovva.com

Served as chief administrative official of Washington County (54,000+ population, 11th in size/33rd in population among Virginia's 95 counties) from June, 1995 to August, 2012. Responsible for preparation and administration of \$120+ million total annual budget and management of 14 administrative Departments (Administration, Animal Control, Budget & Finance, Development Services, Economic Development, Emergency Management, General Services, Geographic Information Systems, Information Technology, Personnel Services, Planning & Zoning, Recreation, Recycling & Special Projects and Solid Waste), overseeing 200+ administrative, public safety and public works employees. Statutory duties included Clerk of the Board of Supervisors, County Zoning Administrator & Subdivision Agent and Director of Emergency Management. Appointed by seven-member Board of Supervisors. The longest-tenured County Administrator in Washington County's history, serving 17 years in that capacity.

Major Accomplishments

- Led County to achieving 'AA' bond ratings from all three major ratings agencies (Standard & Poor's, Moody's and Fitch) over six year period (2001 – 2007) and building a \$15 million+ undesignated reserve fund.
- Proposed and managed acquisition and renovation of three major County office buildings (Community Services Building - 1996; Public Safety Building – 2008, and County Government Center - 2010) using innovative financing techniques facilitated in cooperation with the County's Industrial Development Authority.
- Accelerated \$8 million in bond financing for additions to seven County schools by use of creative, non-traditional financing mechanisms (2008).
- Significant role in negotiation and implementation of innovative intergovernmental revenue sharing/annexation agreement between County and City of Bristol, Virginia (1997 – 1999).
- Between 2001 and 2004, served as principal administrative coordinator for nine-county Southwest Virginia Regional Jail Authority Board in pursuit of funding for construction of Virginia's largest regional jail system (3 new regional jails totaling 774 beds, \$99.4 million total project). System opened in 2005 on time and within budget.
- Comprehensively revised Washington County's personnel policies and procedures, developing first complete County Personnel Manual (1995 – 1997, with periodic revisions and updates through 2012).
- Substantially revised and continuously updated Board of Supervisors' By-laws, General Policies and Operating Procedures document, significantly improving governing body's operation and performance (1995 – 2012).
- Advocated and guided introduction of personal computer technology to Board of Supervisors, and championed development of Southwest Virginia's first geographic information system database for local government and private use via internet access (1998 – 2006).
- Significant reorganization of 14 administrative department, including creation of 4 new Departments (General Services, Personnel Services, Geographic Information Systems, and Development Services), improving efficient and effective delivery of governmental services.
- Responsible for guiding the County's involvement in 5,000+ new jobs created or retained and \$412+ million in new private economic development investment over 17 years. In addition to traditional industrial development, pioneered innovative approaches County government involvement with commercial development and tourism, making Washington County the leading locality for industrial, commercial retail and tourism activity in Southwest Virginia.

1993 to 1995 *Assistant County Administrator/Economic Development
County of Washington, Virginia*

Assisted in the administration of the County government under the County Administrator as head of the County Department of Economic Development. Worked closely with the County's Industrial Development Authority and Service Authority regarding projects involving community and economic development as well as public water and sewer services. Served as Acting County Administrator as needed.

Major Accomplishments

- Significant role in oversight of County landfill closure and creation of countywide system of manned solid waste collection centers and waste transfer facility considered a model in Virginia (1993 – 1994).
 - Grantsmanship and project management responsibilities related to numerous community and economic development projects.
 - Initiated first-ever capital improvements planning process among various County agencies (1994).
 - Directed construction and marketing of two successful industrial parks resulting in \$7+ million in new private investment and the creation of 400+ new jobs in a two-year period (1993 -1995).
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1990 to 1992 *Town Manager - Town of Gate City, Virginia*
156 East Jackson Street, Gate City, Virginia 24251 – 276-386-3831

www.mygatecity.com

Responsible for all administrative functions including personnel, purchasing, budgeting, financial management, zoning and code enforcement. Served as Zoning Administrator for the Town Planning Commission and as General Manager of the Gate City Sanitation Authority responsible for the Town's sanitary sewer system. Gate City (1990 population – 2800) is the county seat of Scott County and its largest community.

Major Accomplishments

- Reorganized Town Public Works Department for more efficient operations.
 - Principal authorship of Town's first Zoning Code adopted in 1991.
 - Implemented first-ever downtown revitalization program, resulting in improved aesthetics and parking which led to private reinvestment and rebirth of commercial activity in the central business district.
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1988 to 1989 *Community Development Director - Santee-Lynches Regional Council of Governments
Sumter, South Carolina*

36 West Liberty Street, Sumter, South Carolina 29150 - 803-775-7381

www.santeelynchescog.org

Served a four-county region in east-central South Carolina with responsibilities including general coordination and management of region's community and economic development activities. Working in concert with local officials and community leaders provided expertise and assistance with industrial recruitment, project development, human and financial resource management, grantsmanship and intergovernmental cooperation.

Major Accomplishments

- Secured state and federal grants and loans for utility and speculative industrial building construction.

- Negotiated land acquisition for industrial park development for several communities.
- Administered loans to expand commercial and industrial enterprises.
- Coordinated new low-income housing development and renovation.

1986 to 1988 *Public Administration Specialist - Mount Rogers Planning District Commission
Marion, Virginia*

1021 Terrace Drive, Marion, Virginia 24354 - 276-783-5103

www.mrpdc.org

*Economic Development Specialist - East Tennessee Development District
Alcoa, Tennessee*

216 Corporate Place, Alcoa, Tennessee 37701 - 865-273-6003

www.etddd.org

Both positions similar in scope and responsibilities to Community Development Director above, serving a six-county/two-city region in Virginia and sixteen-county region in Tennessee, respectively. As Public Administration Specialist, provided 'circuit-riding' municipal management services to Town of Damascus, Virginia.

EDUCATION

Masters of Public Administration, University of Tennessee, Knoxville - 1986

Bachelor of Arts with Honors in Political Science, University of Tennessee, Knoxville - 1984

APPOINTMENTS

2008-2010 - Southwest Virginia Cultural Heritage Commission (gubernatorial)
2004-2008; 2012 - Southwest Virginia Regional Jail Authority Board of Directors
2013-2015 - Blue Ridge Regional Jail Authority Board of Directors
2013-2015 - Virginia's Region 2000 Local Government Council Board of Directors
2013-2015 - Virginia's Region 2000 Economic Development Alliance Board of Directors
2013-2015 - Virginia's Region 2000 Metropolitan Planning Organization (MPO)
2013-2015 - Tri-County Lakes Administrative Commission Board of Directors
Various Committees of the Virginia Association of Counties (VACo)

AFFILIATIONS

Virginia Local Government Manager's Association
Chi Phi Fraternity, Phi Delta Chapter
University of Tennessee National Alumni Association (Inactive)

PERSONAL

Leah Crockett

From: Mark Reeter <markreeter@crossvilletn.gov>
Sent: Thursday, January 05, 2017 1:12 PM
To: leah.crockett@crossvilletn.gov
Subject: Letter of Interest & Resume - Position of Crossville City Manager - Mark K. Reeter
Attachments: Letter of Interest-Mark K. Reeter-01-05-17.pdf; Resume-Mark K Reeter-Dec 2016.pdf

Attached please find the subject document submitted for consideration for the position of City Manager of Crossville, Tennessee. References and salary history will be submitted upon request.

Acknowledgement of receipt of this email and two PDF attachments by reply at your earliest convenience would be most appreciated. Thank you!

Mark K. Reeter