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APR 11 2019

CITY OF COCONUT CREEK



CITY OF COCONUT CREEK  
CITY CLERK DEPARTMENT

OFFICE OF THE CITY CLERK  
4800 WEST COPANS ROAD  
COCONUT CREEK, FLORIDA 33063

**2019 APPLICATION FOR CITY BOARDS**

The information requested below is for consideration of appointment to a City Board. Please complete and return this form to the City Clerk, along with a brief resume of your education and experience by or before Thursday, April 11, 2019.

**PLEASE NOTE:** Florida has a very broad public records law. Documents relating to city business are public records and are available to the public and media upon request. Your information provided within this application may therefore be subject to public disclosure.

Last Name: Linville First Name: Lauren M.I.: R

Home Address: REDACTED

Phone #: REDACTED Alt. #: E-mail: Linvillelauren217@gmail.com

**PLEASE CHECK THE FOLLOWING BOARD(S) ON WHICH YOU ARE INTERESTED IN SERVING** (A brief description of each board can be found by clicking on the following link: [City Boards-Committees](#))

- \*CIVIL SERVICE BOARD  COMMUNITY OUTREACH ADVISORY BOARD (New)
- EDUCATION ADVISORY BOARD (New)  ENVIRONMENTAL ADVISORY BOARD
- PARKS & RECREATION ADVISORY BOARD  \*PLANNING & ZONING BOARD
- PUBLIC SAFETY ADVISORY BOARD (New)
- \*AFFORDABLE HOUSING ADVISORY COMMITTEE (AHAC) (Pursuant to Section 420.9076, Fla. Stat., in addition to a representative from the City's Planning & Zoning Board, the AHAC must consist of representatives who are actively engaged in at least six of the categories below. If you are applying to serve on the AHAC, please check-off the category below for which you qualify).

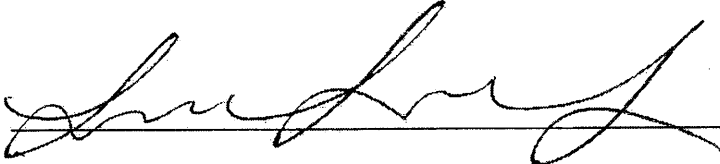
- \_\_\_\_\_ Residential home building industry in connection with affordable housing
- \_\_\_\_\_ Banking or mortgage banking industry in connection with affordable housing
- \_\_\_\_\_ Home building in connection with affordable housing
- \_\_\_\_\_ Advocate for low-income persons in connection with affordable housing

*(list is continued on next page)*

- For-profit provider of affordable housing
- Not-for-profit provider of affordable housing
- Real estate professional in connection with affordable housing
- Resident of Coconut Creek
- Business owner within Coconut Creek
- Essential services personnel, as defined in the local housing assistance plan

**PLEASE MARK YES OR NO FOR EACH OF THE FOLLOWING QUESTIONS:**

- |   |                   |                  |
|---|-------------------|------------------|
| <input type="checkbox"/> Are you a resident of Coconut Creek?                       | Yes <u>  x  </u>  | No <u>      </u> |
| <input type="checkbox"/> Are you a registered voter (elector) in Broward County?    | Yes <u>  x  </u>  | No <u>      </u> |
| <input type="checkbox"/> Do you hold a public office?                               | Yes <u>      </u> | No <u>  x  </u>  |
| <input type="checkbox"/> Are you employed by the City?                              | Yes <u>      </u> | No <u>  x  </u>  |
| <input type="checkbox"/> Are you a member of a City Board?                          | Yes <u>      </u> | No <u>  x  </u>  |
| <input type="checkbox"/> Have you ever served on a City Board?                      | Yes <u>      </u> | No <u>  x  </u>  |
| <input type="checkbox"/> Are you away from the City for extended periods of time?   | Yes <u>      </u> | No <u>  x  </u>  |
| <input type="checkbox"/> Would you serve on a Board other than the one(s) selected? | Yes <u>  x  </u>  | No <u>      </u> |
| <input type="checkbox"/> Have you graduated from the City's Citizen Academy?        | Yes <u>      </u> | No <u>  x  </u>  |

SIGNATURE:  Date: 4/10/19

\* Denotes that a Financial Disclosure Form is required upon appointment to the Board.

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# LAUREN R. LINVILLE

## EDUCATION

Florida Atlantic University, Boca Raton, FL Summer 2020  
Master of Public Administration (MPA)

Youngstown State University, Youngstown, OH 2010  
Bachelor of Science in Criminal Justice with emphasis on Legal Processes  
*Magna Cum Laude*

## CERTIFICATIONS

Emergency Management Officer Specialty Code, U.S. Coast Guard 2017  
FEMA Planning Section Chief, Incident Command System 2017  
FEMA Situation Unit Leader, Incident Command System 2016  
FEMA Resource Unit Leader, Incident Command System 2016  
FEMA Demobilization Unit Leader, Incident Command System 2016  
FEMA Documentation Unit Leader, Incident Command System 2015  
Facility Port Inspector, U.S. Coast Guard 2013  
Legal Technical Specialist, U.S. Coast Guard 2010

## EXPERIENCE

### UNITED STATES COAST GUARD, LIEUTENANT

2005-Present

**2017-Present Personnel Support Division, Department Head/Director;** *Human Resources and Emergency Management Director. Overseeing all personnel in situations of national security and natural disaster operations and relief.*

- Manages & develops operational strategies in support of emergency response operations & current defense trends and advises senior leadership regarding best course of actions.
- Provides administrative/policy instruction, implementation and support.
- Develops & manages all training in support of contingency operations. Develops year-long schedule for current/upcoming emergency response training for all 100+ Personnel.
- Responsible for monitoring the readiness of subordinates in order to maintain mandatory competencies, qualifications and certificates. Manages 55+ personnel records.
- Responsible all aspects of compensation (pay, housing, travel), medical and education benefits of personnel.
- Risk manager; oversees all serious mishaps; oversees life insurance documentation and medical claims of 100+ personnel.
- Manages all department performance and discipline reports; oversees investigations, assigns special performance reviews to investigators, works with legal and Coast Guard Security Officer and Coast Guard Investigation Service (CGIS)
- Runs weekly and monthly reports in Business Intelligence Database; liaison for any outstanding issues. Attends weekly/monthly conference calls with Coast Guard HQ to track progress of unit and immediate needs.

### **2015-2017 Reserve Force Management Branch, Personnel Assistant Director;**

*Manager for all District Reserve Force, consisting of over 1,400 reserve members; assists with all contingency operations, emergency response & training.*

- Direct Reserve program execution, administration, financial management, and training for all reserve forces within the geographic boundaries of the Seventh District.

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# LAUREN R. LINVILLE

- Managed \$2.9M budget directly supporting 1,400 members at 6 Sectors, 18 coast guard stations, 5 mission support units, & 2 joint commands across the southeast U.S. & Caribbean (Area covered: South Carolina down to Caribbean).
- Served as the District's subject matter expert on reserve force policy, procedures, training, doctrine, mobilization and HR Management.
- Managed all operational and administrative readiness for mobilization and contingency response for emergency operations.
- Oversaw all surge and contingency staffing for situations of Hurricane response.

## **2013-2015 District Military Outload (MOL) Personnel Support Manager;**

*Responsible for oversight of operations in 4 strategic ports for military cargo, supporting DoD Overseas Contingency Operations.*

- Oversaw staffing and management of 137 positions assigned to provide waterside security and cargo inspections.
- Provided administrative and personnel support to MOL members, while maintaining MSO requirements, training, and policy.
- Conducted investigations of misconduct; submitted detailed reports of findings and recommended course of action.
- Provided weekly brief (via PowerPoint) to senior leadership; statistical data, while maintaining frequent communication between sector levels.
- Managed and supervised the spending of 5 accounts, totaling \$9.3 million in DoD funding. Sector liaison for any outstanding issues; managed monthly/quarterly transaction summary reports in FPD.
- Maintained oversight to any FTA's, internal transactions, UDO's, PES Reports, PES Errors, and supervised quarterly pipeline certification.
- Created and managed yearly spend plans and quarterly spend-down plans.
- Oversaw the Ports, Waterways & Coastal Security Program (PWCS); expert for PWCS issues and interpreted policy questions.
- Created and managed the planning and execution of the demobilization of MOL forces, property, contracts and leases.

## **THE GEO GROUP INC.**

**2011-2015**

**2014-2015 Business Development Research Analyst (Promotion):** *Conducts project-specific targeted research, tracking, updating, presentation and marketing of all project research which aids in the communication of research and information in support of the Chairman's Office.*

- Performs detailed due diligence on project-specific information in support of current initiatives; efforts allow for easily retrievable information in support of business growth.
- Researches target-specific agencies (or partners) in support of major initiatives within the privatization sector.
- Managed consultants within a given project in order to properly retain State & Local support of projects/opportunities.
- Creates Position/White papers/Proposals & High-Vis Presentations on current initiatives affecting company and its subsidiaries.
- Develops and maintains a Resource Library (electronic and hard copy) of information for major initiatives.
- Creates Marketing Strategies/Re-branding tools to include conference materials, brochures, social media; etc.
- Tracks key changes in current and potential customer agency budgets, political climate/shortfalls, client needs, efficiency/savings results.
- Develops and maintains project mapping, presentation prep, and published papers in support of organization's business and industry.
- Works with corporate information technology to develop modern systems to streamline research and tracking.

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# LAUREN R. LINVILLE

- Reviews third party companies that provide services/information resulting in more efficiency and timeliness of a specific opportunity.
- Develops internal case studies for specific government/non-government organizational projects focusing on economic or fiscal impact, cost savings, and/or other benefits.

**2012-2014 Contract Compliance Specialist (Promotion):** *Manages all aspects of Contract & Compliance Duties & all Corporate & Divisional Policy & Procedures for the company.*

- Corporate Policy & Procedure Manager; responsible for managing and maintaining all documents, reviewing/proofreading, and updating the field.
- Prepares, reviews, and manages facility awards and deductions; as well as contract performance penalties.
- Reviews & compares wage determinations between GEO Group and Department of Labor.
- Senior Administrator of Contract & Compliance Database. Manages and supports all documentation entered in database & assists with the training of database for new employees.
- Supports on-going program development, Request for Proposals (RFPs) and departmental research for future contracts.
- Maintains and manages all Contract documentation; keeps records, uploads to Contract Database, and distributes all updates to field offices.
- Prepares Pending Modifications memos for CEO's approval on current contracts.

**2011-2012 Operations Department Executive Assistant:** *Directly supported President & Senior Vice President of Operations; in addition to supporting 3 Vice Presidents and 1 Director in Operations Department.*

- Manages administrative tasks, supports daily operational functions and tracks global assignments of Operational/Transportation Managers.
- Creates and maintains business travel, expense reports, and scheduling of Departmental Senior Management.
- Maintains courses and required training for GEO personnel using a Learning Management System Database (LMS).
- Provides administrative support for creating and editing documents, developing timelines, and overseeing corporate functions/event planning.
- Maintained worldwide Census Report of all GEO Facilities; efforts tracked all offender population counts for Federal & State clients.

## **THE WOMEN'S CLUB OF COCONUT CREEK**

**2015-Present**

The Women's Club of Coconut Creek is a non-profit organization established in 1970. This non-profit's goal is to serve the community and raise funds for scholarships for high school seniors living in Coconut Creek and for several youth organizations and charities in Coconut Creek. The women's club has over 80+ members and have raised over \$300k in college scholarships.

### **Positions Held:**

1 <sup>st</sup> Vice President of Programs, Executive Board	2018- Present
Treasurer, Executive Board	2017-2018
Newsletter Coordinator	2016 - 2017

### **References**

Available upon request.

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