



CITY OF COCONUT CREEK

CITY CLERK DEPARTMENT
4800 WEST COPANS ROAD
COCONUT CREEK, FLORIDA 33063

APPLICATION FOR THE CITY OF COCONUT CREEK CHARTER REVIEW BOARD

The information requested below is for consideration of appointment to the City's Charter Review Board. Please complete and return this form to the City Clerk, ^{Wednesday} along with a brief resume of your education and experience by or before Monday, December 18, 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. If your information meets an exemption pursuant to state statute, please advise the City Clerk.

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

Home Address: REDACTED

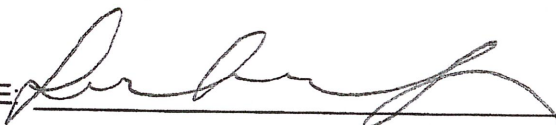
Phone #: REDACTED Alt. #: _____ E-mail: linvillelauren217@gmail.com

Please select the District in which you reside: A B C D E

The Charter Review Board is convened every five years and is comprised of five electors of the City, one from each district, who are appointed by the City Commission and given the responsibility of reviewing the City's Charter and submitting a report of findings to the City Commission within 120 days after appointment. The board meets on an as-needed basis, and the board and its members' terms expire 120 days from appointment. Appointments will be made at the January 9, 2020, City Commission Meeting.

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

- | | | |
|---|---|--|
| Are you a resident of Coconut Creek? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Do you hold a public office? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Are you employed by the City? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Are you a member of another City Board? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Have you ever served on a City Board? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Will you be away from the City for extended periods of time January through June, 2020? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Have you graduated from the City's Citizen Academy? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |

SIGNATURE:  Date: 12/07/2019

LAUREN R. LINVILLE

EDUCATION

Florida International University, Miami, FL Fall 2020
Executive 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.

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.

COMMUNITY SERVICE

PUBLIC SAFETY ADVISORY BOARD OF COCONUT CREEK

2019-Present

Positions Held:

Board Chair

THE WOMEN'S CLUB OF COCONUT CREEK

2015-Present

Positions Held:

1st Vice President of Programs, Executive Board

2018- Present

Treasurer, Executive Board

2017-2018

Newsletter Coordinator

2016-2017

PARK MASTERS PLAN STEERING COMMITTEE OF COCONUT CREEK

2019

Positions Held:

Participating Member

References

Available upon request.

REDACTED

▪ Email: linvillelauren217@gmail.com