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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: Lutchman First Name: Jeffrey M.I.: \_\_\_\_\_

Home Address: 3663 Carambola Cir N Coconut Creek, FL. 33066

Phone #: 954-614-7605 Alt. #: 954-702-0008 E-mail: jeffreylutchman@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):

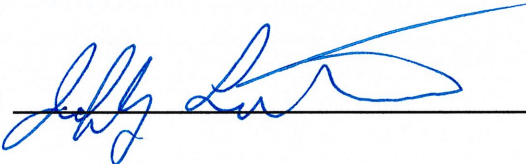
- Residential home building industry in connection with affordable housing
- Banking or mortgage banking industry in connection with affordable housing
- Home building in connection with affordable housing
- Advocate for low-income persons in connection with affordable housing

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

SIGNATURE:  Date: 3/21/19

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




# Jeffrey Lutchman

Entrepreneur & Proud FAMILY Man

 9546147605

 [Jeffreylutchman@gmail.com](mailto:Jeffreylutchman@gmail.com)

 Coconut Creek, FL.





## EXPERIENCE

**President & Owner**  
**ATSA Industries Inc.**

 2017-Ongoing  Coconut Creek, FL.

- Full Scale MOVING, CLEANING, FREIGHT FORWARDING & FURNISHING COMPANY  
Fully Licenses, Insured & Bonded in the state of Florida.  
Works with both Commercial & Residential Clients  
Marketing, Sales, Customer Service, Accounting, PCI Compliant. P&L with OFFICE 360
- **Cleaning**  
Coordinating and planning out full scale projects from 500 sq. ft to 10000 sq. ft
- **Moving**  
Expert in Logistics, Driving, Wrapping, Transporting, Assembling and Disassembling  
Knowledge of all STATE, COUNTY and CITY Rules and Regulations.  
Working with Clients on a hands-on basis to determine all their needs.  
Freight Forwarding, pallet jack operator, shipping, work together with many shipping companies in south Florida for efficient route planning and coordination.  
Loading & Unloading, Dock to Dock & Door to Door service
- **Furnishing (Furniture Gallery)**  
Oversee all operations of a furniture store  
Develops relationships with vendors to ensure quality assurance  
Overlooks sales and marketing  
Follow-up and follow through on delivery, assembly and inventory  
Maintains store maintenance, assuring store complies with all city and state requirements  
Renew licenses
- Review all accounting information

**General Manager**  
**McDonald's**

 2003 – 2017  South Florida

- **OUT STANDING STORE MANAGER OF THE YEAR 2016**
- Completely responsible for all aspects of my restaurant and staff of 60
- Annual volume is \$3.4 million
- Took part in company supported fundraising with our local elementary schools
- Responsible for scheduling, payroll, cash outs, sales, interviewing, hiring, employee review, waste control, labor control, customer service and marketing
- Upholding all staff to maintain all levels of food safety.
- Maintaining a safe environment for all crew members and customers
- Accountability (To others and myself)
- Sense of Urgency is the only way to do things
- Communicate with customers daily for their feedback
- Balance service with costs to ensure profitability and overseeing P&L's
- Ensure quality and company standards are achieved and on a constant level
- Promote guest satisfaction to steady repeat business



- Self-motivated and great organizational skills
- Coach / schedule employees to maximum levels of performance
- Monitors and control grounds maintenance, cleaning
- Consistent sanitation, food quality and presentation
- Purchase / control inventory with attention to budget guidelines
- Marketing and advertising
- Promoting within (training, developing and promoting Manager every Qtr.)
- OTP2 certified
- Brand Ambassador
- ***Opened new location from ground up***
- Coordination of building on site with contractors
- Scheduling and coordinating new equipment arrival and training
- Hiring staff for new location / Training staff / Following up on staff on a day to day basis
- Marketing new location to community
- Ability to solve problems in a fast-paced environment
- Planning and executing grand opening events successfully
- Multi-UNIT Manager (successfully responsible for numerous locations at a time)

## Assistant Manager

### McDonald's



2003 – 2017



Coral Springs, FL.

- Responsible for Scheduling, hiring and training of new employees
- Managed inventory to assure proper monthly food cost is achieved
- Worked directly with second assistant manager on improving customer service scores
- Oversees cash control to maintain company standards

## Assistant General Manager

### Friendly's Restaurant



2001 – 2003



New York

- Responsible for shift management and running the entire restaurant in the absence of the general manager
- Handles training, ordering, cash outs, cleaning, inventory, P&L's, cost control, waste management and promotions

#### Most Proud OF

- Business owner/Entrepreneur
- Completed Large-scale construction project on time.
- Excellent Time Management skills
- Able to turn multiple Different Restaurants from Negative Sales to Positive within a Calendar Year Period
- Participated in Creating Very Large-Scale Summer Incentive for all McDonalds West Palm Beach Co Op
- Transferred to 5 different locations in my General Manager Career and have exceeded all expectations and challenges faced.
- Wonderful Family

#### ADDITIONAL TRAINING/KNOWLEDGE

- Attended corporate training class
- OTP2 Certified
- Windows 10
- Microsoft Office 360
- Blue Prints
- Logistics

#### EDUCATION

- Queens Borough Community College 9/99-5/01
- Richmond Hill High School- received high school diploma 9/94-9/99