



City of Coconut Creek

Application for Parks and Recreation Advisory Board

The information requested below is for consideration of appointment to the City's Parks and Recreation Advisory Board. Please complete and return this form to the City Clerk, **WITH a brief resume** of your experience by or before Monday, April 6, 2020.

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: Lutchman

Phone: 954-614-7605

First Name: Jeffrey

Alternate Phone: Enter alternate phone

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

E-mail: jeffreylutchman@gmail.com

The Parks and Recreation Advisory Board is comprised of five regular members and one alternate member who serve a one-year term. The functions of the Board include acting in an advisory capacity to the city commission by reviewing and evaluating proposals to use, change, or create parks and recreational facilities; assist with review and development of long-range plans for new and/or improved recreational equipment and facilities; working to stimulate great community awareness and encourage resident use of parks, recreation programs and services, greenways/trails, and recreation facilities; serving as a public forum for the discussion of the creation, operation and maintenance of proposed and existing city parks and recreational facilities; assisting the parks and recreation director in determining what recreational facilities and programs are most appropriate to meet the needs of the communities served.

To the extent practicable, board appointments shall be based on the following considerations:

- Full-time city residency.
- Experience in Fitness, Health, Athletics, Recreation, Parks, Special Event Planning, Landscape Architecture, Biology, Climate change, Education, Engineering, Environmental science, Forestry, Gardening, Geology, Horticulture, Sustainability, or Urban planning;
- Current or prior engagement in one or more parks and recreation activity, such as community athletic leagues, community center recreation programs, park programs, special events, volunteer activities, or fitness membership; or
- Expressed interest in recreation, athletics, fitness, parks and special events with an articulated understanding of the value of those activities.

Preference will be given to applicants who have completed Coconut Creek Citizen's Academy.

The board meets on a quarterly basis. Appointments will be made at the April 23, 2020, City Commission Meeting.

Please mark Yes OR No for each of the following questions:

1. Are you at least 18 years of age and a full-time resident of Coconut Creek?

Yes No

2. Do you have experience in: Fitness, Health, Athletics, Recreation, Parks, Special Event Planning, Landscape Architecture, Biology, Climate change, Education, Engineering, Environmental science, Forestry, Gardening, Geology, Horticulture, Sustainability, or Urban planning?
 Yes No
3. Are you currently or have you engaged in a community athletic league, a community center recreation program, a park program, or in any of the Parks & Rec special events, volunteer activities, or fitness membership?
 Yes No
4. Do you have an expressed interest in recreation, athletics, fitness, parks and special events with an articulated understanding of the value of the activity?
 Yes No
5. Do you hold a public office? Yes No
6. Are you employed by the City? Yes No
7. Are you a member of another City Board? Yes No
8. Have you ever served on a City Board? Yes No
9. Will you be away from the City for extended periods of time? Yes No
10. Have you graduated from the City's Citizen Academy? Yes No

Signature: Jeffrey Lutchman



Date: 3/12/2020

Jeffrey Lutchman

Entrepreneur & Proud FAMILY Man



📞 9546147605

✉️ Jeffreylutchman@gmail.com

📍 Coconut Creek, FL.

EXPERIENCE

📅 2019-Ongoing 📍 Florida

Independent Insurance Broker

- **0215 Life, Annuity and Health Insurance Broker.**
Licensed in the State of Florida, Sales, Field Underwriter, Final Expense, Whole Life, Term, Major Medical, Simplified Issue or Fully Underwritten Policies. Dental, Vision, Gap Insurance, Annuities.
Self-discipline with Time Management; Excellent communication skills;
Work directly with over 15 state regulated carriers to ensure clients are placed in the best situation.

President 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
Knowledge of all tools to perform necessary task; to repair and maintain tools.
- **Freight Forwarding/Shipping**
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, Receiving & Delivering 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
- Meeting all company goals and budgets, ensuring all employees morals and enthusiasm is met and encouraged while maintaining a safe and positive work environment.

General Manager



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)

Most Proud OF

- Business owner/Entrepreneur
- City Board Member for City of Coconut Creek 2019 - current
- 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