

# MARK MERRITT

2018 -  
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12519 Shady Creek Drive, Jacksonville FL. 32223 / 904.563.1296 / [mmerritt50@att.net](mailto:mmerritt50@att.net)

## Objective

To assist institutions, governments and individuals in achieving their financial goals by utilizing my experience and skills.

## Skills Summary

Financial professional with over 20 years of experience developing budgets and managing complex financial processes. Experienced seasoned leader of large departments and extensive Human Resource Management skills. Decades of experience as a professional trainer, documentation writer and technical engineer.

## Education

### Degree / Date of Graduation

St. Leo University, Bachelors of Arts in Accounting, Summa Cum Laude - 1986

Brenau University, Masters in Business Administration - 1996

## Experience

### Retired

March 2018 - Present

Currently serving on the Finance Committee of the Changing Homelessness Non-Profit agency; reviewing financial reports, assisting in developing the agencies multi-million dollar budget.

### City of Jacksonville – Public Library

July 2012 – March 2018

Served as Deputy Director of the Library System; led the Library Finance Team in developing and executing the annual thirty-million dollar Library Budget. Worked with the Library Director and Board to ensure that the budget reflected the Libraries goals, administered several multi-million dollar grants. Supervised several Library projects to success.

### City of Jacksonville – Human Resources

March 2000 – July 2012

Managed the Oracle Human Resource Management Information System to include all personnel data entry, developed and implemented end-user training for COJ users as the Oracle system was implemented. Created and administered the Human Resource department annual budgets.



## CACI

July 1997 – January 2000

At the Navy Surface Warfare Center, Dahlgren Virginia, developed and tested procedural documentation for US Navy Computer Fire Control systems for use on board US Navy and United Kingdom Fleet Ballistic Missile Submarines.

## US Navy

July 1977 – July 1997

Served on 4 Fleet Ballistic Missile Submarines in both the Atlantic and Pacific submarine force. Responsible for operating and maintaining the Ballistic Fire Control equipment across numerous systems. Served as Weapons Department Leading Chief Petty Officer on my Last submarine, the USS West Virginia, SSBN 736 (B) based out of Kings Bay Georgia.

References available upon request

**APPLICATION FOR CITY COUNCIL BOARD AND COMMISSION APPOINTMENTS**  
 This form must be completed in full, signed, notarized and accompany a current resume.

1. Board(s) of Interest: TRUE Commission

2. How did you hear / learn about this appointment opportunity? Provided link by City of Jacksonville Employee

**Personal Information**

3. Name: Mr. Mark Forrest Merritt  
Dr./Mr./Mrs./Ms. First Middle/Maiden Last Suffix(Jr./Sr./III/etc.)

4. Residence: 12519 Shady Creek Dr. Jacksonville Duval 32223  
Street City County Zip Code

Post Office Box (904)563-1296  
City County Zip Code

Telephone: (area code) number Mobile: (area code) number

5. Business: Retired  
Business Name

Street City County Zip Code

Post Office Box City County Zip Code

Telephone: (area code) number FAX: (area code) number

6. Email Address: mmerritt50@att.net

7. To which address do you prefer correspondence regarding this application be sent?  Residence  Business

8. Is your address exempt from Chapter 119, *Florida Statutes*, regarding Public Records?  Yes  No

If yes, please explain: \_\_\_\_\_

9. Your Gender:  Male  Female

10. Describe yourself within one or more of the categories below. This information is requested pursuant to Section 760.80, *Florida Statutes*. [Access the Statute online.](#)

- Caucasian  Asian American  physically disabled
- African American  Native American
- Hispanic American  American woman

11. As of what date have you been a continuous resident of:

A. Duval County? July 15 1999 B. Florida? August 26 1959  
Month/Day/Year Month/Day/Year

12. Are you're a U.S. Citizen?  Yes  No

13. Are you registered to vote in Florida?  Yes  No If yes, County of Registration: Duval

### Education

14. High School: Pompano Beach Senior High School Pompano Beach Florida  
Name City State

15. Postsecondary Institutions:

<u>Name and Location</u>	<u>Dates Attended</u>	<u>Certificate/Degree Earned</u>
St. Leo University - Florida	1982 - 1986	Bachelor of Arts in Accounting
Brenau University - Georgia	1995 - 1996	Masters in Business Administration

### Employment

16. Provide the requested information for all employers within the last five years, beginning with the most current. Please elaborate in your attached resume.

A. City of Jacksonville 117 West Duval Street, Jacksonville FI 32202  
Employer Address  
Public Library Deputy Director/Finance Director 2012 - 2018  
Type of Business Occupation/Job Title Dates of Employment

B. City of Jacksonville 117 West Duval Street, Jacksonville FI 32202  
Employer Address  
Human Resources Manager of Personnel Services 2000 - 2012  
Type of Business Occupation/Job Title Dates of Employment

C. \_\_\_\_\_  
Employer Address  
 \_\_\_\_\_  
Type of Business Occupation/Job Title Dates of Employment

### Special Qualifications

17. List any special qualifications you think are relevant to your being appointed to a board, commission, council or committee, including any type of licensure or certification you hold, as well as any civic, professional, or political organization to which you belong. Please elaborate in your attached resume.

<u>Type or Name of License or Certificate</u>	<u>Number</u>	<u>Granting Agency</u>	<u>Date Granted</u>

<u>Name of Civic, Professional or Political Organization</u>	<u>Office(s) Held</u>	<u>Membership Dates</u>
Changing Homelessness	Finance Committee Member	2016 - present

18. Give any additional information you believe is relevant to your appointment to a board, commission, council, or committee. Please elaborate in your attached resume. I have extensive experience in the City legislative and budget processes. I have submitted several pieces of legislation regarding the library system  
I'm very familiar with the various city departments and their role in the city and community.

**Ethical Disclosure**

19. If required by law or administrative rule, will you file financial disclosure statements?  Yes  No

20. Have you been a registered lobbyist or have you lobbied at any level of government at any time during the past four years?  Yes  No

If yes, did you receive compensation other than reimbursement for expenses?  Yes  No

<u>Agency Lobbied</u>	<u>Principal(s) Represented</u>	<u>Date</u>
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21. Has probable cause ever been found that you were in violation of:  
 A. Part III, Chapter 12, *Florida Statutes*, the Code of Ethics for Public Officers and Employees?  Yes  No  
 B. Chapter 602, *Jacksonville Municipal Code*, the Jacksonville Ethics Code?  Yes  No  
 If yes to either above, please provide:

<u>Date</u>	<u>Nature of Violation</u>	<u>Disposition</u>
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22. Have you ever been suspended from any public office or appointment?  Yes  No If yes, please provide:

<u>Title of Office</u>	<u>Date of Suspension</u>	<u>Reason for Suspension</u>	<u>Result (Reinstated/Removed)</u>
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23. Have you ever been arrested, charged, or indicted for violation of any federal, state, county, or municipal law or ordinance? (Exclude traffic violations for which a fine of \$150 or less was paid.)  Yes  No  
 If yes, please provide:

<u>Date</u>	<u>Place</u>	<u>Nature of Violation</u>	<u>Disposition</u>
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24. Have you ever been refused a fidelity, surety, performance, or other bond?  Yes  No  
 If yes, please provide:

<u>Type of Bond</u>	<u>Insurer or Bond</u>	<u>Date</u>	<u>Reason(s) Given</u>

25. Do you know any reason why you would not be able to attend fully to the duties of the office or position to which you may be appointed?  Yes  No  
 If yes, please explain:

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**History of Service**

26. Have you ever been elected to any public office in Florida?  Yes  No  
 If yes, please provide:

<u>Office Title</u>	<u>Date of Election</u>	<u>Term of Office</u>	<u>Level of Government</u>

27. Have you previously been appointed to any office that required confirmation by the Jacksonville City Council?  
 Yes  No  
 If yes, please provide:

<u>Title of Office</u>	<u>Term of Appointment</u>

28. Have you ever been employed by any local governmental agency in Jacksonville/Duval County?  Yes  No  
 If yes, please provide:

<u>Position</u>	<u>Employing Agency</u>	<u>Dates of Employment</u>
Deputy Director	Jacksonville Public Library	2012 - 2018
Manager of Personnel Services	COJ Human Resources	2010 - 2012
Trainer, HR Analyst	COJ Human Resources	2000 - 2010

29. If you served on an appointed board, commission, council, or committee, and missed any regularly scheduled meetings, please provide:

<u>Number of Meetings Attended</u>	<u>Number of Meetings Missed</u>	<u>Reason for Absence(s)</u>

CERTIFICATION / AFFIDAVIT

STATE OF Florida COUNTY OF Duval

Before me, the undersigned Notary Public, personally appeared Mark F. Merritt who, after being duly sworn, says: (1) that he/she has carefully and personally reviewed the answers to the foregoing questions; (2) that the information is complete and true; (3) that he/she executed the foregoing instrument of his/her own free will and accord, with full knowledge of the purpose therefore, and (4) that he/she will, as appointee, uphold the constitutions of the United States and of the State of Florida.

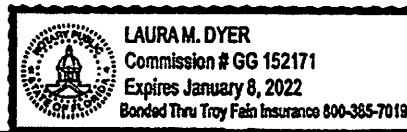
Mark F. Merritt

Signature of the Applicant

Sworn and subscribed before me this 1<sup>st</sup> day of December, 2018.

Laura M Dyer

Signature of Notary Public



Print, type, or stamp commissioned name

Personally Known OR  Produced Identification

\_\_\_\_\_  
Type of identification produced