

2019-59

## **Thomas B. Waters**

1824 Daytona Lane - Jacksonville, FL 32218 - (904) 704-1466 - thomasbwaters@att.net

---

### **OBJECTIVE**

It is my desire to re-enter the workforce and continue my career by utilizing my 30 years of professional skills and leadership experience by facilitating excellent customer service, developing and managing organizational resources, and implementing training and Total Quality Management (TQM).

### **PROFESSIONAL EXPERIENCE**

#### **SUMMIT – Center for Resources and Organizational Development, LLC 2015 – Present Independent Contractor, President/CEO**

Report to contracting entities' presidents/CEOs, directors, and governmental officials regarding program development and improvement initiatives and project assessments/evaluations. Clients include private, nonprofit, and governmental entities. Manage the development and integration of resources for program effectiveness. Design and implement processes that produce recommendations which enhance the delivery of resources in areas of training, asset mapping, consensus building, Total Quality Management (TQM), special demographic marketing, professional development, funds development, and construction management. Open to nation-wide engagements specializing in diverse underserved and minority populations; community, economic and small business development. Recent engagements include: Jacksonville Urban League, Inc. – Consultant Manager/Mentor/Coach/Director, Entrepreneur Center (Recruited and Developed 50 of 750 New Minority Small Businesses, and Identified applicant for Goldman Sachs 10K Small Businesses – “Interviewed”); Historic Stanton School – Trustee/Consultant; Jacksonville Black Chamber of Commerce – Chairman; and Jacksonville Youth Works – Consultant.

#### **CITY OF JACKSONVILLE 1988 – 2015 (Retired)**

##### **Grants Administrator (2012 – June 2015)**

Award-winning technical and grants writer. Researched, conceptualized, and wrote more than \$20 million in grants annually. Oversaw and managed more than \$26 million in City assets and managed a staff of fifteen in the areas of grants management, juvenile justice, and public services. Also administered special projects under the direction of the Mayor.

##### **Project Manager, Public Works Department (2004 – 2012)**

Construction manager/engineer. Independently coordinated and managed grants and capital improvement projects funded by special City Council appropriations. Managed an average of 15 major civil and architectural projects annually, with combined budgets of over \$15 million. Under The Better Jacksonville Plan, managed the construction and renovation of public library facilities (six new, twelve renovations) totaling over \$55 million. Specialized in, managed, and coordinated historic and cultural preservation projects county-wide. Community liaison responsible for communicating technical information to diverse groups.

##### **Planner/Coordinator, District 4, Neighborhoods Department (1997 – 2004)**

Identified and coordinated thirty diverse neighborhood organizations – assisting with planning, resource development, and creating nonprofit statuses. Conducted Total Quality Management (TQM) and conflict resolution training. Administered the City's Southwest Citizens Planning Advisory Committee; and assisted the City's Better Jacksonville Plan with neighborhood planning.

**Human Services Planner, Community Development Division (1991 – 1997)**

Managed \$1.7 million of Historic Preservation and Special Projects Funds. Administered over \$575,000 of Rental Rehabilitation Loan Program (RRLP) funds. Coordinated and administered more than \$1.9 million of Community Development Block Grant (CDBG) Program contracts. Also co-created the Head Start to HOME Ownership Affordable Housing Auction which generated over \$600,000 in sales of affordable housing to first-time home buyers. Organized and managed seven Community Housing Development Organizations (CHDOs), and singly coordinated the development and sales of 72 new affordable homes (five separate single-family developments). Contributed to the design and implementation of a consortium of creative financing products which leveraged over \$1.5 million for affordable housing initiatives. Co-researched, applied for, was awarded, and administered the first allocation of state SHIP and USHUD HOME, HOPE, and HOPWA Funds to Jacksonville.

**JACKSONVILLE URBAN LEAGUE, INC**

**1990-1991**

**Director, Housing Development Program**

Researched and identified single and multi-family properties to be acquired, sold, and rented as affordable housing for low-to-moderate income persons and families. Managed a budget of \$100,000. Worked with lenders and realtors to insure compliance with CDBG guidelines.

**AMERICAN TRANSTECH, INC**

**1989-1991**

**Customer Service Representative (Part-time) Outgoing Calls**

Responsibilities included direct sales and marketing of the then new PEPSICO Bottled Water and Johnson & Johnson Baby Products as a telemarketer. Enjoyed high sales ratings and quality customer service commendations by call monitors.

**CITY OF JACKSONVILLE**

**1988-1990**

**Jacksonville Housing and Urban Development (HUD)/Urban Planner, Planning Department**  
Employed to oversee the renovations of units and Ramona Park and Pottsburg Creek Public Housing Complex to determine construction quality, efficiency, and effectiveness. Implemented Jacksonville's first computerized work order system. Facilitated work through Central Maintenance.

Accepted a position of Landuse Planner by the City of Jacksonville. Reviewed and prepared zoning and land use recommendations for over 200 square miles of Duval County. Worked with the Community and Economic Development Commission and the Jacksonville Planning Commission. Researched, assessed, and documented local historic resources. Identified, researched, and facilitated historic preservation and landmark designations and projects.

**FLORIDA COMMUNITY COLLEGE AT JACKSONVILLE**

**1988 – Present**

**Adjunct Professor, (Certified) Vocational Education, Specialized Industry Training**

Developed and instructed curriculums: Construction Planning, Scheduling and Estimating, Mechanical Blueprint Reading, and Apartment and Home Maintenance for college and continuing education credits for industry professionals seeking to maintain professional licensing.

**CUSTOM CONSTRUCTION BY HARRIS**

**1987 – 1988**

**Business Developer/Project Manager**

Sought residential and commercial construction projects primarily in low-income and minority communities. Conducted project planning, scheduling, estimating, and management. Oversaw the design, construction of three churches, a funeral home and medical facility, and twelve Scattered Sites public housing units. Negotiated construction and development opportunities in underserved communities. Assisted with grant writing, site and architectural design, and construction management, for the development of Liberty Center; Jacksonville's first Single Room Occupancy (SRO) facility for the homeless.

## **EDUCATION & CERTIFICATIONS**

- Bachelor of Arts - Architectural and Construction Engineering Technology– Florida Agricultural and Mechanical University – Tallahassee, FL
- Certified Community Real Estate Developer, University of South Florida, Professional and Workforce Development, Florida Institute of Government
- Pre-Law – Legal Studies Institute – Florida Community College at Jacksonville – Dean’s List
- Florida Real Estate Institute – Real Estate Sales Program Completion
- Certified Trainer – Total Quality Management
- Equal Opportunity Employment Commission Employee Rights Representative
- Conflict Resolution Negotiator
- Certified Community Builder – Community Builders Institute

## **AFFILIATIONS**

- Project Blueprint (Volunteer Jacksonville), c/o 1991
- St. Johns River City Band – Intern Board Member, 1991
- Leadership Jacksonville, c/o 1992
- Habitat for Humanity (HABIJAX) Board Member, 1991 - 1992
- Clara White Mission, Inc. Board of Directors, 1992 & 1993
- First Baptist Church of Oakland Credit Union Board Member, 1994 & 1995
- Ambassador, Rotary International, Colombia, SA, Group Study Exchange (GSE)
- Southpoint Rotary Club, Jacksonville, FL, Director & Member, 2003 & 2004
- President, Biscayne Estates East Community Association, Inc., 2006 – Present
- Trustee, Daniel Memorial, Inc., 2009 – 2013
- Chairman, Jacksonville Black Chamber of Commerce, 2016 - Present
- Advisor, Jacksonville Youth Works, Inc., 2016 - Present
- Life Member – Kappa Alpha Psi Fraternity, Inc., Jacksonville Alumni Chapter

## **AWARDS & HONORS**

- Selected 1 of 2 National Finalists (5,000 Applicants) HUD Community Builders Fellowship, Harvard University
- Jacksonville Chamber of Commerce Best Business Plan, 1998
- Rotary International, Paul Harris Fellow, 2003 & 2004
- Biscayne Estates East Community Association, Inc., Leadership & Service Award, 2008 & 2009
- Clara White Mission, Inc. Development and Services Appreciation, 2011 & 2014
- JAC Kappa Alpha Psi Fraternity, Inc. Small Business of the Month (10/15)
- I’m A Star Foundation, Youth Leadership Program, Key to Success Award, 2015
- U. S. Conference of Mayors, Best Grant, Large Cities 2015
- Proclamation of Professional Service, City of Jacksonville, 2015

**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: Jacksonville Housing Authority

2. How did you hear / learn about this appointment opportunity? The Honorable JuCoby Pittman, Councilmember  
District 8

**Personal Information**

3. Name: Thomas Bennett Waters  
Dr./Mr./Mrs./Ms. First Middle/Maiden Last Suffix(Jr./Sr./III/etc.)

4. Residence: 1824 Daytona Lane Jacksonville Duval 32218-7401  
Street City County Zip Code

Post Office Box City County Zip Code

(904) 704-1466  
Telephone: (area code) number Mobile: (area code) number

5. Business: SUMMIT - Center for Resources and Organizational Development, LLC  
Business Name

Street City County Zip Code

P.O. Box 28427 Jacksonville Duval 32226-8427  
Post Office Box City County Zip Code

(904) 704-1466  
Telephone: (area code) number FAX: (area code) number

6. Email Address: Twaters@SUMMITcrod.com

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.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Caucasian                   | <input type="checkbox"/> Asian American  | <input type="checkbox"/> physically disabled |
| <input checked="" type="checkbox"/> African American | <input type="checkbox"/> Native American |  |
| <input type="checkbox"/> Hispanic American           | <input type="checkbox"/> American woman  |  |

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

A. Duval County? Life  
Month/Day/Year

B. Florida? Life  
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: William Marion Raines, SHS Jacksonville Florida  
Name City State

15. Postsecondary Institutions:

<u>Name and Location</u>	<u>Dates Attended</u>	<u>Certificate/Degree Earned</u>
Florida Agricultural & Mechanical University	1983 - 1987	B.S. Architectural & Construction Engineering
University of South Florida	November 2016	Community Real Estate Development
Florida Real Estate Institute	1994	Certificate of Completion

### 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. (SELF) SUMMIT - Center for Resources and Organizational Development, LLC (Address above)

<u>Employer</u>	<u>Address</u>	<u>Dates of Employment</u>
Resources Development	Founder/Owner	Founded 8/12/2015
<u>Type of Business</u>	<u>Occupation/Job Title</u>	<u>Dates of Employment</u>

B. City of Jacksonville 117 W. Duval Street

<u>Employer</u>	<u>Address</u>	<u>Dates of Employment</u>
City Government	Multiple - (Retired as Grants Administrator)	1988 - 2015
<u>Type of Business</u>	<u>Occupation/Job Title</u>	<u>Dates of Employment</u>

C.

<u>Employer</u>	<u>Address</u>	<u>Dates of Employment</u>
<u>Type of Business</u>	<u>Occupation/Job Title</u>	<u>Dates of Employment</u>

### 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>
Community Real Estate Developer	N.A.	University of South Florida	2016
Florida Registered Building Contractor (Inactive)	#RB0055189	State of Florida	1987 - 1989
Faculty Certification - Adjunct Professor	#0003254	Florida Community College at Jacksonville	

<u>Name of Civic, Professional or Political Organization</u>	<u>Office(s) Held</u>	<u>Membership Dates</u>
Notary Public		
Biscayne Estates East Community Association, Inc	President	(Approx 10 Years)
Leadership Jacksonville		Class of 1992

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 am an affordable housing advocate, trained by the U.S. Department of Housing and Urban Development. Of 5,000 applicants nationally, I was considered as #2 for the HUD/Harvard University Community Builders Fellowship. I also helped to establish Habijax, the COJ Affordable Housing Office, Neighborhood Services Division, and the Office of Grants and Compliance (which I personally wrote grants, secured and managed millions of non-general revenue funds.

**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 N.A.

<u>Agency Lobbied</u>	<u>Principal(s) Represented</u>	<u>Dates</u>

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>
	N.A.	

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>
	N.A.		

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>

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:

### 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>
(Information provided above and in my attached resume'.)		

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>
None		

CERTIFICATION / AFFIDAVIT

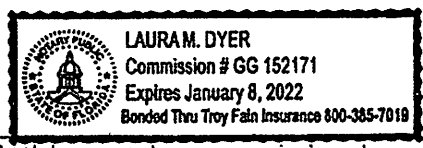
STATE OF Florida COUNTY OF Duval

Before me, the undersigned Notary Public, personally appeared Thomas Bennett Waters 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.

[Signature]  
Signature of the Applicant

Sworn and subscribed before me this 30<sup>th</sup> day of November, 20 18

[Signature]  
Signature of Notary Public



Print, type, or stamp commissioned name

Personally Known OR  Produced Identification

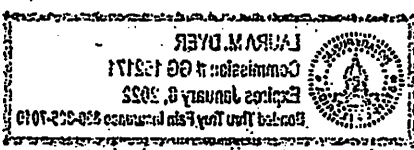
FL DL # W362-827-65-387-0  
Type of identification produced



0101-001-001-001-001

11.

Faint, illegible text lines, possibly bleed-through from the reverse side of the page.



Faint, illegible text or stamp.

Faint, illegible text line.

Faint, illegible text line.