

July 24, 2020

Dona Higginbotham  
Senior Vice President  
The Mercer Group, Inc.

Dear Ms. Higginbotham:

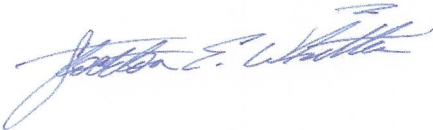
I am writing to express my interest in the City of Cocoa City Manager position. Please accept this letter and attached resume as my formal application.

I believe I have the specific experience, talent and energy needed to assist the City Council and staff in enriching the quality of life for the residents of Cocoa. I have spent the past two decades building relationships and accomplishing positive results for the Brevard community in senior level local government positions including serving as the Brevard County Manager. Those accomplishments, relationships and my keen knowledge of our community give me a unique and unmatched advantage to hit the ground running from day one.

In addition to my years of experience, I believe I also have the appropriate academic foundation needed for the position. I am available at any time to discuss my qualifications and further discuss the position. I look forward to speaking with you and the Council.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Stockton E. Whitten", with a stylized flourish at the end.

Stockton Whitten

# Stockton Whitten

Melbourne, Florida ♦ (321) 480-3887 ♦ [stocktonwhitten@aol.com](mailto:stocktonwhitten@aol.com)

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## Career and Skills Summary

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*Senior Executive with almost 30 years of local government and higher education experience with skills in the following areas.*

- ♦ *Team and Organizational Leadership*
  - ♦ *Strategic and Operational Planning*
  - ♦ *Financial Management and Budgeting*
  - ♦ *Project Management*
  - ♦ *Contracts Negotiation and Management*
  - ♦ *Process and Performance Management*
  - ♦ *Organizational Change and Development*
  - ♦ *Policy and Procedure Development*
  - ♦ *Intergovernmental Coordination and Public Affairs*
  - ♦ *Economic Development*
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## Education

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**Master of Business Administration**, Georgia Southern University, Statesboro, GA

**Master of Arts**, University of Florida, Gainesville, FL

**Bachelor of Arts**, University of Florida, Gainesville, FL

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## Professional Experience

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EASTERN FLORIDA STATE COLLEGE, MELBOURNE, FL

### **Associate Vice President of Facilities and Special Projects (May 2017 – Present)**

- ♦ *A member of the senior management team responsible for all aspects of facilities, their use, maintenance, design, renovation, construction and staffing.*
- ♦ *Responsible for approximately 1.9 million square feet of building space and 525 acres.*
- ♦ *Responsible for all State reporting requirements and submission of the Annual Capital Improvement Program.*

BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS, MELBOURNE, FL

### **County Manager, May 2014 – April 2017**

- ♦ *Chief Administrative and Executive Officer of Brevard County Government*
- ♦ *The head of the executive branch of County Government responsible for the proper administration of all affairs of County Government not otherwise entrusted to an elected County Officer.*

### **Deputy County Manager, November 2012 – April 2014**

- ♦ *Chief Operations Officer to the County Manager*
- ♦ *Responsible for directing the daily operations of County government through direct oversight of two Assistant County Managers and various County Departments and Offices.*

**Assistant County Manager, October 2000 – November 2012**

- ◆ *Duties include assisting the County Manager as Chief Executive Officer in the daily operation of County government.*
- ◆ *Responsible for formulating programs and providing resources, policies, procedures and administrative controls to effectively provide administrative oversight of 14 departments and offices.*
- ◆ *Prepare and report to the County Manager an annual estimated budget for implementation each year of the departments and offices outlined below; recommend to the County Manager laws, policies, ordinances, resolutions, directives and regulations needed to increase the efficiency and effectiveness of the administrative and operational functions of 14 departments and offices.*
- ◆ *Special Assignments/ Additional Responsibilities:*
  - *Coordination of Bond and Commercial Paper Financing*
  - *Board and staff coordination of Internal Audit Committee*
  - *Union Negotiating Team*
  - *Employee Advisory Committee*
  - *Staff support to the Citizens Budget Review Committee*
  - *Finance Committee*
  - *Member of the Employee Insurance Advisory Committee*
  - *Management member of the Employee Advisory Committee*

**Interim County Manager, January 2009 – September 2009**

- ◆ *Serve as Chief Executive Officer overseeing all daily operations of County government empowered to administer and carry out the directives and policies of the Board of County Commissioners and enforce all orders, resolutions, ordinances and regulations of the Board.*
- ◆ *Responsible for preparing and submitting to the Board of County Commissioners for its consideration and adoption an annual operating budget, a capital budget and a capital program.*
- ◆ *Responsible for organizing the work of County departments and reviewing the departments, administration and operation of the county and making recommendations for reorganization.*

**Management Services Department Director, October 1997 – September 2000**

- ◆ *Responsible for administrative and operational oversight of various County programs and services including the following*
  - *Budget Office*
  - *Central Fleet Services*
  - *Government Television Channel and Cable Franchise*
  - *Property Control*
  - *Purchasing Services*
  - *ADA and EEO Compliance*
  - *Bond and Commercial Paper Financing*
  - *Commission Agenda Preparation*
  - *Contracts Administration*
  - *Facilities Department*

**Assistant to the County Manager, November 1994 – September 1997**

- ◆ *Responsible for direct oversight and supervision of Purchasing Services, Contract Administration, and Central Fleet Management.*
- ◆ *Organize and coordinate projects for and provide technical assistance to the County Manager.*
- ◆ *Responsible for the administration of all aspects of Board of County Commissioner agenda preparation.*
- ◆ *Prepare and present detailed written and oral presentations to the County Manager and Assistant*



*County Managers.*

- ◆ *Assist in formulating and recommending programs and policies.*

BROWARD BOARD OF COUNTY COMMISSIONERS, FORT LAUDERDALE, FL

**Policy Analyst, Office of Urban Affairs, October 1992 – September 1994**

- ◆ *Assist the Office Director in developing and implementing a comprehensive Urban Policy program for Broward County.*
- ◆ *Research and develop long-term objectives, strategies and approaches to economic development and affordable housing issues.*
- ◆ *Coordinate and manage implementation of various grant programs and taskforce/project teams.*

**Budget and Management Policy Analyst, Office of Budget & Management Policy, October 1990 – September 1992**

- ◆ *Oversight and coordination of numerous County department and Agency budgets with combined annual operating and capital allocations in excess of \$300,000,000.*
- ◆ *Oversight including the analysis of budget requests, the assessment of financial impact, policy implications, and operational needs.*
- ◆ *Develop budgetary and policy recommendations for Department Directors, the Budget Director, County Administrator, and Board of County Commissioners.*

ALACHUA COUNTY BOARD OF COUNTY COMMISSIONERS, GAINESVILLE, FL

**Intern – Non Ad Valorem Assessments, April 1990 – September 1990**

- ◆ *Assist in developing methodology for fire and garbage assessments.*
- ◆ *Conducted phone surveys and fieldwork to code and identify improperly coded parcels.*
- ◆ *Responded to citizen questions, in person and via phone, concerning potential assessments.*

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**Current and Past Volunteer Activities and Boards**

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- ◆ *Circles of Care Board*
- ◆ *Brevard Family Partnership, Chairman; Vice Chairman; Treasurer and Audit Committee Chairman*
- ◆ *Brevard Workforce Board*
- ◆ *Crosswinds Youth Services, Inc., Treasurer and Executive Board Member*
- ◆ *GFOA Distinguished Budget Award Program Reviewer*