



Punta Gorda

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SEP 10 2019

BOARD APPOINTMENT INFORMATION FORM

CITY CLERK'S OFFICE

This Board Appointment Information Form, when completed and filed with the City Clerk's Office, is a public record under Chapter 119, Florida Statutes, and therefore, is open to public inspection by any person.

Name: McIntosh (Last) David (First) "Michael"

Address: HOME 418 Villetta Ct. (BSI) Punta Gorda, Fl. 33951
OFFICE _____

Telephone: (Home) N/A (Cell) 803-795-9804 (Office) N/A

E-mail: _____

Current/Former Occupation: Retired

Education (post-secondary educational institutions attended):

Institution Name	Location	Dates Attended	Degree Earned
<u>Please See Resume.</u>			
<u>Bachelor of Science Education, Master in Public Admin.</u>			

Work Experience (a separate resume may be provided):

Please See Resume

Community Involvement:

Marine Advisory Board (MAC), BSI-CAC (last 4 yrs), Punta Gorda Sailing Club, Southwest Fl. Miatca Club.

Interest/Activities:

Sailing, Cars, Boats,

Do you reside within the incorporated City limits of Punta Gorda? Yes No
(Residing outside City limits does not automatically disqualify applicants from serving.)

Are you currently serving on a City Board? Yes No Board: BSI-CAC

Have you ever served on a City of Punta Gorda Board? Yes No
Board Name: BSI-CAC Dates Served: Oct 2015 - Present

Continued on reverse side.....

Have you ever held a professional license or certificate? Yes No

License/Certificate Title Issue Date Issuing Authority

Please see Resume

Are you a graduate of the Punta Gorda Citizens' Academy? Yes No
Month and year of graduation: I was a Police Officer for 10 yrs in GA.

City Board(s) preferred (check all that apply). Ensure all service requirements are met (see Board Bylaws):

- Board of Zoning Appeals ⁽¹⁾ Building Board Burnt Store Isles Canal Advisory Committee
- Code Enforcement Board ⁽¹⁾ Donation Review Committee ⁽³⁾ Historic Preservation Advisory Board
- Pension Board ⁽¹⁾⁽²⁾ Planning Commission ⁽¹⁾ Punta Gorda Housing Authority
- Punta Gorda Isles Canal Advisory Committee Utility Advisory Board

⁽¹⁾ Florida law requires members of certain boards to file a Form 1 Financial Disclosure. Are you willing to serve on such a board? Yes No

⁽²⁾ Specify Firefighters, General Employees or Police Officers Pension Board: _____

⁽³⁾ I am affiliated with the local non-profit _____, which is concerned with: Punta Gorda's history the arts.

NOTES:

- Board members are limited to two meeting absences within a twelve month period.
- Per Florida Statute Chapter 162.05(3)(e), the office of Code Enforcement Board members shall be declared vacant for failure to attend 2 of 3 successive meetings without cause and without prior approval of the Chair.
- BSI CAC and PGI CAC membership is limited to residents of their respective Canal Maintenance Assessment District.
- Per State Statute, Board members may not serve on two decision-making boards simultaneously.
- If you are not appointed to a City Board after your initial application submission, you will be considered for future vacancies on Boards in which you have expressed an interest. Board Appointment Information forms remain active for one year after submission.
- If you have any questions, please contact the City Clerk's Office at (941)575-3369 or pgclerk@pgorda.us.
- Applicants are encouraged to introduce themselves at a City Council meeting during the nomination process. To determine if you are being considered for a vacancy, please review the Boards & Committees section of the City Council agendas which are posted on the City's website (www.pgorda.us).

By signing this form, you confirm you meet all service requirements (detailed above and in the Board/Committee bylaws), understand the responsibilities associated with being a Board member and, if selected, have adequate time to serve on the Board(s) indicated above.

Paul Michael Mcintosh
Signature

10 Sept. 2019
Date

Return this form to: City of Punta Gorda
Office of the City Clerk
326 West Marion Avenue
Punta Gorda, FL 33950

Thank you for your interest in serving your community!
Florida's Harborside Hometown

To: Punta Gorda City Council
Date: 10 September 2019
Sub: Burnt Store Isles Canal Advisory Committee Reappointment (BSI-CAC)

I have served on the BSI-CAC board since October 2015. I would like to ask to be reappointed. I currently have a 100% attendance record. I am an avid boater and use our canal system to navigate to the harbor regularly.

David Michael McIntosh
Mcintoshusa1@gmail.com
803-795-9802
418 Valletta, Ct. Punta Gorda, FL 33951

David Michael McIntosh

418 Valletta Ct
Punta Gorda, FL 33950

PHONE: (803) 795-9802
EMAIL: mcintoshusa1@gmail.com

Professional Military Service Counselor, Financial Management, Sales, Computer Technician, and Law Enforcement.

- Assumed leadership for projects, programs, and initiatives that promoted efficiency, organizational effectiveness, and job satisfaction.
- Expert in resource management, strategic planning, leadership, team building, and mentoring.
- Credentialed, highly-motivated, and dedicated career professional with a broad range of education, and program management experience.
- Dedicated team member, with exceptional communication, interpersonal, multi-tasking and problem-solving skills. Reliable; possess strong initiative and impeccable integrity.
- Self-motivated who works independently with a strong initiative and ability to handle multiple tasks within specified deadlines.

CORE STRENGTHS

Administrative Operations

Research Analysis

Utilization Database Management

Managing a Violent Crisis

Safety

Document/Report Writing

Project Management

Inventory Management

Employee Relation

Exceptional Customer Service

Resource and Personnel

Management and Supervision

Occupational Health and

EDUCATION & PROFESSIONAL DEVELOPMENT

- Master of Public Administration, Georgia College, Milledgeville, Georgia 31061, 12/1991
- Bachelor in Education, University of Georgia, Athens, Georgia 30609, 3/1983

PROFESSIONAL CAREER EXPERIENCE

Soldier & Family Assistance Center

Bld 501 Madison Avenue Ft. Eustis, VA 23604

Information and Referral Officer

07/2011 to 01/2013

- Utilized professional skills to conduct intake evaluations with individuals and families in need of social services assistance
- Established and maintained an extensive and current file of information on local public, private and voluntary service agencies and organizations
- Provided information to individuals and families regarding military and civilian resources available to address a wide range of client requests
- In addition to the specific subject matter expertise and related services, served as initial point of contact for all Soldier and Family Assistance Center (SFAC) programs
- Work was reviewed to ensure compliance with established policies, procedures and achievement of program objectives
- Assisted Wounded Warriors with question regarding; VA Benefits, Integrated Disability Evaluation System (IDES), Mandated Training, Educational Options, Military Personnel Records, Social Security for Wounded Warriors, Traumatic Service Members Group Life Insurance, Combat Related Special Compensation, Concurrent Receipt Disability Pay, Preseparation Online Registration, and eBenefits
- Maintained and scheduled Soldiers for appointments with Peninsula Worklink, Virginia

David Michael McIntosh

Employment Commission, Social Security Administration, Virginia Department of Veteran Services, VA Vocational Rehabilitation Counselor, and Defense and Veterans Brain Injury Center

- Maintained an Internet Café with 10 computers and a printer on a local network with CAC card access for Soldiers to use. Printed informational Flyers and pamphlets for Soldiers

Department of Veterans Administration

100 Emancipation Dr. Bld 27 Hampton, VA 23669

Purchasing Agent

10/2010 to 6/2011

- Procurement of medical supplies, equipment, and services for Veterans Administration (VA) Hospitals with timely, adequate, and efficient support
- Acquired supplies and services to meet the purchase, rental, and leasing needs of the VA, and government property
- Purchased standard and specialized services, supplies, materials, and construction items through formal advertising, use of existing contracts/agreements and limited use of negotiation techniques
- Performed post award surveillance of interdepartmental contracts, agreements, reports, maintained procurement files, and resolved discrepancies
- Determined procurement source, method, and solicited oral or written bids/quotes. Performed post award surveillance on all contracts/agreements to insure acceptable performance
- Documented/recommended/initiated action(s) warranting contract termination
- Consolidated purchases at the VISN 6 level for leveraging of purchasing power
- Applied conventional practices to resolve purchasing problems, such as inadequate or restrictive specifications, lack of multiple suppliers, urgent need, and insufficient price history
- Responsible for independently negotiating with vendors to purchase a variety of conference and training services for VISN 6 VA organizations
- Utilized appropriate source and level of competition for supplies, equipment and services
- Used purchasing methods: but not limited to, lot sales, small service, supply, construction contracts, Government Printing Office (GPO) orders, National Acquisition Center (NAC) and General Services Administration (GSA), Federal Supply Schedule (FSS) task and delivery orders, equipment purchases, conference planning, and supply orders. Researched sources, using socioeconomic set-asides, evaluation trade-off procedures, automated VISTA Requests for Quotations (RFQ)'s, etc.
- Applied extensive knowledge of automated software (ProDoc) to perform duties such as processing of purchase orders, use of the government purchase card, issuance of lot sale bid documents, performing bid openings, evaluating bids, determining price reasonableness, evaluating and preparing sole source justifications and reporting in the Federal Procurement Data System (FPDS)

David Michael McIntosh

Defense Finance Accounting Service 9th AF/USAFCENT/FM

411 Myers St, Bld. 1049 Shaw AFB, SC 29152

Mission Support Accounting Technician

12/2006 to 1/2010

Deputy Disbursing Officer (DDO)

- Processed and signed US Treasury Checks
- Accounting technician for full range of accounts and transaction
- Validated, monitored, and controlled accounting transactions, and maintained accounting records/ledgers in automated and non-automated records
- Maintained general ledger accounts, performed administrative, and technical functions to ensure the integrity of the general ledger
- Reconciled electronic interfaces to general ledger from other systems, and prepared/posted journal vouchers
- Reconciled subsidiary ledgers to control/summary accounts, and posted inventory accounting transactions, property accounting transactions, and calculated and posted depreciation
- Accessed federal financial web services; International Treasury Service ITS, Paper Check Conversion over the Counter PCC, Defense Joint Military System DJMS, and Centralized Disbursing System CDS
- Processed deposit tickets, debit vouchers, disbursement vouchers, dishonored checks, and collection vouchers for 14 Area of Responsibility (AOR) deployed Air Force bases
- Prepared and reconciled trial balances, reviewed and processed unusual and difficult accounting transactions ensuring the propriety and validity of supporting documentation, and determined the appropriate account and methodology for processing
- Made suggestions for action, and provided interpretations/suggestions based on a good working knowledge of accounting systems
- Responded to complex questions from customers and lower level technicians regarding accounting data, discrepancies, and procedures. Researched complex problems of processing and technical accounting data
- Prepared account status reports performing monthly reconciliation of the general and subsidiary accounts to assure balancing with computerized reports and manual records
- Performed monthly, fiscal year-end review and close-out of accounts
- Analyzed and prepared special reports on the causes of recurring adjustment actions; determined the cause of processing errors and problems and recommended corrective procedures
- Security manager maintaining personnel (clearances), information (Classified documents), and industrial (Contractor) security documentation. Initiated security clearance investigations, suspensions, and secure building access
- Researched security clearance personnel information in the Joint Personnel Adjudication System JPAS
- Maintained building alarm codes and lock up procedures
- Telephone control officer maintaining and requesting phone upgrades, voice mail, long distance PIN service, and repair tickets
- Facility manager maintaining daily building upgrade and repairs.

David Michael McIntosh

Airman and Family Readiness Center 524 Stuart Ave, Shaw AFB, SC 29152

Community Readiness Technician From

05/2006 to 12/2006

- Worked as Transition Assistance, Relocation, Air Force Aid Loan Officer, Personal Finance Management, VA and DOL sponsor, Information and Referral, and Family
- Readiness Knowledgeable in social service delivery systems, concepts, and principals
- Counseled military members, retirees, civilians, and families in employment, relocation, finance, and family readiness
- Accessed members and family needs through interview skills and developed counseling/referral programs.
- Collected data, compiled reports for the director and Majcom.
- Taught classes on Civilian and Federal Resume Writing, Job Search, Interview Skills, Salary/Benefits, VA Benefits, Financial Management, and Pre-separation.
- Assisted members with developing personal budgets and designing a personal debt management plan.
- Interviewed members to determine their individual needs (i.e. family separation, parenting, personal financial management, child care, elder care, etc.) and developed a counseling plan and additional referral options
- Researched, prepared and delivered presentations on services and activities.
- Designed and developed pamphlets, brochures, Microsoft Power Point Presentations, Microsoft Office Reports, and audio-visual aids to disseminate community resource information
- Developed relationships with professional associations, base agencies, and other professionals to enhance and deliver comprehensive services
- Maintained office web page by updating office files. Scheduled classes, seminars, and guest speakers

Aviano Family Support Center, Unit 6125 Box 260 APO, AE 09601

Transition Assistance Specialist/Work Life Specialist

11/2002 to 10/2005

- Conducted pre-separation counseling for separating and retiring US Air Force service members to discuss their Federal benefits and civilian life preparation
- Developed and conducted seminar presentations for a three day Transition Assistance Seminar
- Scheduled seminar classes and reserved proper facilities and speakers
- Taught resume writing, job search, financial preparation, interview skills, and salary/benefits classes
- Collected data and submitted quarterly reports
- Maintained the departmental non-profit organizational bank account
- Purchased supplies as needed and recorded proper documentation for government purchase card accounts
- Served as a computer technician responsible for maintaining a computer

David Michael McIntosh

- network lab
- Developed an interactive Transition Assistance Program CD training tool for co workers
- Screened and processed Air Force Aid financial loan applications
- Counseled members on financial, budgeting, and debt management
- Followed up on with clients to ensure customer service and satisfaction
Conducted one on one family readiness briefings
- Developed and distributed a tri-fold brochure to the community in an attempt to encourage separates to attend the Transition Assistance Seminar and to inform them of key Veteran Affairs forms they need to complete
- Completed governmental paperwork and properly disposed of out dated equipment to DRMO
- Served as Equipment Custodian maintaining computer equipment reliability with 100% accuracy
- Setup new email and LAN accounts
- Maintained 2 departmental websites updating and uploading new files
- Acquired website hosting site and registered domain name

Federal Express, 4646 South 1500 West, Riverdale, Utah 84405

Courier / Flex Computer Technician

12/1994 to 09/2002

- Dependable, proven ability to produce results within a demanding work schedule
- Demonstrated excellent public relations and customer service on a daily basis with customers
- Dispatched courier responsible for sorting, screening, delivering, and pickup of domestic, international and dangerous goods packages for a progressive-time-based company
- Conducted daily vehicle inspection
- Planned daily customer delivery routes
- Processed individual and bulk shipments with 99.9% accuracy
- Worked well in stressful situations to meet short deadlines
- Served as computer, flex-technician responsible for trouble shooting computer hardware and software problems
- Replaced defective computer components
- Installed and configured computer software
- Documented defective computer parts and ordered new parts for inventory
- Assessed customer needs to insure 100% customer satisfaction

L and G Sales Company, RT 5 Box 287B Cochran, Georgia 31014

Executive Sales Representative / Computer Technician

01/1990 to 12/1994

- Traveling, sales representative responsible for the USA southeastern states
- A self-starter, able to work independently and as a team member to acquire new accounts
- Obtained new sales accounts that were previously considered unobtainable
- Designed optimized proposals and delivered targeted individual and group presentations

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- Setup merchandise displays for customers
- Recorded and submitted inventory orders
- Followed up on product delivery and customer satisfaction
- Generated long term sales contracts with advantageous pricing
- Increased sales volume by 110% in eleven months
- Guaranteed 100% customer satisfaction of service and products
- Maintained office LAN system.
- Upgraded computer hardware and software periodically
- Formatted systems as needed and installed required office software.
- Assisted co-workers with software and hardware questions

Warner Robins Police Dept, 800 Young Avenue Warner Robins, Ga. 31093
Police Officer/Family Violence Coordinator **08/1984 to 12/1990**

- Enforced Georgia criminal and traffic laws
- Prosecuted criminal and traffic laws in municipal, magistrate, juvenile, and superior court
- Certified field training officer responsible for training new recruits with on job training (OJT)
- Certified identification technician responsible for collecting, preserving, and testifying on behalf of evidence collection method
- Special Weapons and Assault team member (SWAT) on call twenty-four hours a day to respond to barricaded gunman and hostage situations
- Certified instructor for Manadnock PR-24 side handle police baton, vehicle traffic stops, and family violence
- Developed and supervised the departmental family violence program and standard operating procedure
- Researched and authored Georgia's 1991 House bill 298 which required officers to initiate an arrest in a family violence incident when probable cause is present
- Served as a departmental liaison for the local Salvation Army safe house for battered women, and the Georgia Department of Human Resources Family Violence committee responsible for collecting statistical data and producing statistical reports
- Produced a departmental wallet size information card, and posters of government and state agency contact information

Warner Robins Recreation Dept, 800 Watson Blvd. Warner Robins, Ga. 31093
Assistant Athletic Director **04/1983 to 08/1984**

- Scheduled youth sport programs (i.e. football, basketball, track, and baseball) for children between the ages of five and eighteen
- Ordered, maintained, and issued athletic equipment to players and coaches. Conducted team try outs, drafts, pictures and tournaments
- Reserved facilities and coordinated scheduling with the appropriate departments/individuals
- Counseled parents, athletes, and coaches on the recreational philosophy
- Prepared press releases for program registration, daily statistics, and season statistics

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- Supervised ten score keepers/referees and forty volunteer coaches
- Planned, scheduled, and implemented volunteer coach workshops
- Monitored coach's performance and implemented follow up workshops
- Polled the community to determine future athletic community needs

SKILLS

- Customer Service Skills:
 - Self starter capable of working independently or as a team member
 - Good listener - respectful of all co-workers and clients issues
 - Dedicated to customer/company needs to ensure productivity
- Professional Skills:
 - Dependable worker with excellent attendance record
 - Hard worker deriving satisfaction from perfection and a job well done
 - Can do attitude with the ability to research new projects
- Computer Skills:
 - Microsoft Word, Excel, Power Point, Outlook, and Publisher
 - Hardware / software installation and trouble shooting
 - Web site design and maintenance – Designed an integrated office desktop to allow employees quick access of commonly used/shared files
 - Setup computer lab with employee MS Office training modules
- Organizational Skills:
 - Electronic filing – scan documents to eliminate hard copies, save space, and allow for quick access from any work station
 - Work well in stressful situations to meet short deadlines prioritizing task

TRAINING

• Dream Weaver (Web Page design)	24 hours	Mar. 2005
• Work Group Manager (WGM)	40 Hours	Dec. 2004
• Customer College	40 Hours	May 2004
• 10 Steps to Federal Employment	24 Hours	Jan. 2004
• Air Force Aid Society	24 Hours	Sept. 2003
• Famnet Computer Training	40 Hours	Sept. 2003
• Employment Counseling / Work Life Specialist	35 Hours	Aug. 2003
• Job Search AJST	40 Hours	Feb. 2003

AWARDS

• DOD-Shaw AFB 9thF Finance Civilian Specials		3 rd qtr 2009
• USAFE/MAJCOM Outstanding FSC Award Cat II-A		2004
• DOD-Aviano AB 31 MSG Civilian specialist year		2004
• DOD-Aviano AB 31 MSS Civilian specialist year		2004
• DOD-Aviano AB 31FW Civilian specialist		3rd qtr 2004
• DOD-Aviano AB 31MSG Civilian specialist		3rd qtr 2004
• DOD-Aviano AB 31MSS Civilian specialist	2nd qtr 2003 & 3rd qtr 2004	
• FedEx Bravo Zulu Award	Customer Service	Jan. 2002
• FedEx Bravo Zulu Award	Customer Service	April 1999

David Michael McIntosh

- FedEx Bravo Zulu Award Customer Service/Team Work Sept. 1997
- FedEx Bravo Zulu Award Customer Service/Flex Tech July 1996
- FedEx Bravo Zulu Award Performance March 1996
- FedEx Bravo Zulu Award Perfect Attendance Dec. 1995
- Warner Robins Police Department and state of Georgia 1985 and 1986
nominee for officer of the year

EDUCATION

- Master of Public Administration 12/1991
Georgia College, Milledgeville, Georgia 31061
- Bachelor in Education 3/1983
University of Georgia, Athens, Georgia 30609
- Warner Robins High School 3/1978
Warner Robins, Georgia 31088