

**John W. Donlevy, Jr.**

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**Summary of Qualifications**

- ◆ Accomplished City Manager with a proven track record of success
- ◆ Thirty Eight (38) years of successful municipal management experience
- ◆ “Hands on” manager who does what it takes to get the job done
- ◆ Employee centered manager with a strong focus on organizational development
- ◆ Comprehensive management background in all areas of municipal management
- ◆ Supervision of executive, professional, line, contract and clerical staffing
- ◆ Excellent ability to manage multiple service areas, projects and priorities

**Employment History**

August, 2020 to January, 2023

City of Auburn  
Auburn, California  
Position: City Manager

Served as City Manager of the full service city with a population of approximately 14,000 and a 5 member City Council. Duties include the full range of management of the City with a total general and capital budget of approximately \$30 million. Key projects include:

- ◆ Strategic Planning
- ◆ Budget development and capital improvement programming.
- ◆ Economic development and addressing Covid related impacts.
- ◆ Financial management and fiscal programming
- ◆ Local and regional representation.

September 2001 to Present

City of Winters  
Winters, California  
Position: City Manager

Serve as City Manager of a full service city with a population of approximately 7,000 and a 5 member City Council. Duties include the full range of management of the City with a total general and capital budget of approximately \$14 million. Key projects implemented over the past eighteen (18) years include:

- ◆ Economic, redevelopment and downtown revitalization including master planning, capital improvement projects, business development and financing.
- ◆ Major capital projects development including construction of a new Public Safety Facility, Community Library, Community Swim Complex, Bridge revitalization and replacement, and a comprehensive rehabilitation program for water and wastewater systems; significant projects in bike/pedestrian paths and environmental restoration; street maintenance programs.
- ◆ Comprehensive overhaul of the City’s financial management programs and policies. Winters enjoys a sound financial outlook based on a solid, policy driven fiscal system. City has been recognized nationally for both budgeting and financial reporting.
- ◆ Implementation of an overall development management approach which insures maximum community benefits and a systematic approach to development review and processing. This

includes assemblage of a quality review team, fiscal review and negotiation of quality development agreements.

- ◆ Implementation of an overall economic development strategy and redevelopment program. In 2004 and 2008, issued \$20 million in tax allocation bonds.
- ◆ General Plan implementation including master plan development and revision, fiscal analysis and policy guidance. Also strategic planning and action plan implementation.
- ◆ Capital and infrastructure budgeting. This includes the development of the City's first CIP and the coordination of development impact fee and AB 1600 major projects financing plans.
- ◆ Comprehensive staff development program for all levels of the organization.
- ◆ Very active in all areas of this small community

June, 1994- Sept, 2001

**City of Grand Terrace**

*Grand Terrace, California*

*Position: Assistant City Manager*

Served as the City's Assistant City Manager with direct oversight of the Community Services Department which manages all City services. The position managed the following functions:

**Public Works/Infrastructure  
Contract/Franchises  
Storm Water/NPDES  
Solid Waste  
CDBG  
Emergency Services**

**Street/Park/Sewer Maintenance  
Capital Improvement Program  
Recreation Services  
Child Care Services (Title 22)  
Redevelopment  
Sewer and Collection System**

Department included a staff of 45 full and part time personnel and a budget of approximately \$2.8 million. Key projects implemented since employment include:

- Completion of Pico Park Project, a ten (10) acre \$2.6 Million multi-sports complex.
- Developed and implemented Citywide street, parks and sewer maintenance programs
- Aggressive representation and successful protection of City's interest in a wastewater processing dispute with neighboring jurisdiction.
- Significant enhancement of City revenues
- Implementation of a contract management and evaluation program
- Negotiation of Solid Waste Franchise resulting in service and revenue increases.
- Development of Standardized Emergency Management Program
- Implementation of City's first Capital Improvement Program

May, 1993 - 2000

**Donlevy Administrative Services**

*Position: Principal Consultant*

Advisor and consultant to local governments and private corporations in the areas of privatization, personnel-labor relations, contract and franchise administration, employee training, financial management and performing general management audits.

April, 1989 - June, 1993

**Dana Point, California**

*Position: Assistant to the City Manager/Personnel Officer*

**Personnel/Labor Relations**

**Budget and Finance**

**Contract and Franchise Administration  
Commission/Committee Staffing  
Regional Issues**

**Technology  
Management Audits/TQM  
Special Projects**

As the second staff member hired when the City incorporated in 1989, my duties included working under the direction of the City Manager and coordinating the day to day administrative operations of this coastal City. This included oversight and development of a variety of management and administrative policies and programs; working closely with the City Council; representing the City within the community; negotiate and oversee various contracts and franchises; and other duties as assigned.

Examples of major accomplishments with the City include the following:

- Created the City's personnel system, training program and benefit programs. Established the City organizational structure.
- Management and negotiation of numerous City contracts and all franchises including police services, animal control, cable television and ambulance services.
- Providing staff support to Nine City commissions, committees and task forces. High interaction with community and business groups.
- Coordinate the development of regional programs and studies to address a variety of issues relative drug prevention, gang intervention, employee training and animal control issues.

Sept., 1984 - March, 1989

**City of Pico Rivera**  
*Pico Rivera, California*

**Positions:**

*Administrative Assistant II: July, 1986 to March, 1989*

*Administrative Intern: September, 1984 to June, 1986*

**Personnel and Labor Relations  
Risk Management  
Special Projects**

**Redevelopment Project Management  
Budget Preparation**

While employed with the City of Pico Rivera, I was assigned to the City Manager's Office under the direction of the City Manager and Assistant City Manager. Responsibilities included coordinating the City's personnel, benefit and risk management functions; serving as the City's labor relations representative; providing staff assistance to the redevelopment agency in the areas of project management and contract administration; and providing staff support to the City Manager and City Council on a variety of special projects.

**Education**

Sept., 1986 - May, 1989

**CSU Long Beach**  
*Long Beach, California*  
Master of Public Administration Degree

Sept., 1982 - May, 1986

**Whittier College**  
*Whittier, California*  
Bachelor of Arts, Political Science

## **Extracurricular activities**

Ultra marathoner, National Soccer Referee (AYSO/US Soccer), Golf, hunting and outdoor sports, family and fitness.

## **Civic/Professional memberships**

2012- ICMA Credentialed City Manager  
2006- 2020- Chairman- Yolo Managers Group  
League of California Cities- City Manager's Executive Committee  
League of California Cities- Revenue and Taxation Committee  
Rotary International- Club President in 2004-05  
National AYSO and USSF Soccer Referee  
International City Management Association (ICMA)  
Municipal Management Assistants of Southern California (MMASC)  
California City Management Foundation  
Reason Foundation

## **Awards received**

1992- J Michael Dutton Summit Award- Top local gov't assistant in Southern California  
1991-92- Elected Vice President MMASC  
1990-91- Elected Secretary MMASC  
1989-90- Membership Chair MMASC

## **Publications:**

- *How to Guide: Intergovernmental Contracting*- Reason Foundation, August, 1993
- *Competitive Government for a Competitive Los Angeles*- Reason Foundation, May, 1995

## **Presentations**

- *Assembly Committee on Public Employment, Testify on Privatization benefits to State Government*, San Diego City Hall- March, 1996
- *MMASC Annual Conference, A,B,C's of Contracting*, Dana Point Resort, August, 1995
- *Privatization Revolution Conference, Presentation to Venture Capitalists on Privatization Opportunities*, New York City, December, 1994
- *Privatization Summit, Public Sector Contracting Summit*, Incline Village, February, 1993
- *Balancing Budgets without Raising Taxes, Intergovernmental Contracting Seminar*- Irvine, CA, 1992