



Office of The

MAR 29 2023

City Clerk

APPLICATION FOR APPOINTMENT - CITY COUNCIL SEAT 5

City of Palm Bay • 120 Malabar Road • Palm Bay, FL 32907
Phone: 321-952-3414 • www.palmbayflorida.org • Fax: 321-953-8971

Full Name: Asheley Hepburn
Home Address: 636 Remington Green Drive SE
City: Palm Bay
Telephone Number: 305-778-6019 Zip Code: 32909
Email Address: aa2.hepburn@gmail.com Fax Number: N/A

EMPLOYMENT

Employer: City of Lauderdale Lakes Occupation: Finance Director
Address: 4300 NW 36st Street
City: Lauderdale Lakes State: FL Zip Code: 33319
Telephone Number: 954-535-2818 Fax Number: N/A
Email Address: Asheleyh@lauderdalelakes.org
Job Responsibilities: Leads and directs the Financial Services Department of the City of Lauderdale Lakes.

EDUCATION

High School Name: Milwaukee James Madison High School
Location: Milwaukee, WI 53218 Years Completed: 4 Major/Degree: Diploma
College Business or Trade School: Tuskegee University
Location: Tuskegee, AL 36088 Years Completed: 5 Major/Degree: BS Accounting
Professional School: Nova Southeastern University
Location: Davie, FL 33314 Years Completed: 3 Major/Degree: MS Public Administ
Other: N/A
Location: N/A Years Completed: Major/Degree:

APPLICANT INFORMATION

Have you ever held a business tax receipt? Yes No *If yes, please provide the following:*

N/A

Title: N/A

Issue Date: N/A Issuing Authority: N/A

If any disciplinary action has been taken, please state the type and date of the action taken:

Disciplinary Action: N/A Disciplinary Date: N/A

Are you a resident of the City? Yes No *If yes, how long?* 16 Years Months

How long have you been a resident of Brevard County? 16 Years Months

Are you a United States citizen? Yes No

Are you a registered voter of the City? Yes No

Are you employed by the City? Yes No *If yes, what department?* N/A

Do you presently serve on a City board(s)? Yes No *If yes, please list board(s):*

Have you previously served on a City board(s)? Yes No *If yes, please list board(s):*

Budget Advisory Board

Are you currently serving on a board, authority, or commission for another governmental agency?

Yes No *If yes, what board(s):* N/A

Have you ever been convicted or pled guilty to a criminal charge or pled nolo contendere (no contest) to a criminal charge? Yes No *If yes, what charge:* N/A

Where: N/A When: N/A

Disposition was: Convicted Pled Guilty Pled No Contest

Have your civil rights been restored? Yes No

Are you a member or participant of any community organizations? Yes No

If yes, please list: I am a former member of the Powell Neighborhood Watch Board. I am also a former member of the Florida Avenue Church of Christ Leadership Board.

What are your hobbies / interests? Fishing

Why do you want to serve on City Council? I see a need for a fiscally conservative member on the City Council that understands intimately the fiscal impact that council policy has on the City of Palm Bay. I have over 30 years of experience in municipal finances. I have worked in an executive capacity for County and City governments throughout Florida and Wisconsin. It would be a honor to use the unique skill set I have to serve the citizens of Palm Bay, the City I reside in.

APPLICATION CERTIFICATION

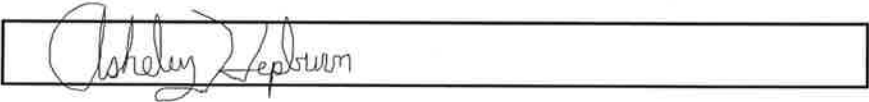
By filing this application with the City of Palm Bay and placing my signature below, I do hereby acknowledge the following:

- 1. This Application, when completed and filed with the Office of the City Clerk, is a PUBLIC RECORD under Chapter 119, Florida Statutes, and is open to public inspection.
- 2. I am responsible for keeping the information on this form current and that any changes or updates will be provided to the Office of the City Clerk.
- 3. I consent to filing the Statement of Financial Interests. <http://www.ethics.state.fl.us>
- 4. If appointed, I acknowledge that it is my obligation and duty to comply with the following:

Code of Ethics for Public Officials (Florida Statutes, Chapter 112, Part III)
Florida Sunshine Law (Florida Statutes, Chapter 286)
<http://www.flsenate.gov/Statutes>

- 5. I understand the responsibilities associated with being a council member, and will have adequate time to serve on City Council.

The information provided on this form is true and correct, and consent is hereby given to the City Council or its designated representative to verify any and/or all information provided.

Signature: 

3/28/2023

Submit the application to:
City of Palm Bay
Office of the City Clerk
120 Malabar Road, SE
Palm Bay, Florida 32907

City of Palm Bay, Florida

RESIDENCY OF CANDIDATE AFFIDAVIT

I, Asheley Hepburn, a candidate for the Office of City Council (check one);

- Mayor
- City Council Seat 2
- City Council Seat 3
- City Council Seat 4
- City Council Seat 5

do hereby solemnly swear or affirm:

- 1) I have been a resident of the City of Palm Bay for at least two (2) years immediately preceding the selection date (April 13, 2023).
- 2) I am a registered voter of the City of Palm Bay, residing at a City address.
- 3) Have you ever been convicted of a felony? Yes No
If 'yes', have your civil rights been restored? Yes No

UNDER PENALTY OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING AND THAT THE FACTS STATED IN IT ARE TRUE.

3/28/2023 
Date Signature of Candidate

Address: 636 Remington Green Drive SE

City: Palm Bay State: FL Zip Code: 32909



AUTHORIZATION TO OBTAIN FDLE BACKGROUND REPORT(S)

I hereby authorize the City of Palm Bay (the "City") to request and receive criminal history record information from the Florida Department of Law Enforcement (FDLE) or similar law enforcement/governmental agencies about me for purposes of City Council considering my application to be appointed to a current vacancy on the City Council, including but not limited to, for purposes of confirming my fitness for initial appointment to fill this vacancy, and any other use not prohibited by law. I acknowledge the criminal history report will be provided to City Council to aid in their decision making. I understand that I may withhold my permission and that in such a case, no investigation will be done, and the City Council will not consider my application to fill the vacant seat on City Council.

This Authorization is valid for current reports, and I specifically understand that the City intends for this Authorization to cover only my application for the current vacancy. I further understand that I am responsible for the costs associated with the criminal background check (\$24.00*).

Mr. Asheley Hepburn

Printed Name (First, Middle, Last)

Asheley Hepburn
Signature

3/28/2023
Date

*Payable by check, cash or money order

ASHELEY A. HEPBURN

636 Remington Green Drive SE
PALM BAY, FL 32909
(305) 778-6019 (Cell)

Objective: Seeking Financial Management Opportunities

PROFESSIONAL EXPERIENCE

City of Lauderdale Lakes

Lauderdale Lakes, Florida USA

DIRECTOR, FINANCIAL SERVICES

ASSISTANT DIRECTOR, FINANCIAL SERVICES

ADMINISTRATIVE MANAGER, FINANCIAL SERVICES

BUDGET OFFICER, FINANCIAL SERVICES

ACCOUNTING - Oversee the City's accounting functions to include Accounts Payable, Accounts Receivable, Payroll, Capital Assets and Financial Reporting; *PROCUREMENT* - Oversee the procurement of the City's goods and services. This function included the use of Invitation to Bid, Request for Proposals, and Request for Information. Also the administration of Purchasing Cards; *OPERATING & CAPITAL BUDGET PREPARATION* - Develop the City's Operating and Capital Budget and multi-year capital plan of \$48 million; utilized computer software (Microsoft Excel, Word, and MUNIS). Monitored the annual budget. Responsible for TRIM (Truth In Millage) compliance to Florida Statutes. *STRATEGIC PLANNING*- Developed the City's strategic plan and performance management process. *ACCOUNTING*- Managed the City's Accounts Payable, Accounts Receivable, Payroll, Debt Services, Cash Management and Financial Reporting. *PROCUREMENT MANAGEMENT*- Procure all goods and services in adherence to federal, state and local laws. *GRANTS MANAGEMENT* - Coordinate all City grants. *INFORMATION TECHNOLOGY* - responsible for planning, designing, and implementing effective and efficient use of technology.

May 2017 –
Current

St. Lucie County

Fort Pierce, Florida USA

DIRECTOR, OFFICE OF MANAGEMENT & BUDGET OFFICE

OPERATING & CAPITAL BUDGET PREPARATION - Coordinated the County's Operating and Capital Budget and multi-year capital plan of \$505 million; utilized computer software (Microsoft Excel, Word, Gov Max, Sharepoint and Banner). Monitored the annual budget.

PERFORMANCE MANAGEMENT-Coordinated the annual performance management process based on a balanced scorecard approach in all County departments; Process included developing organization strategic objectives and initiatives; Facilitating development of management/department scorecards, performance measures and initiatives; Providing ongoing training; Benchmark business processes with other Counties; Communicating performance results; utilizing software (Active StrategyOnline). TRIM (Truth In Millage) compliance to Florida Statutes.

February 2015 –
May 2017

Brevard County

Melbourne, Florida USA

ASSISTANT DIRECTOR, BUDGET OFFICE

CAPITAL BUDGET PREPARATION - Coordinated the County's Capital Budget and multi-year capital plan of \$251.8 million; utilized computer software (Microsoft Excel, Word, Sharepoint and SAP). Monitored the annual budget. *PERFORMANCE MANAGEMENT*-

Coordinated the annual performance management process based on a balanced scorecard approach in all County departments; Process included developing organization strategic objectives and initiatives; Facilitating development of management/department scorecards, performance measures and initiatives; Providing ongoing training; Benchmark business processes with other Counties; Communicating performance results; utilizing software (Active StrategyOnline). *MANAGER'S INITIATIVES* – Coordinated research and planning, establishing a Property Assessed Clean Energy (PACE) Program. Drafted a Board resolution creating the Solar Energy Loan Fund (SELF). Assisted County Manager with pursuing municipal service partnerships with Patrick Airforce Base by participating in stakeholder meetings with base officials, consultants and other municipal partners. *TRIM MANAGEMENT* - Responsible for TRIM (Truth In Millage) compliance to Florida Statutes.

December 2012 –
February 2015

MGR, PERFORMANCE MANAGEMENT & CAPITAL PLANNING, BUDGET OFFICE

CAPITAL BUDGET PREPARATION - Coordinated the preparation of the County's Capital Budget and multi-year capital plan of \$251.8 million; utilized computer software (Microsoft Excel, Word, Sharepoint and SAP). Monitored the annual budget. *PERFORMANCE MANAGEMENT*-Assisted in the implementation of a performance management process based on a balanced scorecard approach in all County departments; utilized software (Active StrategyOnline). Aligned the organizations strategies, goals and objectives with actionable department performance indicators. Developed a manual and provided training to departments.

March 2010 -
December 2012

December 2008 -
March 2010

BUSINESS SERVICES SECTION MANAGER, BREVARD COUNTY FIRE/RESCUE

BUDGET PREPARATION & ADMINISTRATION – Prepared and monitored the department's annual Operating Budget of \$76 million; utilized computer software (Microsoft Excel, Word, Sharepoint and SAP). **ACCOUNTING** – Managed the accounting function for the department. **PROCUREMENT** – Liaison to the Purchasing Office; Utilized SAP to assist in this area; and Prepare RFP documents.

December 2007–
November 2008

Miami-Dade County

Miami, Florida USA

CAPITAL BUDGET COORDINATOR, WATER & SEWER DEPARTMENT

BUDGET PREPARATION & ADMINISTRATION – Prepared the department's annual Capital Budget and multi-year capital plan of \$4.8 billion; Utilized computer software (Microsoft Excel, Word, FAMIS and ABDS). Evaluated and determined the amount required for bond issuance; and monitored the annual budget on a monthly basis. Supervised a professional staff of 6 people.

October 2002–
December 2007

MANAGER, PERSONNEL & ADMINISTRATION, GOVERNMENT INFO. CENTER.

BUDGET PREPARATION & ADMINISTRATION – Prepared and monitored the department's Operating Budget of \$ 5.5 million; utilized computer software (Microsoft Excel, Word, FAMIS and ABDS). **PERFORMANCE MANAGEMENT** -Developed the department's Business Plan including goals and performance measure; utilized software(Active StrategyOnline). **ACCOUNTING** – Managed the accounting function for the department. **PROCUREMENT** – Liaison between the department and the Office of Procurement Management **PERSONNEL** – Processed personnel matters for 60 employees. Supervised a staff of 20 people.

March 2000–
October 2002

CHIEF, BCC ADMINISTRATIVE DIVISION, BUILDING CODE COMPLIANCE.

BUDGET PREPARATION & ADMINISTRATION – Prepared and monitored the department's annual Budget of \$10 million; utilized computer software (Microsoft Excel, Word, FAMIS). **PERFORMANCE MANAGEMENT** -Developed the department's Business Plan to include annual goals and performance measures. **ACCOUNTING** – Managed the accounting function for the department. **PROCUREMENT** – Liaison to the Office of Procurement Management; **PERSONNEL** – Processed all personnel related matters for 60 employees. Supervised a staff of 15 people.

November 1998
– March 2000

BUDGET ANALYST, OFFICE OF BUDGET & MANAGEMENT. BUDGET

PREPARATION – Assisted in preparing the annual Operating Budget; Assisted in preparing the Capital Budget; Utilized computer software (Microsoft Excel, Word, FAMIS). **BUDGET ADMINISTRATION** – developed fiscal impacts for Commission documents; Monitored and analyzed performance against adopted budget.

March 1997 –
November 1998

ASSOCIATE AUDITOR, AUDIT MANAGEMENT SERVICES. SPECIAL ASSIGNMENTS

Executed assigned tasks as part of the approved audit program; Analyzed evidential data in support of audit objectives, conclusions and findings; Prepared work papers documenting the results of audit; Utilized computer software (Microsoft Access, Excel, and Word).

April 1990 –
February 1997

Milwaukee Metropolitan Sewerage District (MMSD)

Milwaukee, Wisconsin USA

SENIOR BUDGET ANALYST. BUDGET PREPARATION

- Prepared, with the assistance of staff, the annual O&M Budget of \$67 million; Assisted in preparation of the District's Capital Budget; Utilized computer software to improve quality of existing budgetary procedures.

Sept. 2004 -
April 2005

ASSOCIATE AUDITOR.

Assisted in the planning & performance of user charge audit of municipal wholesale customers; Conducted all audits in accordance with the MMSD Cost Recovery Procedures Manual. Assisted in performing construction audits of claimed costs incurred on modifications in accordance with Circular A-21; Assisted in performing audits of construction contractor's field site and/or home office overhead.

December 2015 -
March 2016

EDUCATION

Six Sigma Green Belt Training

Certificate of Attendance
Florida Benchmark Consortium

Nova Southeastern University

Davie, Florida USA
M.S Degree – Public Administration

Six Sigma Yellow Belt Training

Certificate of Attendance
Active Strategy Inc.

National Forum of Black Public Administrator's Executive Leadership Institute - Attended seven major Graduate Schools of Public Administration as part of this program.

Tuskegee University

Tuskegee, Alabama USA
B.S. Degree - Accounting

August 1983 -
May 1988