


RESOLUTION NO. 2711

BE IT RESOLVED, by the City of Salisbury, Maryland that the following individual is appointed to the Central City District Commission for the term ending as indicated.

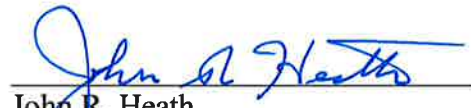
<u>Name</u>	<u>Term Ending</u>
John Rankin	12/2018

THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the Council of the City of Salisbury, Maryland held on December 12, 2016.

ATTEST:



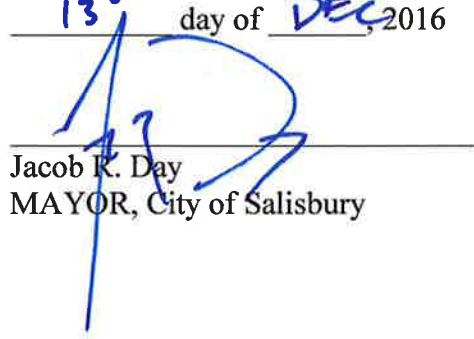
Kimberly R. Nichols
CITY CLERK



John R. Heath
PRESIDENT, City Council

APPROVED BY ME THIS

13th day of DEC, 2016



Jacob R. Day
MAYOR, City of Salisbury



MEMORANDUM

To: Julia Glanz, Assistant City Administrator
From: Nancy Talbott, Administrative Office Assistant
Subject: Appointment to the Central City District Commission
Date: December 9, 2016

Mayor Day would like to appoint the following person to the Central City District Commission for the term ending as indicated.

<u>Name</u>	<u>Term Ending</u>
John Rankin	December 2018

Attached you will find information from John Rankin and the Resolution necessary for his appointment. Please forward this information to the City Council so it may be placed on their agenda for the next Council meeting. Please let me know if you have any questions.

Attachment

cc: Mayor Day

JOHN P. RANKIN
601 N. Park Drive
Salisbury, Maryland 21804

November 23, 2016

Mayor Jake Day
City of Salisbury
125 N. Division Street
Suite 304
Salisbury, MD 21801

Dear Jake,

I am interested in being considered for one of the vacancies on the Central City District Commission. Having read the list of subjects involved with the commission's work, I realize that I have experience that could benefit the commission. Specifically, I was the Facility Manager of a 72,000 sq. ft. production facility for five years. In that role I was involved with the planning and construction of the new facility, working with the project's architectural firm and serving as an on-site observer during the facility's construction phase. Upon opening, I became the building's first Facility Manager.

I also have extensive experience with finances and investments. I serve as a treasurer for a large, local church; I was the Treasurer of the endowment fund for another local church; and I have 36 years of experience managing an investment portfolio. For other areas that the commission handles, for which I have no direct experience, I can bring broad experience in diverse fields that could be useful to the commission's work, including:

- Communications and writing
- Program/project management
- Analysis
- Administration
- Contracts and procurement

I am a city resident. My community involvement is summarized on my resume. I am always eager to learn. I would appreciate learning more about the commission and its work. Thank you for your consideration.

Best regards,

John Rankin

JOHN P. RANKIN

601 N. Park Drive, Salisbury, MD 21804

phone: 410-334-6333 cell: 443-880-7936 e-mail: the.write.idea@verizon.net

PROFESSIONAL EXPERIENCE

- | | | |
|---|---|------------------|
| Wine Manager | The Wine Rack, Fruitland, MD | 2014-2016 |
| <ul style="list-style-type: none">• Managed the store's wine program, including product selection (buyer) and conducting on-site/ off-site wine tastings and dinners for private groups and local organizations. Also responsible for customer service, inventory management and expanding the store's brand recognition through promotion/publicity. | | |
| Owner/Operator | DelmarvaWine.com, Salisbury, MD | 2012-2013 |
| <ul style="list-style-type: none">• Managed a website business that featured wine recommendations and buyer-friendly information for wine consumers on the Delmarva Peninsula. Wrote content for the website; managed all aspects of the business including accounting, website maintenance, social media and advertising sales. | | |
| Freelance Writer | Rankin Consulting, Salisbury, MD | 2009-2012 |
| <ul style="list-style-type: none">• Provided communication services to companies and organizations on a short-term or project basis. Services included marketing brochures, website content, proposals and reports.• Wrote 52 feature stories for magazines including "The Shore Life," "Annapolis Lifestyle," and "Metropolitan" magazine, where I also wrote the monthly wine column. | | |
| Program Analyst | Leon Snead & Company, Rockville, MD | 2003-2008 |
| <ul style="list-style-type: none">• Worked with Federal grant recipients to correct the administrative and financial issues identified in grant audits (OMB Circular A-133 audits).• Established effective relationships with high-level officials in municipalities and non-profit organizations to ensure grant compliance.• Analyzed accounting documentation to verify expenditures reported on grant financial reports. | | |
| Project Manager | Monteith Business Solutions, Inc., Annapolis, MD | 2002-2003 |
| <ul style="list-style-type: none">• Analyzed work flow to document current operations and recommend process improvements for a manufacturing client. Wrote job descriptions and developed work process descriptions for the consulting project's summary report binder. | | |
| Facility Manager | U.S. Department of Justice, Washington, DC | 1997-2002 |
| <ul style="list-style-type: none">• Planned, and then managed a 72,000 sq. ft. operations facility for the Department of Justice (DOJ). The facility housed the DOJ's mail, printing and warehousing operations. Managed these customer-focused operations to provide responsive logistical services throughout the DOJ.• Oversaw building maintenance and monitored maintenance contractors to ensure compliance with job orders and lease terms.• Analyzed operational supply costs and replaced high-cost sources with lower-cost vendors. | | |
| Management Analyst | U.S. Department of Justice, Washington, DC | 1988-1997 |
| <ul style="list-style-type: none">• Conducted process and procedure analyses to identify time and cost-saving opportunities.• Planned and directed a two-year project to install new mail metering equipment in 1,700 DOJ mail rooms across the country. Completed this project on time and with no significant issues.• Developed an informational seminar and presented it in 11 cities during a nationwide information campaign. Created a positive culture that increased acceptance of new mail procedures.• Wrote technical specifications for contracts to purchase goods and services. Monitored contracts after award to ensure contractor performance.• Managed an \$11 million contract with Pitney-Bowes for new mail processing equipment. | | |

EDUCATION

University of Maryland (College Park), B.A., Radio-TV-Film (journalism minor)

Community Foundation of the Eastern Shore: "Grant Writing: Beginner Tools and Tricks" (July 2016)

Wor-Wic Community College: "Preparing and Submitting Grant Proposals" (September 2016)

OTHER EXPERIENCE

- Writing experience includes proposals, reports, marketing materials, newspaper stories and letters published in the national media.
- 25 years of public speaking experience as an instructor, program spokesperson and Toastmaster.
- Proficient with Microsoft Office (Excel, Word). Managed my own business website and Facebook business page.

VOLUNTEER AND COMMUNITY INVOLVEMENT

- Salisbury Symphony Orchestra: current chair of the advisory board; member since 2010
- United Way of the Lower Eastern Shore: member of the Holiday Ball planning committee
- Mentored a middle-school student for three years with the Wicomico Mentoring Project
- Salisbury Area Chamber of Commerce: led the benchmarking team for the Chamber's successful re-accreditation process during 2012