
Profile

Begin by inserting your email address. If you have an existing account, a message will be delivered to the email address on file. Please use a single email address throughout your experience with the Pinellas Boards, Councils, and Committees application. For specific instructions, visit [Boards, Councils & Committees - Applicants - Pinellas County](#).

Prefix

Mr

JAMES

First Name

JOHN

Middle
Initial

BACHTELER

Last Name

designjbach@earthlink.net

Email Address

2960 Dundee Drive

Street Address

Highland Lakes

Suite or Apt

Palm Harbor

City

FL

State

34684

Postal Code

Home: (727) 785-2040

Primary Phone

Alternate Phone

Board Records / Finance
Division / Clerk Of The Circuit
Court And Comptroller

Employer

Senior Records Specialist

Job Title

Occupation

Retired**Which Boards would you like to apply for?**

Historic Preservation Board: Submitted**To which Commissioner are you applying?**

None Selected

Are you currently a Pinellas County resident?

☒ Yes ☐ No

If you are a Pinellas County resident, for how long?

16 Years

Are you registered to vote in Pinellas County?

☒ Yes ☐ No

Are you currently serving on any Pinellas County boards, councils, or committees?

☐ Yes ☒ No

If you are currently serving on any Pinellas County boards, councils, or committees, please name.

Pinellas County Historic Preservation Board

Do you have or hold any employment or contractual relationship with any business or any agency which is subject to the regulation of or is doing business with Pinellas County?

☐ Yes ☒ No

If you have or hold any employment or contractual relationship with any business or any agency which is subject to the regulation of or is doing business with Pinellas County, please explain.

Not Applicable

Do you serve on any state, regional or local government boards, councils or committees?

☐ Yes ☒ No

If you serve on any state, regional or local government boards, councils or committees, please explain.

Not Applicable

Are you currently an officer, director, board member, or voting member of any for profit or not for profit entity?

☐ Yes ☒ No

If you are currently an officer, director, board member, or voting member of any for profit or not for profit entity, please list any such entity.

Not Applicable

Are you current with all taxes and any other financial obligations?

☒ Yes ☐ No

If you are not current with all taxes and any other financial obligations, please explain.

Have you been convicted of a Public Entity Crime? Public entity crime is defined by Florida Statute, sec. 287.133 as a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

☐ Yes ☒ No

If you have been convicted of a Public Entity Crime, please explain.

Have you been convicted of a financial felony?

☐ Yes ☒ No

If you have been convicted of a financial felony, please explain.

Have you ever been convicted of a crime against children or seniors?

☐ Yes ☒ No

If you have ever been convicted of a crime against children or seniors, please explain.

Are you currently, or have you ever sued Pinellas County?

☐ Yes ☒ No

If you currently, or have ever sued Pinellas County, please explain.

Have you ever been arrested, charged, or indicted for violation of any federal, state, county, or municipal law, regulation or ordinance? (Exclude traffic violations for which a fine or civil penalty of \$150 or less was paid)

☐ Yes ☒ No

If you have ever been arrested, charged, or indicted for violation of any federal, state, county, or municipal law, regulation or ordinance, please explain.

[Pinellas County Boards and Commissions Standards of Conduct for Citizen Appointees](#)

Interests & Experiences

State your background, including your education, work experience, civic or community organization memberships and positions, and any professional licenses or memberships, and explain how this applies to the function of the board, council or committee.

James Bachteler has a long interest in Historic Preservation of Buildings, Green Spaces, Monuments, and Public Artwork. In Atlanta, Mr.; Bachteler had interaction with various Architectural Firms, Public Committees, and other entities to help preserve the Historic Flavor of Atlanta's Rich Heritage. The Margaret Mitchell House renovation and Historic Downtown Marietta projects were of some of his interests. In preparation for the 1996 Atlanta Olympic Summer Games, there were several major areas that were the focus of preservation and revitalization to show how much Atlanta appreciated its treasured structures and monuments. Mr. Bachteler was very vocal on the fate of the Belleview Biltmore Hotel when it was slated for demolition. Preservation of the Rich Cultural Fabric of Pinellas County is most important Today and for the Future. Thank You for Your Consideration of this Application. Work Experience is reflected on the Attachments. Mr. Bachteler is a Retired Employee from the Clerk's Office of Pinellas County.

Question applies to Historic Preservation Board

Upload a Resume (required to apply for the
Historic Preservation Board)

Upload a Resume

Demographics

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Male

05/16/1947

Date of Birth

JAMES JOHN BACHTELER

The Pinellas County Commission strives to promote diversity and provide reasonable accommodations for individuals with disabilities. If you are requesting accommodation, please indicate below:

Not Applicable

By clicking on "I Agree," below, I affirm that the information above is true and correct, and that I have read and agree to be bound by the Pinellas County Standards of Conduct for Board Appointees. I further understand and agree to the responsibilities and commitment of time associated with an appointment to a Pinellas County board, council, or committee.

☒ I Agree *

All material submitted to Pinellas County is subject to the public records law of the State of Florida including Chapter 119, Florida Statutes.

Persons with disabilities needing reasonable accommodations to apply for an appointment to a Pinellas County Board may contact the Pinellas County Office of Human Rights at accommodations@pinellas.gov, or by phone at (727) 464-4882 to discuss.

INTRODUCTION AND SUMMARY OF CAREER ACHIEVEMENT
LOCAL GOVERNMENT ADMINISTRATION
AND DOCUMENT MANAGEMENT RESPONSIBILITIES

This Candidate has been working in a Technology-based Administrative environment for the **Pinellas County Office of the Clerk of the Circuit Court and Comptroller** performing **Records Management Activities**, and related **Information Systems Technology** and **Database Management** activities for public records research and other governmental functions. Term of Service began in August 2006 and the 10th Anniversary of Employment was in August 2016.

As a **Records Specialist 3** with the Board Records Department of the Finance Division, the professional atmosphere includes an Electronic Documentation Program for Development, Coordination and Implementation Processes using the ***Documentum ApplicationXtender/WebXtender*** software in coordination with ***MS ACCESS*** database management software. The primary function initially was the electronic documentation of the records of the actions of the Board of County Commissioners, and over the years evolved to include Water & Navigation Dock Permits and Home Solicitation Permits.

During the ten years of professional work in the Pinellas Clerk's Office, additional activities included processing of Dock Permit applications, Home Solicitation Permit applications, and Value Adjustment Board (VAB) Petitions for a Hearing to adjust Property Values and Property Taxes utilizing the ***AXIA*** software platform.

Beginning in October 2015, self-training resulted in abilities to navigate through the new Agenda Automation System using the ***Granicus Legistar*** software to be coordinated with the ongoing research elements of the ***Documentum*** program. This candidate was able to accomplish a self-awareness of this new technology and then implement the necessary coordination of Board actions with the various departments involved. Communication with several County divisions, as well as with 24 Municipalities, Taxing Districts, Fire Districts and the general public is constant throughout this process.

As staff changes occurred over the past ten years, additional responsibilities include preparation of Public Hearing Notices to be published in the newspaper, filing of adopted Ordinances with the State of Florida Administrative Code Unit in Tallahassee, Recording of adopted Resolutions, coordination of Public Hearing Notice calendars, and other functions as necessary to keep the department functioning without disruption. Some activities also included using Graphics knowledge to produce flyers and posters for Employee Appreciation Week or for other related social activities.

Employee is a Notary Public commissioned in the State of Florida and was previously a Notary Public commissioned in the State of Georgia.

INTRODUCTION AND SUMMARY OF CAREER ACHIEVEMENT

Prior to employment with Pinellas County, knowledge of Database Management and other technology included over 15 years of experience with many software programs including ***iMIS, SQL Server, FoxPro, Oracle*** and ***Paradox*** relational database management systems, as well as the everyday use of all Microsoft programs, including ***Word, Excel, Access, Publisher*** and ***Works***, and the knowledge of ***Lotus Approach, Lotus123, LotusWordPro*** and ***Wordstar Professional***. Familiarization with ***MS PowerPoint*** and ***MS Project*** is currently underway.

Multi-tasking through a project answers the demand for flexibility in today's marketplace. This has been met by the diversity of experience attained by an extensive and diverse work history. This candidate considers his knowledge and experience an asset to any organization that can appreciate his contribution to their success and further development.

Over the course of being a member of the Board Records Department, representation on various committees has included the Finance Division Action Plan Improvement Committee, the Clerk's Office Safety Committee, the Employee Communications Committee, the Critical Knowledge Planning Committee, and as an alternate to the Employee Advisory Committee.

Details of the various functions performed as outlined above follow on the subsequent pages as well as previous employment information. Education information can be found on the application submitted in coordination with this document.

PINELLAS COUNTY GOVERNMENT
OFFICE OF THE CLERK OF THE CIRCUIT COURT AND COMPTROLLER
BOARD RECORDS DEPARTMENT – FINANCE DIVISION
CLEARWATER, FLORIDA

POSITION: Records Specialist 3 – Documents Management (10.5 Years)

PRIMARY FUNCTION:

**The Development and Implementation of Documents Management
for Records related to the actions of the Board of County Commissioners
Includes processing of Records Requests and Documents Research**

Secondary Functions:

**Processing of Water & Navigation Dock and Dredge & Fill Permits
Processing of Home Solicitation Permits
Processing of Value Adjustment Board Hearing Request Petitions
State-filing of Adopted Ordinances
Recording of Adopted Resolutions
Preparation of Documents for Records Storage**

Function Descriptions :

Documentation Management:

This process is an integration of the use of several software platforms working together: **MS ACCESS**, **Adobe Acrobat**, and **Documentum AppXtender** continuously. Due to the staff cut-backs of 2008, the responsibilities for James Bachteler were expanded to include all aspects of the functions of the Front Counter of the Board Records Department: processing of Dock Permits, processing of Home Solicitation Permits, Cashier functions, Customer Service functions including phone calls and face-to-face counter visitors.

In October 2015, the introduction of the Agenda Automation System resulted in a new coordination of the **Granicus Legistar** System with the existing **Documentum ApplicationXtender** system. Training for the **Granicus** system was done by “Self-training” – no formal training was attended.

Records Management:

Cashier Responsibilities require handling money, checks, and cash. Cash & Check Receipt Logs are kept in **MS ACCESS** Database. Daily Log Reports are produced. Using **OPUS**, General Ledger/Journal Voucher functions are performed. There are no Budget elements performed. In the cases of Research requests and Requests for Information, a review of the time factors involved in the research would be calculated and then the Customer would be informed of the costs involved to fulfill the Request.

Function Descriptions : (Continued)

Advertising of Public Hearing Notices requires coordination with authorizing Department and the ***Tampa Bay Times*** or the ***Business Observer*** for timely publication prior to the Public Hearing at the designated Meeting of the Board of County Commissioners. Advertising documentation is retrieved from the ***Granicus Legistar*** program once uploaded by the authorized Drafter. Includes maintaining the Department Advertising Log in ***EXCEL***.

Recording of Adopted Resolutions, Plats, Ordinances, and other documents that have been approved by the Board. Distribution of recorded documents as necessary. Distribution of Certified copies as necessary to various departments and/or the Public as instructed by the action of the Board.

Filing of Ordinances with the State of Florida, Administrative Code Unit, once adopted by the Board of County Commissioners within the State Statute time limitation. Distribution of State-filed Ordinances by e-mail to Municipal and County Contacts.

Processing of Petitions to the Value Adjustment Board to Request a Hearing for adjustment of Property Appraisals and/or Property Tax issues. This utilizes the AXIA software program. Also includes preparation of documents for Hearings and post-hearing upload of Property Owner and Property Appraiser Evidence from the hearings.

Constant day-to-day interaction with County Departments, the Board of County Commissioners offices, the County Administrator's office, and at times, the County Attorney's office, as well as acting on information requests from Municipalities and the General Public.

Software Applications:

<i>Documentum ApplicationXtender / WebXtender</i>	The Document Management process is primarily designed to utilize this online software. The process includes a cross-indexing of information between MS ACCESS and Documentum ApplicationXtender using PDF files prepared in Adobe Acrobat software. The Indexes created in MS ACCESS are then uploaded to Documentum ApplicationXtender database. There is a constant update for not only BCC-related information as well as Dock Permits, Home Solicitation Permits, and Board reporter Log Notes.
<i>Granicus Legistar Agenda Automation System</i>	This Document Management process is primarily designed to set up the Board Agenda and subsequently the resulting meeting Minutes of BCC Meetings. Individual Drafters input the initial information to create the Agenda Item description and the preliminary documentation. The Records Specialist then updates the Agenda Item attachments list with the approved and adopted information. The process includes a coordination of information between Granicus Legistar and Documentum ApplicationXtender using PDF files prepared in Adobe Acrobat software. This software is also used to retrieve the Advertising information for the Publication of Notices of Public Hearings that will be on future Agendas.
<i>AXIA Online Applications Database for Value Adjustment Board (VAB) Cycle</i>	This Application Software is used for the processing of Value Adjustment Board (VAB) Petitions and Fees Paid, as well as for additional documentation including Petitioner and Property Appraiser Evidence, Hearing Notices, Petition Withdrawals, and other documentation. The Petitioner, as well as the Property Appraiser, and the Special Magistrates have access to portions of the AXIA database using their unique Login and Password.
<i>Adobe Acrobat Professional</i>	All files prepared for Documentum ApplicationXtender are prepared and SCANNED into PDF format prior to upload to the database. Documentation is reviewed and strict quality control methods are used to ensure the quality of the finished PDF files.
<i>MS Access</i>	This is the most Important of the Microsoft Office Suite used: The Document Management databases are designed in MS ACCESS : Document Management, Cash/Check Log, Recording, and the Docks database. This software is used continuously all day.
<i>MS Excel</i>	This is the primary software used for creating Spreadsheets and some Reports that may not be designed in MS ACCESS for Document Management item.
<i>MS Word</i>	This is the primary software used for composing letters, memorandums, some reports, informational sheets for Document Management files, and other MS WORD Document items. Proof-reading of Newspaper Advertisements for Public Hearing Notices is another task using MS WORD software..
<i>MS Outlook (email)</i>	Consistent Daily Use of MS OUTLOOK to Communicate with other County Departments and Personnel, as well as communication with other Municipalities and the County Citizens. The filing of Pinellas County adopted Ordinances is now a procedure using MS OUTLOOK between the County and Florida Department of State, Administrative Code Unit. Research results in Adobe Acrobat PDF format are transmitted by use of MS OUTLOOK .
<i>Internet Explorer (browsers)</i>	In addition to the use of MS OUTLOOK (see above) the Internet is used for Research of other State, County, and Municipal websites. Without Internet Explorer, the functions of the Oracle System (OPUS) would not be accomplished (Time Sheets, Payroll Slip, Absence Management, Daily General Ledger).
<i>OPUS (Oracle)</i>	Oracle/OPUS is used for Creation of Time Sheets , Absence Management , and Payroll Slip functions for the Employee. The OPUS General Ledger Function is used for Journal Voucher reporting of Monies collected and Deposits made.

ARTHRITIS FOUNDATION
GEORGIA CHAPTER – METROPOLITAN ATLANTA BRANCH
Atlanta, Georgia

POSITION: Associate Director of Development (4.5 Years)

Special Events Planning and Implementation
Marketing of Special Events and Arthritis Programs
Development of Chapter Management System (DATALINK)

PRIMARY FUNCTION:

The Development, Planning, Coordination and Implementation of
Arthritis Foundation Special Events for Fund Raising Activities

Secondary Functions:

DATALINK: To Manage the Input and Maintenance of Data for all
Donor Contribution and Special Events databases:

- **Donor Contribution database for Georgia (FoxPro)**
- **Special Events Participation registration database (FoxPro)**
- **Mailing Lists for marketing of arthritis programs (Lotus)**

Function Descriptions :

Development of SPECIAL EVENTS PROGRAMS FOR FUND RAISING

- **Planning of Special Event Program per National Office Guidelines**
- **Coordination of Marketing and Promotional materials**
- **Visual Communications Design of marketing materials**
- **Donor Contributions and Arthritis Services Tracking**
- **Telethon Contributions Tracking**

EVENTS OF NOTE:

Atlanta *MINI GRAND PRIX* at Buckhead Cart Street Race
***Jingle Bell Run for Arthritis* 5K Run/Walk**
Arthritis Foundation Golf Classic
All Star Salute to Secretaries and Administrative Assistants
Arthritis Foundation Annual Telethon

Additional Functions:

- **Monitors the data input and updating done by all other personnel**
- **Remains part of ongoing development management team**
- **Oversees data input at on-site event locations**
- **Provides Boards of Directors with quarterly reports**

Support Functions to other areas:

- **Preparation of Grant Proposal data**
- **Preparation of Special Event mailings**
- **Maintenance of related database hard-copy files**
- **Marketing of Special Programs and Services**
- **On-site database management where required**

GFB INTERNATIONAL INC.
LOGISTICS FOUNDATION OF AMERICA (LFA)
Institute of International Transportation & Logistics (ITRAN)
American Society of Transportation and Logistics (AST&L)
International Intermodal Expo / eLogistics Conference
Atlanta, Georgia

POSITION: MANAGER / Database Operations (3.5 Years)

Manager / Expo Registration Services

Manager / Marketing of ITRAN Certification Program

PRIMARY FUNCTION:

To Oversee the Input and Maintenance of Data for all corporate databases, including, but not limited to:

- ***iMIS* Registration Database (GFB, AST&L, ITRAN)**
- **GFB *MS Excel* spreadsheet databases**
- **GFB *MS Excel* Marketing Database (Expo Mailing List)**
- **AST&L *MS ACCESS* Membership Database (AST&L)**

Function Descriptions :

Management of MASTER EXPO OPERATIONS DATABASE

- ***iMIS* Interrelational Membership Database:**
 - **Membership tracking (GFB, AST&L, ITRAN)**
 - **Trade Show registrations (EXPO, AST&L)**
 - **Event participation (GFB Awards Dinner)**

Management of the Intermodal Expo Marketing Database (Mail List)

- **Main Excel database for the mailing of event information**
- **Support database for AST&L potential member lists**
- **Production of reports, mailing labels, merge letters**

Additional Functions:

- **Monitors the data input and updating done by all other personnel using the databases**
- **Trade Show management staff and support**
- **Oversees data input at on-site locations**
- **Marketing of ITRAN Certification Educational Program**
- **Monitoring of AST&L Subscription database and mailings**
- **Provides Boards of Directors with quarterly reports**

Support Functions to other areas:

- **Preparation of bank deposits and payment coordination**
 - **GFB and LFA Expo Registration receivables**
- **Preparation of Special Event and Education Program mailings**
- **Marketing of Special Programs (LFA, EXPO, ITRAN)**
- **On-site trade show registration management**

OVERVIEW OF SPECIAL EVENTS

PARTICIPATION AND

VOLUNTEER COORDINATION

Atlanta, Georgia

1996 Centennial Olympic Games:	Opening and Closing Ceremonies Performance Volunteer Recruiting and Assignments Pre-Games Test Events Corporate Sponsor Hospitality
---------------------------------------	--

1996 Paralympic Games:	Volunteer Placement Steering Committee Opening and Closing Ceremonies Field Host Volunteer Coordination with United Way
-------------------------------	--

1996 U.S. Track and Field Championships:	VIP Security for Vice President Al Gore
---	--

1996 Tour DuPont Bicycle Championship:	Course Marshal / Volunteer Recruitment
---	---

1995 Pan American Race Walk:	Course Marshal
-------------------------------------	-----------------------

<i>Sacred Art of Russia from Ivan the Terrible</i> <i>To Peter the Great: (Spring 1995)</i>	Staff Supervisor / Audio Tour Preview Party VIP Host Volunteer Recruitment
--	---

Arts Festival of Atlanta:	Volunteer Steering Committee Manager / Volunteer Assignments Database VIP Host / Festival Preview Party
----------------------------------	--

Atlanta Track Club:

Peachtree Road Race:	Course Security / Finish Line
Atlanta Marathon:	Course Marshal

Georgia State Games Championships:	Volunteer Operations / Recruitment Volunteer Assignments Database Opening Ceremonies Production VIP Host / Preview Reception Hospitality Services
---	--

First Union Grand Prix Championship:	Course Marshal / Security Hospitality Services Volunteer Recruitment
---	---

1994 NFL Super Bowl Championship:	VIP Guest Host NFL Experience / Volunteer Coordinator
--	--

Volunteer Programs - Pinellas County, Florida

**Kiwanis Club of Safety Harbor: Kiwanis of Safety Harbor Art Shows – Volunteer Recruiting;
Food Court Volunteer**

Honda Grand Prix of St. Petersburg: Volunteer with Pinellas CVB – Credentials Center

**Paint Your Heart Out – Safety Harbor: Volunteer – Administrative Services (Fund-Raising)
Volunteer Recruiting – Pinellas County Employees**

Gasparilla Festival of the Arts (Tampa): Artist Market Volunteer – Artist Hospitality Center

Safety Harbor Wine Festival: Volunteer – Ticket Sales (To Benefit Kiwanis Club)

HEERY INTERNATIONAL INC.
ARCHITECTS * ENGINEERS * GRAPHIC DESIGN
Atlanta, Georgia

POSITION: **Architectural Technology Professional Staff (12 Years Total)**
Assistant Project Manager, Construction Phase
Graphic Design and Architectural Signage
Database Management and Marketing Services

PRIMARY FUNCTION:

Architectural Technology, including:

- **Preparation of Contract Documents for Construction**
- **Coordination of Architectural Documents with other disciplines, including electrical and mechanical**
- **Project Management, Construction Phase, including Shop Drawing coordination and field work**
- **Preparation of Schedules: Door, Hardware, Finish, etc**
- **Design Change and Field Order Coordination**
- **Certificate of Occupancy phase, including Punch List preparation, checking and other disciplines coordination**
- **Move-in Phase Coordination and Final Punch List**
- **As-Built Document preparation and Owner sign off**
- **Visual Communications Design, including Signage, and Contract Bid Documents Presentation preparation**
- **Preparation of Specifications and Discipline Coordination**
- **Extensive use of computer documentation including Lotus**
- **Marketing programs for Professional Services**

Additional Function Descriptions :

Development of MASTER OPERATIONS DATABASE (5 Year Project)

Software: Oracle and SQL, Digital Datatrieve on VAX 785

- **Marketing of Professional Services Database:**
Fortune 500 Executives, SIC Codes, et al
Personnel Project Experience and Services Tracking
Completed Heery Projects Tracking
Management of the Master Mailing List
Support database for potential proposal lists

Support Functions to other areas:

- **Preparation of Requests for Proposal when required**
- **Preparation of special mailings when required**
- **Maintenance of related database hard-copy files**
- **Marketing of Special Programs**
- **On-site database management where required**

INFORMATION SYSTEMS TECHNOLOGY AND DATABASE MANAGEMENT For SPECIAL EVENTS DEVELOPMENT

Software Utilization Summary ***[Prior to Pinellas County Government Employment]***

iMIS Membership Database (Advanced Solutions International) (Windows Platform)

GFB International Inc. and Logistics Foundation of America

Membership Tracking for individuals and organizations
Registration Tracking for Trade Shows
Education and Meetings Tracking

FOXPRO (DOS Platform) – ***DATALINK*** CHAPTER MANAGEMENT SYSTEM

Arthritis Foundation, Georgia Chapter / Atlanta Branch

Database Management for Donor Database
Management of Special Events Participants, Registration fees, etc.

PARADOX (For both Windows and DOS)

Arts Festival of Atlanta, Volunteer Participant Database

Georgia State Games Commission, Volunteer Participant Database

Management of Registration and Assignments of Volunteers

ORACLE Relational Database Integration (DOS Platform)

DATARIEVE (Digital Equipment Corporation)

Heery International Inc. / Heery Architects & Engineers Inc.

Development and Management of Marketing Database
Development and Management of Personnel Database
Analysis and Preliminary Programming of ORACLE Database

SQL Server Database Development and Management: Southeastern Flower Show

Microsoft Excel, Access, Word: Administrative Integration with above

Microsoft Publisher and PowerPoint: Preliminary familiarization and education

Lotus 1-2-3, WordPro: Administrative Integration with above

WordStar Professional: Administrative Integration with above

Crystal Reports: Preliminary familiarization and Education

Convention Services Management and Participant Registration

Several Windows-based products as required by individual association

Including Registration Management, Reports, Badge Printing, etc.

Programs: AR Systems, Galaxy/ExpoExchange; CompuSystems Registration Management; iMIS

JAMES J. BACHTELER

2960 Dundee Drive, Palm Harbor, Florida 34684
727-785-2040 jbachdataspec@earthlink.net

***INTRODUCTION AND
SUMMARY OF CAREER ACHIEVEMENT
IN ARCHITECTURAL TECHNOLOGY***

The professional experience for Jim Bachteler includes over twenty years involvement in Architectural Technology, Visual Communications Design, Interior Space Planning, Architectural Signage, Construction Phase Coordination and Marketing of Professional Services. An additional eighteen concurrent years have been in the utilization of Information Systems Technology and Database Management for both the commercial and corporate sector as well as the non-profit and service industry fields.

Architectural experience includes the coordination of schedules, specification adherence, work status reports and client and contractor contact. In the non-profit and service industries sector, experience includes membership services and educational program coordination and marketing; visual communications and materials production; interaction with corporate sponsors, the media and the public; and volunteer operations and services. Commercial business applications and related industry experience includes trade show planning and registration management, exhibits coordination, meeting planning and scheduling, materials production and on-site operations.

For more than eighteen years, the daily routine for all activities had been centered on the use of network computer systems related to Architectural Technology and Construction Project Management. Knowledge of Information Technology and Database Management afforded the opportunity of working with many software programs including iMIS, Oracle, FoxPro and Paradox database management systems, as well as the everyday use of all Microsoft programs, including Word, Excel, Access, Publisher, Outlook, and Works, and the knowledge of Lotus 123 and WordPro. Introductory applications for AutoCADD were begun, but a change of work environment stalled further advancement of those applications.

Always open for new challenges, James Bachteler found that multi-tasking through a project responds to the demand for flexibility in today's marketplace. This has been met by the diversity of experience attained by his extensive work history. In recognition for his leadership attributes, this environment afforded involvement in the Ceremonies activities of the 1996 Centennial Olympic Games and as a Volunteer Coordinator for the Atlanta Committee for the Olympic Games as well as Committee positions for the 1996 Paralympic Games and the Arts Festival of Atlanta.

Working in the appropriate team environment, James Bachteler is an asset to any organization that recognizes his talents. Mr. Bachteler currently is employed with Pinellas County Government, in Clearwater, Florida. Although he does actively work in the Architectural Community, he does maintain a knowledge of Architectural trends and follows all major architectural projects in the region.

Your consideration of this interest in your organization is appreciated.

HEERY INTERNATIONAL INC.
ARCHITECTS * ENGINEERS * GRAPHIC DESIGN
Atlanta, Georgia

POSITION: Architectural Technology Professional Staff (12 Years Total)
Assistant Project Manager, Construction Phase
Graphic Design and Architectural Signage
Database Management and Marketing Services

PRIMARY FUNCTION:

Architectural Technology, including:

- Preparation of Contract Documents for Construction
- Coordination of Architectural Documents with other disciplines, including electrical and mechanical
- Project Management, Construction Phase, including Shop Drawing coordination and field work
- Preparation of Schedules: Door, Hardware, Finish, etc
- Design Change and Field Order Coordination
- Certificate of Occupancy phase, including Punch List preparation, checking and other disciplines coordination
- Move-in Phase Coordination and Final Punch List
- As-Built Document preparation and Owner sign off
- Visual Communications Design, including Signage, and Contract Bid Documents Presentation preparation
- Preparation of Specifications and Discipline Coordination
- Extensive use of computer documentation including Lotus
- Marketing programs for Professional Services

Additional Function Descriptions :

Development of MASTER OPERATIONS DATABASE (5 Year Project)

Software: Oracle and SQL, Digital Datatrieve on VAX 785

- Marketing of Professional Services Database:
Fortune 500 Executives, SIC Codes, et al
Personnel Project Experience and Services Tracking
Completed Heery Projects Tracking
Management of the Master Mailing List
Support database for potential proposal lists

Support Functions to other areas:

- Preparation of Requests for Proposal when required
- Preparation of special mailings when required
- Maintenance of related database hard-copy files
- Marketing of Special Programs
- On-site database management where required

ATLANTIC BUILDING SYSTEMS INC.

ENGINEERED METAL BUILDING DESIGN

Division of Atlantic Steel Company, Atlanta, Georgia

POSITION: Architectural Technology Professional Staff (1 Year)
Architectural Coordination for Metal Building Manufacture

PRIMARY FUNCTION:

Architectural Technology, including:

- **Preparation of Contract Documents for Construction**
- **Coordination of Architectural Documents with other disciplines, including electrical and mechanical**
- **Preparation of Schedules: Door, Hardware, Finish, etc**
- **Design Change and Field Order Coordination**
- **Move-in Phase Coordination**
- **As-Built Document preparation**
- **Visual Communications Design, including Signage**
- **Preparation of Specifications and Discipline Coordination**

#

WESTINGHOUSE ELEVATOR COMPANY INC.

ARCHITECTURAL COORDINATION DESIGN

Atlanta, Georgia

POSITION: Architectural Technology Professional Staff (1 Year)
Architectural Coordination for Elevator Manufacture
Elevator and Escalator Systems Design

PRIMARY FUNCTION:

Architectural Technology, including:

- **Preparation of Contract Documents for Elevator and Escalator Systems Manufacture**
- **Coordination of Architectural Documents with other disciplines, including electrical and mechanical**
- **Shop Drawing coordination and field work**
- **Preparation of Schedules: Door, Hardware, Finish, etc**
- **Design Change and Field Order Coordination**
- **Move-in Phase Coordination**
- **As-Built Document preparation**
- **Visual Communications Design, including Signage**
- **Preparation of Specifications and Discipline Coordination**

LEROY W. VANOVER, ARCHITECT, INC.

Atlanta, Georgia

POSITION: Architectural Technology Professional Staff (1 Year)
Commercial Residential/Multi-Family Shopping Centers

PRIMARY FUNCTION:

Architectural Technology, including:

- Preparation of Contract Documents for Construction
- Coordination of Architectural Documents with other disciplines, including electrical and mechanical
- Preparation of Schedules: Door, Hardware, Finish, etc
- Design Change and Field Order Coordination
- As-Built Document preparation
- Signage Coordination
- Preparation of Specifications and Discipline Coordination

#

EDWARD H. HANSON, ARCHITECT, INC.

Clearwater, Florida

POSITION: Architectural Technology Professional Staff (1 Year)
Residential/Multi-Family Commercial Institutional

PRIMARY FUNCTION:

Architectural Technology, including:

- Preparation of Contract Documents for Construction
- Coordination of Architectural Documents with other disciplines, including electrical and mechanical
- Shop Drawing coordination for manufacture
- Preparation of Schedules: Door, Hardware, Finish, etc
- Change Orders and Field Orders
- As-Built Document preparation
- Signage Coordination
- Preparation of Specifications Requirements

SIMPSON IRON WORKS INC.

NAB CONSTRUCTION INC.

Long Island City, New York

***POSITION:* Architectural Engineering Professional Staff (1.5 Years)**
Architectural Coordination for Miscellaneous Metals Fabrication

PRIMARY FUNCTION:

Architectural Engineering Technology, including:

- **Preparation of Contract Documents for Miscellaneous Metals Fabrication**
- **Preparation of Schedules: Door, Hardware, Finish, etc**
- **Design Change and Field Order Coordination**
- **Visual Communications Design: Interstate Highway System Signage**

#

ADLER & NEILSEN ENGINEERING INC.

Long Island City, New York

***POSITION:* Architectural Engineering Professional Staff (1.5 Years)**
Architectural Coordination for Miscellaneous Metals Fabrication

PRIMARY FUNCTION:

Architectural Engineering Technology, including:

- **Preparation of Contract Documents for Miscellaneous Metals Fabrication**
- **Coordination of Architectural Engineering Documents**
- **Shop Drawing Preparation**
- **Preparation of Schedules: Door, Hardware, Finish, etc**
- **Design Change and Field Order Coordination**
- **As-Built Document preparation**

#

GIBBS & HILL ENGINEERING INC.

New York City, New York

***POSITION:* Engineering Technology Professional Staff (1 Year)**
Engineering Coordination for Electrical Transmission Lines
Preparation of Manufacturing Documents

PROJECTS OF NOTE

Heery International Inc.

Architecture:

**Georgia Power Company Corporate Headquarters Building, Atlanta, GA
DuPont Chemicals Research Facility Campus, Research Triangle Pk, NC**

Visual Communications and Signage:

**San Antonio International Airport, San Antonio, TX
PruCare Medical Centers, Atlanta, GA
Greenville Hospital System, Greenville, SC**

Construction Phase Project Management Team:

**Life Insurance Company of Georgia Corporate Campus, Atlanta, GA
Georgia Power Company Headquarters, Atlanta, GA**

Westinghouse Elevator Company

Elevator and Escalator Systems for:

**Omni International Complex, Atlanta, GA (now CNN Center)
Atlanta Hilton Hotel and Towers, Atlanta, GA
The Summit Building, Atlanta, GA (now U.S. Federal offices)**

Leroy W. Vanover, Architect, Inc.

Architecture:

**Village Square Shopping Center and Kroger Food Store, Atlanta, GA
Covered Bridge Condominium Complex, Marietta, GA**

Simpson Iron Works Inc.

Engineering for Metals Fabrication:

Interstate Highway Signage Program for Verrazano-Narrows Bridge

Adler & Neilsen Engineering Inc.

Engineering for Metals Fabrication:

**Miscellaneous Metals Detailing for Stairways and Handrails,
Tower One, New York World Trade Center**

Gibbs & Hill Inc.

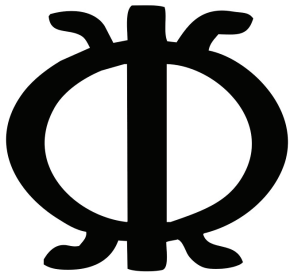
**Electrical Engineering Program for High Transmission Power Lines,
Kingdom of Saudi Arabia**

RESUME
Barbara J. Sorey-Love



**P.O. BOX 4141
CLEARWATER, FL 33758**

**727-485-3137
clearwaterafricanamerican@gmail.com**



Barbara J. Sorey- Love is a Publisher, Author, Historian, Community Servant. She was born in Clearwater, Florida in the basement of Morton F.Plant Hospital, on January 17, 1952 during the era of Jim Crow segregation. The basement was where the black Mothers and their newborn babies were housed when the infant was born. Her parents are Johnny and Johnnie Lee Sorey. She grew up in the Mack Dixon Subdivision, one of the 1st African American settlements founded in Clearwater, Florida, the year 1909. She attended Clearwater’s St. Johns Helping Hands Nursery School on Brownell Street. St. Johns Helping Hands was the school started by St. John Missionary Baptist and St. John Primitive Baptist Churches because there were no established schools of early learning for black children in Clearwater. Her kindergarten training was received in the home of PIONEER Home Schooler Mrs. Minnie Kerbo who taught many black children in her home on Garden Avenue.

She attended elementary school at Williams Elementary School in grades 1 through 6. Williams was the first all black Elementary School built in 1946 and opened in 1947 after World War II in the HISTORIC Mack Dixon Subdivision.

Barbara’s high school education began in 7th and 8th grade at the all black Pinellas High School built in 1935 in the Mack Dixon subdivision on South Madison Avenue and was re- built in 1954 at the new location on 1220 Palmetto Street where it remains today. Pinellas High was the only school in North Pinellas County black students North of Ulmerton Road to New Port Richey attended. Due to eminent domain and gentrification Williams Elementary and the community known as the Mack Dixon Subdivision aka Clearwater Heights were erased. Pinellas High School’s name was changed and those black students who grew up and went to school together were forced to attend the all white schools in Clearwater, Dunedin, Largo and Tarpon Springs.

After court ordered busing in 1963, she attended 9th grade at John F. Kennedy Middle School and Clearwater High School in 10th through 12th graduating from Clearwater High in 1969. She studied various academic courses at St. Petersburg College, Clearwater and University of South Florida, Tampa, thereby leading to gainful employment for 33 years in Purchasing as a Buyer Planner with the Square D Company (15 yrs.) and Conmed Linvatec (18 yrs.)

- * Barbara has written and published the following books:
Know Where You Going? You Gotta Know Where You Been! (Memoir) 2005 iUniverse (OUT OF PRINT)
Florida Girl Short Stories of Family, Community & History:1804-1969 (Memoir) 2007 iUniverse
CHRISTINE NEOMI MORRIS with BARBARA J. SOREY CHRISTINE WIGFALL MORRIS Stories of Family, Community and History (Memoir) 2010 PUBLISH AMERICA (heart warming memoir of Clearwater’s 1st African American Librarian)
VOLCANIC EXPLOSION! POEMS OF LIFE, LOVE & LIVING (POETRY) 2011 PUBLISH AMERICA

- *October 2016 Co-Organizer of North Greenwood Library’s ‘A Night at the Library’ Clearwater’s Annual Black History Event.
- *December 2016 - Barbara and former members of Clearwater Heights organized the Clearwater Heights Reunion Committee with the sole purpose of planning a cookout with former friends and relatives who once lived in the bustling community. From those conversations the question “what happened to the cemetery (St. Matthew Negro Cemetery)?” led to a full investigation to rediscover Clearwater’s erased cemeteries.
- *December 2021- as Chairperson for the Clearwater African American Memorial Cemeteries Committee she lead descendants, community organizers, NAACP and Clearwater Government leaders in a grassroots effort to have a Pinellas County Historic Preservation Board Marker Dedication for the erased cemetery at North Greenwood African American Memorial Cemetery.
- *August 2022 - Founded Clearwater African American Historical & Memorial Foundation, Inc.a 501c3 non profit whose sole purpose is to preserve and memorialize historic cemeteries, buildings and landmarks within the City of Clearwater and Pinellas County.
- *April 2023 -as Committee Co-Chair for the Pinellas High School Alumni 2023 Reunion Committee she led Alumni and community members to advocate for the successful re-naming of Pinellas High School to Pinellas High Innovation.
- *July 2023 - Presented a request for Historic Markers to be placed at St. Matthew Baptist Church African American Cemetery and Pinellas High Innovation before the Pinellas County Historic Preservation Board. Both were approved.
- * October 2023 - Former Board Member of 3C Society Non-Profit 501c3 as Communications Director
- * Mentors students at Pinellas High Innovation (Clearwater) and Douglas Jamerson Elementary (St. Petersburg)
- * **VOLUNTEER COORDINATOR** with Clearwater High School FREEDOM AMBASSADOR/LEADER IN ME students at North Greenwood African American Memorial Cemetery and Martin Luther King Jr. Center to clean up cemetery and surrounding campus
- ***MAY 2024** Clearwater Historical Society 2024 Trailblazing Women Honoree
- * **May 2025** Save the Garden - Advocacy to stop the sale of Historic S. Garden Avenue parking lot.

Profile

Begin by inserting your email address. If you have an existing account, a message will be delivered to the email address on file. Please use a single email address throughout your experience with the Pinellas Boards, Councils, and Committees application. For specific instructions, visit [Boards, Councils & Committees - Applicants - Pinellas County](#).

Prefix

Ms.

Barbara J. Sorey-

First Name

Middle
Initial

Love

Last Name

clearwaterafricanamerican@gmail.com

Email Address

2001 WORLD PARKWAY BLVD. UNIT 31

Street Address

Suite or Apt

Clearwater

City

FL

State

33763

Postal Code

Primary Phone

Alternate Phone

Employer

Job Title

Occupation

Historian, Author, Publisher, Community Advocate

Which Boards would you like to apply for?

Historic Preservation Board: Submitted

To which Commissioner are you applying?

☒ Dave Eggers (Single Member District 4)

Are you currently a Pinellas County resident?

☒ Yes ☐ No

If you are a Pinellas County resident, for how long?

65 plus years

Are you registered to vote in Pinellas County?

☒ Yes ☐ No

Are you currently serving on any Pinellas County boards, councils, or committees?

☐ Yes ☒ No

If you are currently serving on any Pinellas County boards, councils, or committees, please name.

Do you have or hold any employment or contractual relationship with any business or any agency which is subject to the regulation of or is doing business with Pinellas County?

☐ Yes ☒ No

If you have or hold any employment or contractual relationship with any business or any agency which is subject to the regulation of or is doing business with Pinellas County, please explain.

Do you serve on any state, regional or local government boards, councils or committees?

☐ Yes ☒ No

If you serve on any state, regional or local government boards, councils or committees, please explain.

Are you currently an officer, director, board member, or voting member of any for profit or not for profit entity?

☒ Yes ☐ No

If you are currently an officer, director, board member, or voting member of any for profit or not for profit entity, please list any such entity.

President and Founder of Clearwater African American Foundation Inc.

Are you current with all taxes and any other financial obligations?

☒ Yes ☐ No

If you are not current with all taxes and any other financial obligations, please explain.

Have you been convicted of a Public Entity Crime? Public entity crime is defined by Florida Statute, sec. 287.133 as a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

☐ Yes ☒ No

If you have been convicted of a Public Entity Crime, please explain.

Have you been convicted of a financial felony?

☐ Yes ☒ No

If you have been convicted of a financial felony, please explain.

Have you ever been convicted of a crime against children or seniors?

☐ Yes ☒ No

If you have ever been convicted of a crime against children or seniors, please explain.

Are you currently, or have you ever sued Pinellas County?

☐ Yes ☒ No

If you currently, or have ever sued Pinellas County, please explain.

Have you ever been arrested, charged, or indicted for violation of any federal, state, county, or municipal law, regulation or ordinance? (Exclude traffic violations for which a fine or civil penalty of \$150 or less was paid)

☐ Yes ☒ No

If you have ever been arrested, charged, or indicted for violation of any federal, state, county, or municipal law, regulation or ordinance, please explain.

I have never been arrested, charged or indicted for violation of any federal, state, county or munical law, regulation or ordinance.

[Pinellas County Boards and Commissions Standards of Conduct for Citizen Appointees](#)

Interests & Experiences

State your background, including your education, work experience, civic or community organization memberships and positions, and any professional licenses or memberships, and explain how this applies to the function of the board, council or committee.

Historian, Publisher, Author, 2024 Clearwater Historical Society Trailblazing Women Honoree. I've published 2 books on Clearwater African American History titles 'Know Where You Going? You Gotta Know Where You've Been!', Florida Girl Short Stories of Family, Community & History and Co-Authored Christine Wigfall Morris - Stories of Community, Family & History (Clearwater's First African American Librarian) Past Chairman of Clearwater African American Cemetery Committee aka 3C SOCIETY, President & Founder Clearwater African American Foundation Inc., Mission is to memorialize & preserve Clearwater & Pinellas County African American Places, Landmarks and Buildings, Co-Chairman of Pinellas High School Alumni Committee who successfully championed Pinellas County Schools to rename Clearwater Intermediate School to include the original name Pinellas High Innovation, Currently advocating the City of Clearwater to purchase for historical preservation Friendship Missionary Baptist Church the only church still standing in the Clearwater Heights Neighborhood, founded in 1909 as Mack Dixon subdivision.

Question applies to Historic Preservation Board

Upload a Resume (required to apply for the Historic Preservation Board)

Upload a Resume

Demographics

Ethnicity

☒ African American

Gender

☒ Female

01/17/1952
Date of Birth

Barbara J. Sorey- Love

The Pinellas County Commission strives to promote diversity and provide reasonable accommodations for individuals with disabilities. If you are requesting accommodation, please indicate below:

I am not requesting accommodations as a disabled individual.

By clicking on "I Agree," below, I affirm that the information above is true and correct, and that I have read and agree to be bound by the Pinellas County Standards of Conduct for Board Appointees. I further understand and agree to the responsibilities and commitment of time associated with an appointment to a Pinellas County board, council, or committee.

☒ I Agree *

All material submitted to Pinellas County is subject to the public records law of the State of Florida including Chapter 119, Florida Statutes.

Persons with disabilities needing reasonable accommodations to apply for an appointment to a Pinellas County Board may contact the Pinellas County Office of Human Rights at accommodations@pinellas.gov, or by phone at (727) 464-4882 to discuss.

Profile

Begin by inserting your email address. If you have an existing account, a message will be delivered to the email address on file. Please use a single email address throughout your experience with the Pinellas Boards, Councils, and Committees application. For specific instructions, visit [Boards, Councils & Committees - Applicants - Pinellas County](#).

Prefix

Reverend

J.C.

First Name

Pritchett

Last Name

Middle
Initial

revpritchett@gmail.com

Email Address

1725 28th Street South

Street Address

Suite or Apt

Saint Petersburg

City

FL

State

33712

Postal Code

Primary Phone

Alternate Phone

Interdenominational
Ministerial Alliance

Employer

CEO

Job Title

Occupation

Minister

Which Boards would you like to apply for?

Historic Preservation Board: Submitted

To which Commissioner are you applying?

☒ Rene Flowers (Single Member District 7)

Are you currently a Pinellas County resident?

☒ Yes ☐ No

If you are a Pinellas County resident, for how long?

55 years

Are you registered to vote in Pinellas County?

☒ Yes ☐ No

Are you currently serving on any Pinellas County boards, councils, or committees?

☐ Yes ☒ No

If you are currently serving on any Pinellas County boards, councils, or committees, please name.

Do you have or hold any employment or contractual relationship with any business or any agency which is subject to the regulation of or is doing business with Pinellas County?

☐ Yes ☒ No

If you have or hold any employment or contractual relationship with any business or any agency which is subject to the regulation of or is doing business with Pinellas County, please explain.

Do you serve on any state, regional or local government boards, councils or committees?

☐ Yes ☒ No

If you serve on any state, regional or local government boards, councils or committees, please explain.

Are you currently an officer, director, board member, or voting member of any for profit or not for profit entity?

☒ Yes ☐ No

If you are currently an officer, director, board member, or voting member of any for profit or not for profit entity, please list any such entity.

Interdenominational Ministerial Alliance Suncoast Tiger Bay Club St. Pete Museum of History

Are you current with all taxes and any other financial obligations?

☐ Yes ☒ No

If you are not current with all taxes and any other financial obligations, please explain.

Have you been convicted of a Public Entity Crime? Public entity crime is defined by Florida Statute, sec. 287.133 as a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

☐ Yes ☒ No

If you have been convicted of a Public Entity Crime, please explain.

Have you been convicted of a financial felony?

☐ Yes ☒ No

If you have been convicted of a financial felony, please explain.

Have you ever been convicted of a crime against children or seniors?

☐ Yes ☒ No

If you have ever been convicted of a crime against children or seniors, please explain.

Are you currently, or have you ever sued Pinellas County?

☐ Yes ☒ No

If you currently, or have ever sued Pinellas County, please explain.

Have you ever been arrested, charged, or indicted for violation of any federal, state, county, or municipal law, regulation or ordinance? (Exclude traffic violations for which a fine or civil penalty of \$150 or less was paid)

☐ Yes ☒ No

If you have ever been arrested, charged, or indicted for violation of any federal, state, county, or municipal law, regulation or ordinance, please explain.

[Pinellas County Boards and Commissions Standards of Conduct for Citizen Appointees](#)

Interests & Experiences

State your background, including your education, work experience, civic or community organization memberships and positions, and any professional licenses or memberships, and explain how this applies to the function of the board, council or committee.

12 years ago I founded Legacy Week, a celebration of African American history and success. Currently the Executive Director of The Suncoast Tiger Bay Club. Previously the President. Starting 7th year of CEO of the Interdenominational Ministerial Alliance. Pinellas County native.

Question applies to Historic Preservation Board

Upload a Resume (required to apply for the
Historic Preservation Board)

Upload a Resume

Demographics

Ethnicity

☒ African American

Gender

☒ Male

01/23/1970

Date of Birth

The Pinellas County Commission strives to promote diversity and provide reasonable accommodations for individuals with disabilities. If you are requesting accommodation, please indicate below:

By clicking on "I Agree," below, I affirm that the information above is true and correct, and that I have read and agree to be bound by the Pinellas County Standards of Conduct for Board Appointees. I further understand and agree to the responsibilities and commitment of time associated with an appointment to a Pinellas County board, council, or committee.

☒ I Agree *

All material submitted to Pinellas County is subject to the public records law of the State of Florida including Chapter 119, Florida Statutes.

Persons with disabilities needing reasonable accommodations to apply for an appointment to a Pinellas County Board may contact the Pinellas County Office of Human Rights at accommodations@pinellas.gov, or by phone at (727) 464-4882 to discuss.

Rev. J.C. Pritchett II

3557 28th Avenue South
Saint Petersburg, Florida 33711
727-337-9850
revpritchett@gmail.com

Experience

Interdenominational Ministerial Alliance

President/CEO

2018-p

Suncoast Tiger Bay Club

Board of Director

2019-p

Faith Church

Pastor

2015-p

Legacy Week

Founder/President

2015-p

The Gathering of Pastors

Founder

2014-p

Saint Petersburg Chamber of Commerce

Public Policy committee, voting member

2018-p

Education

Harvard Divinity School

Executive Leadership Program, 2018

Saint Petersburg Theological Seminary

B.A., 1992

Awards and Honors

Leadership Awards

National Council of Negroe Women

35th Annual Dr. Martin L. King Jr. Breakfast
Saint Petersburg, Florida
January 18, 2021

Profile

Begin by inserting your email address. If you have an existing account, a message will be delivered to the email address on file. Please use a single email address throughout your experience with the Pinellas Boards, Councils, and Committees application. For specific instructions, visit [Boards, Councils & Committees - Applicants - Pinellas County](#).

Prefix

Mrs

Lisa

First Name

NMiddle
Initial

Fox

Last Name

lisanfoxesq@gmail.com

Email Address

95 Joyce Street

Street Address

Suite 203

Suite or Apt

Safety Harbor

City

FL

State

34695

Postal Code

Primary Phone

Alternate Phone

Office of the State Attorney
Sixth Judicial Circuit

Employer

Assistant State Attorney

Job Title

Occupation

County Prosecutor

Which Boards would you like to apply for?

Historic Preservation Board: Submitted

To which Commissioner are you applying?

☒ Rene Flowers (Single Member District 7)

Are you currently a Pinellas County resident?

☒ Yes ☐ No

If you are a Pinellas County resident, for how long?

20 years

Question applies to Value Adjustment Board

Do you have homesteaded property in Pinellas County?

☒ Yes ☐ No

Question applies to Value Adjustment Board

Are you a member or an employee of any taxing authority?

☐ Yes ☒ No

Question applies to Value Adjustment Board

Do you represent property owners in any administrative or judicial review of property taxes?

☐ Yes ☒ No

Question applies to Value Adjustment Board

If you represent property owners in any administrative or judicial review of property taxes, please explain.

Are you registered to vote in Pinellas County?

☒ Yes ☐ No

Are you currently serving on any Pinellas County boards, councils, or committees?

☐ Yes ☒ No

If you are currently serving on any Pinellas County boards, councils, or committees, please name.

Do you have or hold any employment or contractual relationship with any business or any agency which is subject to the regulation of or is doing business with Pinellas County?

☐ Yes ☒ No

If you have or hold any employment or contractual relationship with any business or any agency which is subject to the regulation of or is doing business with Pinellas County, please explain.

Do you serve on any state, regional or local government boards, councils or committees?

☐ Yes ☒ No

If you serve on any state, regional or local government boards, councils or committees, please explain.

Are you currently an officer, director, board member, or voting member of any for profit or not for profit entity?

☐ Yes ☒ No

If you are currently an officer, director, board member, or voting member of any for profit or not for profit entity, please list any such entity.

Are you current with all taxes and any other financial obligations?

☒ Yes ☐ No

If you are not current with all taxes and any other financial obligations, please explain.

Have you been convicted of a Public Entity Crime? Public entity crime is defined by Florida Statute, sec. 287.133 as a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

☐ Yes ☒ No

If you have been convicted of a Public Entity Crime, please explain.

Have you been convicted of a financial felony?

☐ Yes ☒ No

If you have been convicted of a financial felony, please explain.

Have you ever been convicted of a crime against children or seniors?

☐ Yes ☒ No

If you have ever been convicted of a crime against children or seniors, please explain.

Are you currently, or have you ever sued Pinellas County?

☐ Yes ☒ No

If you currently, or have ever sued Pinellas County, please explain.

Have you ever been arrested, charged, or indicted for violation of any federal, state, county, or municipal law, regulation or ordinance? (Exclude traffic violations for which a fine or civil penalty of \$150 or less was paid)

☐ Yes ☒ No

If you have ever been arrested, charged, or indicted for violation of any federal, state, county, or municipal law, regulation or ordinance, please explain.

[Pinellas County Boards and Commissions Standards of Conduct for Citizen Appointees](#)

Interests & Experiences

State your background, including your education, work experience, civic or community organization memberships and positions, and any professional licenses or memberships, and explain how this applies to the function of the board, council or committee.

Question applies to Historic Preservation Board

Upload a Resume (required to apply for the
Historic Preservation Board)

Upload a Resume

Demographics

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Female

11/18/1970

Date of Birth

The Pinellas County Commission strives to promote diversity and provide reasonable accommodations for individuals with disabilities. If you are requesting accommodation, please indicate below:

By clicking on "I Agree," below, I affirm that the information above is true and correct, and that I have read and agree to be bound by the Pinellas County Standards of Conduct for Board Appointees. I further understand and agree to the responsibilities and commitment of time associated with an appointment to a Pinellas County board, council, or committee.

☒ I Agree *

All material submitted to Pinellas County is subject to the public records law of the State of Florida including Chapter 119, Florida Statutes.

Persons with disabilities needing reasonable accommodations to apply for an appointment to a Pinellas County Board may contact the Pinellas County Office of Human Rights at accommodations@pinellas.gov, or by phone at (727) 464-4882 to discuss.

LISA N. FOX, ESQ., LLM

95 Joyce Street, Safety Harbor, FL 34695/ (727) 412-2512/lisanfoxesq@gmail.com

TRANSACTIONAL/LITIGATION ATTORNEY, BUSINESS BROKER AND ENTREPRENEUR

Accomplished, dynamic, very entrepreneurial and multifaceted professional seeking to utilize a diverse background with expertise in areas including transactional law and general litigation. Extensive experience and interest in general corporate matters, compliance and risk management, healthcare law, and civil matters. Adept at drafting and negotiating various types of agreements, developing strategies and plans to accomplish client/organizational goals, and communicating with clients and other parties. Exceptional communication skills including strong ability to connect with clients, develop a meaningful rapport and ensure that their needs are met. Strong analytical abilities, creative problem-solving, attention to detail, and team leadership skills. Proven history of successful performance at the highest level of service and professionalism.

PROFESSIONAL EXPERIENCE

GOLDEN FOX ADVISORS LAW & TITLE, PLLC/LISA N FOX, ESQ, LLM/THE LAW FIRM FOR FAMILY LAW PA

Owner/Attorney – Safety Harbor, FL December 2017–Present

- Founder and principal of boutique law firm specializing in real estate, real property development, asset protection and estate planning, business transactions and business development, trademark and intellectual property, mergers/acquisitions, title, and any other issues relevant to small or medium-sized businesses or real property in the Tampa Bay area or throughout the State of Florida.
- Concentrates on customized, client-centered transactional and litigation legal representation with broad, comprehensive experience with all aspects of family law litigation, including international Hague Convention litigation, immigration issue and litigation, guardianship/incapacity proceedings, special needs and Medicaid planning trust creation, etc.

GOLDEN FOX ADVISORS, INC.

Co-Owner/Business Broker/Business Development and Mergers & Acquisitions - Safety Harbor, FL 2023

- Co-owner and principal of business brokerage firm serving small and medium-sized commercial clients both locally and nationwide.
- Offering an unparalleled suite of B-2-B services in business brokerage, business development, coaching, insurance, lending, title, and comprehensive legal services (through Golden Fox Advisors Law & Title, PLLC).

GOLDEN FOX ADVISORS MORTGAGE LLC DBA MOTTO MORTGAGE GOLDEN FOX ADVISORS

Owner/Franchisee/Residential and Commercial Mortgage Brokerage - Safety Harbor, FL 2022 – Present

- Franchisee, owner and Principal Loan Originator of mortgage brokerage serving residential and commercial real estate clients in the Tampa Bay area and throughout the State of Florida.
- Licensed Florida Mortgage Loan Originator

GOLDEN FOX ADVISORS INSURANCE LLC DBA WE INSURE GOLDEN FOX ADVISORS

Owner/Franchisee/Property and Casualty Insurance Brokerage - Safety Harbor, FL 2022 – Present

- Franchisee and owner of property and casualty (personal lines and commercial) insurance brokerage serving residential and commercial clients in the Tampa Bay area and throughout the State of Florida.
- Florida Property and Casualty Insurance License.

GOODMAN & NEKVASIL, PA

Attorney – Clearwater, FL September 2010–November 2017

- Attorney in plaintiffs' securities arbitration and litigation firm.
- Assisted the firm principals in obtaining millions of dollars for victims of egregious investment fraud and broker misconduct.
- Responsible for intensive and highly strategic document analysis and review. Performed deep, thorough analysis of tens of thousands of complex documents simultaneously, under strict deadlines.
- Performed motion practice, as well as extensive discovery work, including lengthy correspondence with opposing counsel regarding discovery.
- Maintained frequent contact with clients and potential clientele, keeping them informed and demonstrating clear communication and responsiveness to client needs.
- Heavily involved in the arbitrator-ranking process, as the only non-partner trained to deal with FINRA arbitrations and FINRA arbitration panel candidates.
 - Performed close and accurate review of hundreds of arbitration awards for each ranking form, and prepared concise summaries of the awards.
 - Completed extensive research regarding each of the thirty-five arbitrator candidates.
 - Engaged in strategic communications with other claimants' counsel regarding case specifics, general impressions of panel members, etc.
 - Performed extensive research and analysis and composed memoranda on each arbitrator candidate.

COHEN, FOSTER & ROMINE, PA

Attorney – Tampa, FL September 2009–March 2010

- Worked as contract attorney practicing in civil litigation. Agreed-on service term extended at employer's request.
- Responsible for new client intake, evaluation of incoming and prior cases, etc. Drafted legal documents including pleadings, briefs, and memoranda.
- Performed depositions, conducted interviews, and appeared in court on behalf of the firm.
- Participated in litigation strategy, preparation, and representation in multi-million-dollar civil tort and plaintiff tobacco litigation.

THE STRATEGIC COUNSEL, LLC

Attorney – Tampa, FL October 2007–August 2009

- Attorney with innovative boutique firm specializing in asset protection and estate planning, servicing a diverse clientele including prominent local families, physician groups, locally celebrated personalities, successful small businesses, and individuals and families with high net worth.
- Created complex documents designed for maximal protection and advantageous tax treatment. Drafted documents including various types of trusts and commercial contracts (e.g. buy-sell, asset purchase, and shareholder agreements).
- Utilized advanced knowledge/skill obtained through LLM studies.
- Engaged in strategic transaction-related practice.
- Conducted litigation on behalf of clients.

LAW OFFICE OF WILLIAM L. PENROSE, PA

Attorney – St. Petersburg, FL June 2006–September 2007

- Specialized in matrimonial and other family law matters. Engaged in all aspects of a thriving local family law litigation practice; worked with a highly experienced, board-certified family law practitioner.
- Responsible for client intake and evaluation, preparing pleadings, extensive motion practice, and client representation at mediations, depositions, hearings, etc.

- Handled cases such as dissolutions of marriage; child custody and paternity determinations; terminations of parental rights; domestic partnership agreements; modification agreements; pre- and post-marital agreements; etc.

CARUANA & LORENZEN, PA

Attorney – Miami, FL January 2005–May 2006

- Matrimonial and family law attorney in a boutique firm, servicing a select clientele of high-net worth clients in a competitive and intense environment.
- Engaged in intensive motion practice.
- Performed discovery tasks.
- Prepared for and attended depositions, mediations, and hearings.
- Performed extensive legal research and writing.
- Responsible for extensive communication with clients and opposing counsel.

EXAIR COMMUNICATIONS CORP.

General Counsel, Director of Investor Relations – Miami, FL June 2000–January 2005 (full-time)/January 2005–December 2005 (part-time)

- Miami-based General Counsel and Director of Investor Relations for a startup wireless technology company with investors primarily in Germany, the UK and Asia.
- Primary responsibilities included regular communication with hundreds of foreign-based investors, as well as outside-counsel in New York, California, Germany and Switzerland.
- Assisted in preparing and disseminating regular updates/other communications with investors.
- Assisted in preparation and revision of various required SEC filings.

SMITH MUSIC GROUP/MERLE WOOD YACHTS

General Counsel – Fort Lauderdale, FL May 1999–May 2000

- General Counsel for both an independent music distributor and a “mega-yacht” broker.
- Performed work on wide variety of legal issues, including IP disputes, construction defect litigation, purchase agreements, and overseeing the work of specialized outside litigation counsel.

EDUCATION & PROFESSIONAL DEVELOPMENT

EDUCATION

- ChFC (Chartered Financial Consultant), The American College of Financial Services, expected in 2025
- LLM, Taxation, Villanova University, expected in 2025
- LLM, Estate Planning and Taxation, University of Miami: May 2003
- JURIS DOCTOR, *cum laude*, University of Miami: May 1998
- CERTIFICATE in Healthcare Risk Management, University of Florida: 2011 (80-hour risk management course for licensed attorneys)
- BACHELOR OF ARTS, *cum laude*, Psychology, Smith College: May 1992

ADMISSIONS & LICENSURE

- Member of Florida Bar since April 1999
- Florida Licensed Title Agent since January 2021
- Florida Licensed Mortgage Loan Originator (NLMS#2281460) since November 2022
- Florida Property & Casualty Insurance License (General Lines) since April 2024
- Florida Real Estate Associate’s License anticipated 2024

PROFESSIONAL ASSOCIATIONS & VOLUNTEER WORK

- Wealth Counsel – 2007–2009
- Member of the President’s Council, National Patient Advocate Foundation – 2015–2017
- *Pro bono* attorney for various local organizations as needed

LISA N. FOX, ESQ., LLM

95 Joyce Street, Safety Harbor, FL 34695/ (727) 412-2512/lisanfoxesq@gmail.com

TRANSACTIONAL/LITIGATION ATTORNEY, BUSINESS BROKER AND ENTREPRENEUR

Accomplished, dynamic, very entrepreneurial and multifaceted professional seeking to utilize a diverse background with expertise in areas including transactional law and general litigation. Extensive experience and interest in general corporate matters, compliance and risk management, healthcare law, and civil matters. Adept at drafting and negotiating various types of agreements, developing strategies and plans to accomplish client/organizational goals, and communicating with clients and other parties. Exceptional communication skills including strong ability to connect with clients, develop a meaningful rapport and ensure that their needs are met. Strong analytical abilities, creative problem-solving, attention to detail, and team leadership skills. Proven history of successful performance at the highest level of service and professionalism.

PROFESSIONAL EXPERIENCE

GOLDEN FOX ADVISORS LAW & TITLE, PLLC/LISA N FOX, ESQ, LLM/THE LAW FIRM FOR FAMILY LAW PA

Owner/Attorney – Safety Harbor, FL December 2017–Present

- Founder and principal of boutique law firm specializing in real estate, real property development, asset protection and estate planning, business transactions and business development, trademark and intellectual property, mergers/acquisitions, title, and any other issues relevant to small or medium-sized businesses or real property in the Tampa Bay area or throughout the State of Florida.
- Concentrates on customized, client-centered transactional and litigation legal representation with broad, comprehensive experience with all aspects of family law litigation, including international Hague Convention litigation, immigration issue and litigation, guardianship/incapacity proceedings, special needs and Medicaid planning trust creation, etc.

GOLDEN FOX ADVISORS, INC.

Co-Owner/Business Broker/Business Development and Mergers & Acquisitions - Safety Harbor, FL 2023

- Co-owner and principal of business brokerage firm serving small and medium-sized commercial clients both locally and nationwide.
- Offering an unparalleled suite of B-2-B services in business brokerage, business development, coaching, insurance, lending, title, and comprehensive legal services (through Golden Fox Advisors Law & Title, PLLC).

GOLDEN FOX ADVISORS MORTGAGE LLC DBA MOTTO MORTGAGE GOLDEN FOX ADVISORS

Owner/Franchisee/Residential and Commercial Mortgage Brokerage - Safety Harbor, FL 2022 – Present

- Franchisee, owner and Principal Loan Originator of mortgage brokerage serving residential and commercial real estate clients in the Tampa Bay area and throughout the State of Florida.
- Licensed Florida Mortgage Loan Originator

GOLDEN FOX ADVISORS INSURANCE LLC DBA WE INSURE GOLDEN FOX ADVISORS

Owner/Franchisee/Property and Casualty Insurance Brokerage - Safety Harbor, FL 2022 – Present

- Franchisee and owner of property and casualty (personal lines and commercial) insurance brokerage serving residential and commercial clients in the Tampa Bay area and throughout the State of Florida.
- Florida Property and Casualty Insurance License.

GOODMAN & NEKVASIL, PA

Attorney – Clearwater, FL September 2010–November 2017

- Attorney in plaintiffs' securities arbitration and litigation firm.
- Assisted the firm principals in obtaining millions of dollars for victims of egregious investment fraud and broker misconduct.
- Responsible for intensive and highly strategic document analysis and review. Performed deep, thorough analysis of tens of thousands of complex documents simultaneously, under strict deadlines.
- Performed motion practice, as well as extensive discovery work, including lengthy correspondence with opposing counsel regarding discovery.
- Maintained frequent contact with clients and potential clientele, keeping them informed and demonstrating clear communication and responsiveness to client needs.
- Heavily involved in the arbitrator-ranking process, as the only non-partner trained to deal with FINRA arbitrations and FINRA arbitration panel candidates.
 - Performed close and accurate review of hundreds of arbitration awards for each ranking form, and prepared concise summaries of the awards.
 - Completed extensive research regarding each of the thirty-five arbitrator candidates.
 - Engaged in strategic communications with other claimants' counsel regarding case specifics, general impressions of panel members, etc.
 - Performed extensive research and analysis and composed memoranda on each arbitrator candidate.

COHEN, FOSTER & ROMINE, PA

Attorney – Tampa, FL September 2009–March 2010

- Worked as contract attorney practicing in civil litigation. Agreed-on service term extended at employer's request.
- Responsible for new client intake, evaluation of incoming and prior cases, etc. Drafted legal documents including pleadings, briefs, and memoranda.
- Performed depositions, conducted interviews, and appeared in court on behalf of the firm.
- Participated in litigation strategy, preparation, and representation in multi-million-dollar civil tort and plaintiff tobacco litigation.

THE STRATEGIC COUNSEL, LLC

Attorney – Tampa, FL October 2007–August 2009

- Attorney with innovative boutique firm specializing in asset protection and estate planning, servicing a diverse clientele including prominent local families, physician groups, locally celebrated personalities, successful small businesses, and individuals and families with high net worth.
- Created complex documents designed for maximal protection and advantageous tax treatment. Drafted documents including various types of trusts and commercial contracts (e.g. buy-sell, asset purchase, and shareholder agreements).
- Utilized advanced knowledge/skill obtained through LLM studies.
- Engaged in strategic transaction-related practice.
- Conducted litigation on behalf of clients.

LAW OFFICE OF WILLIAM L. PENROSE, PA

Attorney – St. Petersburg, FL June 2006–September 2007

- Specialized in matrimonial and other family law matters. Engaged in all aspects of a thriving local family law litigation practice; worked with a highly experienced, board-certified family law practitioner.
- Responsible for client intake and evaluation, preparing pleadings, extensive motion practice, and client representation at mediations, depositions, hearings, etc.

- Handled cases such as dissolutions of marriage; child custody and paternity determinations; terminations of parental rights; domestic partnership agreements; modification agreements; pre- and post-marital agreements; etc.

CARUANA & LORENZEN, PA

Attorney – Miami, FL January 2005–May 2006

- Matrimonial and family law attorney in a boutique firm, servicing a select clientele of high-net worth clients in a competitive and intense environment.
- Engaged in intensive motion practice.
- Performed discovery tasks.
- Prepared for and attended depositions, mediations, and hearings.
- Performed extensive legal research and writing.
- Responsible for extensive communication with clients and opposing counsel.

EXAIR COMMUNICATIONS CORP.

General Counsel, Director of Investor Relations – Miami, FL June 2000–January 2005 (full-time)/January 2005–December 2005 (part-time)

- Miami-based General Counsel and Director of Investor Relations for a startup wireless technology company with investors primarily in Germany, the UK and Asia.
- Primary responsibilities included regular communication with hundreds of foreign-based investors, as well as outside-counsel in New York, California, Germany and Switzerland.
- Assisted in preparing and disseminating regular updates/other communications with investors.
- Assisted in preparation and revision of various required SEC filings.

SMITH MUSIC GROUP/MERLE WOOD YACHTS

General Counsel – Fort Lauderdale, FL May 1999–May 2000

- General Counsel for both an independent music distributor and a “mega-yacht” broker.
- Performed work on wide variety of legal issues, including IP disputes, construction defect litigation, purchase agreements, and overseeing the work of specialized outside litigation counsel.

EDUCATION & PROFESSIONAL DEVELOPMENT

EDUCATION

- ChFC (Chartered Financial Consultant), The American College of Financial Services, expected in 2025
- LLM, Taxation, Villanova University, expected in 2025
- LLM, Estate Planning and Taxation, University of Miami: May 2003
- JURIS DOCTOR, *cum laude*, University of Miami: May 1998
- CERTIFICATE in Healthcare Risk Management, University of Florida: 2011 (80-hour risk management course for licensed attorneys)
- BACHELOR OF ARTS, *cum laude*, Psychology, Smith College: May 1992

ADMISSIONS & LICENSURE

- Member of Florida Bar since April 1999
- Florida Licensed Title Agent since January 2021
- Florida Licensed Mortgage Loan Originator (NLMS#2281460) since November 2022
- Florida Property & Casualty Insurance License (General Lines) since April 2024
- Florida Real Estate Associate’s License anticipated 2024

PROFESSIONAL ASSOCIATIONS & VOLUNTEER WORK

- Wealth Counsel – 2007–2009
- Member of the President’s Council, National Patient Advocate Foundation – 2015–2017
- *Pro bono* attorney for various local organizations as needed