

R-09-2015

**Resolution To Authorize Robert Half International To Provide Personnel On A Temporary Basis To Perform Certain Duties Of The City Manager**

**City Council of the City of Glenarden, Maryland  
2015 Legislation**

**Resolution: R-09-2015**  
**Introduced By: Council President, Carolyn Smallwood**  
**Co-Sponsors: At the Request of the Administration**  
**Session: Regular Session**  
**Date of Introduction: September 8, 2014**

**Resolution To Authorize Robert Half International To Provide Personnel On A Temporary Basis To Perform Certain Duties Of The City Manager**

**WHEREAS**, there is a vacancy in the office of City Manager; and

**WHEREAS**, the Mayor has contacted Robert Half International to provide personnel on a temporary basis to perform certain duties of the City Manager until such time as the position is filled pursuant to Section 501 of the Charter or the passage of three months, whichever first occurs; and

**WHEREAS**, the Council has determined that it is appropriate to authorize Robert Half International to provide personnel on a temporary basis to perform certain duties of the City Manager for the City.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of Glenarden, Maryland sitting in Regular Meeting this 8<sup>th</sup> day of September, 2014 as follows:

1. That Robert Half International be and it is authorized to provide personnel on a temporary basis to perform certain duties of the City Manager for the City of Glenarden, until such time as the position is filled pursuant to Section 801 of the Charter or the passage of three months, whichever first occurs.
2. That the person performing the duties of City Manager is authorized to undertake all those powers and duties as set out in Section 503 of the City Charter.

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ATTEST:

**City Council of Glenarden**

Toni Taylor  
Toni Taylor, Council Clerk

Carolyn Smallwood  
Carolyn Smallwood, President, Ward I

Elaine A. Carter  
Elaine A. Carter, Vice-President Ward II

Absent  
Judy Diggs, Councilwoman, At Large

Deborah A. Eason  
Deborah A. Eason, Councilwoman, Ward II

Absent  
James Herring, Councilman, Ward I

Jennifer A. Jenkins  
Jennifer A. Jenkins, Councilwoman, Ward III

Maxine Phifer  
Maxine Phifer, Councilwoman, At Large

Yes 5-  
No 0-  
Abstain 0-

KENNETH M. JONES, JR.  
2027 HOWARD CHAPEL TURN  
CROFTON, MARYLAND 21114  
504-214-5925  
kenjones33@yahoo.com

QUALIFICATIONS

- Extensive knowledge of government operations and policy-making procedures
- Ability to design municipal programs for ground up complying with federal and state regulations
- 20+ years experience in all facets of residential and commercial real estate
- Seasoned problem-solver of complex and novel issues to achieve actual task performance
- Ability to explain the concrete factual and legal aspects of issues to varied audiences

EMPLOYMENT & PROFESSIONAL EXPERIENCE

Attorney at Law – Private Practice – New Orleans, LA – October 2003 – August 2005 and November 2007 – December 2013

- Providing legal advice, filed pleadings, and presented cases in court or administrative forums such as City Council and board hearings.
- Practicing law with specialties in title examination, abandoned/adjudicated properties, and tax sales.
- Handling additional matters related to foreclosures, mortgages, refinancing, financing, and landlord, tenant matters.
- Administrative areas of practice include handling reclamation of incomplete projects under HOME, CDBG, and Tax Credits as well as code enforcement/ eminent domain actions, historic district compliance and permitting.
- Drafting and negotiating of commercial and Residential Purchase and leases agreements
- Examining real estate titles and clearing title impediments.
- Performing real estate investment analysis from purchase agreements to closing.
- Reviewing and negotiating limited partnership agreements, private placement memoranda, subscription agreements, and legal opinions of private equity firms as well as private real estate opportunity fund borrowers and their investors.
- Representing developers in acquisitions or dispositions of complex real estate and other corporate transactions.
- Reviewing commercial financial documents and managing outside legal counsel.
- Issuing ethics opinions for corporations and municipal governments.

**Director of Contracts/In House Counsel Veterans Solutions Inc -  
Annapolis, Maryland - November 2012 – April 2013**

- Executed compliance utilizing TQM for awarded contracts and subcontracts under FAR, DOD, and other agencies.
- Submission of monthly performance reporting to contracting officers.
- Maintained CPARS and manpower reporting data bases
- Develop guidance for RFP, RFQ and SOW for submission of proposals, post award ramp up and closeout ensuring full cycle compliance.
- Negotiate, Manage and interpret contract amendments for compliance with awarding agency guidelines
- Interpret and advise on Local, State and Federal matters in contracts and business law
- Review and advise on human resources policy drafting along with enforcement
- Interpreted state and federal employment law
- Managed outside counsel in litigation and corporate affairs
- Various request for advice and assignments by the CEO and Senior Management Staff

**Director of Real Property Services for the City of Savannah – Savannah, Georgia –  
November 2005 – December 2007**

- Prepared advisory opinions and briefings of moderately complex properties for the City Manager and council.
- Reviewed and interpreted state and federal laws relative to real estate acquisition and governmental policies and regulations; e.g., eminent domain for public facilities and blighted properties for infill development; environmental regulations (HISRA) and federal grants (HOME, CDBG, FEMA and Hope Six).
- Developed Eminent Domain procedures reducing blighted property through code enforcement takings.
- Identified, negotiated and handled purchase of commercial real estate for city campuses such as office space, arenas, parking garages, and streets.
- Created land acquisition strategy focused on infill development for affordable housing.
- Drafted and executed purchase and lease agreements for city transactions.
- Examined titles and directed outside counsel in clearance of impediments for properties to be purchased, sold or subject to Eminent Domain.
- Handled marketing and sale of surplus city properties thru an RFP process.
- Developed project budgets and supervised staff and training for the department.
- Performed identification and application processing for corrected tax billings of city owned properties.
- Prepared Request for Proposals and Request for Qualifications for contract procurement and handled selection of the successful service provider.
- Supervised data collection services, sales verification, appraisal services, and demolition services related to real property.
- Performed other related duties that city government officials delegated to the Director of Real Property Services based upon the individual needs of the city.

**Special Projects Facilitator for the City of New Orleans, Division of Housing & Neighborhood Development – New Orleans, LA – August 1998 – February 2002**

- Facilitated compliance with state & federal regulations (Home, CDBG and Tax Credits) related to development of infill construction and sales under sub grantee regulatory agreements.
- Created and monitored budgets for construction projects.
- Provided comprehensive analysis of feasibility of proposed infill and rental housing projects; including project selection, acquisition strategy, and land banking.
- Handled capacity building for community development corporations and other non-profit entities.
- Conducted extensive long and short term research for in-house strategic initiatives assisting first time home buyers and affordable housing rental projects.
- Administered low income grants for first time home buyers.
- Evaluated and recommended funding proposals for Home and CDBG funding for nonprofits and CHODO projects.
- Reviewed and made recommendations for blighted property legislation and policy.

**Contract Management Consultant for Comfort Plus – New Orleans, LA – November 1997 – January 1998**

- Responded to complex inquiries regarding contract obligations and revisions.
- Identified risks and issues and suggested alternatives for the most efficient solution.
- Reviewed and managed contractual obligations of the parties and provided continual review to ensure that all terms and conditions were met.
- Prepared and disseminated information regarding contract status, compliance, modifications, etc.
- Responsible for implementation of Contract Management processes.
- Managed daily workload of assigned Contract Management personnel and project functions.
- Acted as the primary contact between the project team and/or business unit and legal, ensuring that all legal and contractual matters are addressed efficiently and promptly.
- Responsible for assigned Contract Management, project or business personnel adhering to company policies and procedures.
- Developed and integrated contract management tools, templates, methods, and processes for the engagement.

**HajiRon, Inc. Managing Partner Affordable Properties -New Orleans, La. 1991-1996**

- Primary responsibility was to oversee selection and purchase of rental properties [single-family dwellings and multi-unit complexes and rehabilitation].
- Negotiated leases and related arrangements.
- Developed an annual operating budget and capital budget.
- Monitored the budget on a monthly basis, overseeing spending to assure compliance with the limitations of the expense budget.
- Insured compliance with billing and collection policies.
- Approved write-offs of work in process and receivables.

- Managed banking relationships and monitoring the use of any line of credit.
- Ensured compliance with the policies and procedures as well as created and implemented new policies, as necessary.
- Managed the effective and efficient use of the technology by arranging for necessary training.
- Explored new technology, conducted cost/benefit analyses, and making purchase recommendations.

ReadiCare, Inc. Center Manager Vernon, CA 1989 – 1990

- Was responsible for the total operation of industrial medical center: quality assurance program, Occupational Safety and Health Administration (OSHA) Regulations and Guidelines, budget development and analysis; recruitment and supervision of staff; purchase and repair of equipment and inventory control.
- Directed all billing and collecting procedures, to include appropriate coding and ensuring that staff is trained.
- Completed various special projects, which may require reviewing and analyzing information, identifying problems, recommending solutions and writing reports.
- Managed space planning, renovation, and all allocation.
- Recruited, supervised, and directed all non-faculty staff to ensure the clinic operates in an efficient manner and that the patients receive high quality customer service.
- Reviewed internal policies and procedures and update as needed.
- Functioned as the clinic liaison with patients, businesses, hospitals, academic administration, and faculty.
- Maintained on-site Medical Records administration and ensuring that all state and federal regulations governing the release of information is followed.

### EDUCATION

Loyola University School of Law  
Juris Doctorate Degree, 1995

Dillard University  
Bachelor of Science Degree - Political Science Minor - Urban Planning, 1989

### MEMBERSHIPS AND ORGANIZATIONS

Member of the Louisiana State Bar Association, A. P. Teaurd Inns of Court  
Former member of Laborers International Union Local No. 689, AFL  
Orleans Parish Juvenile Court, Indigent Defender Panel