



**MICHAEL D. SANDERS**  
Jackson County Executive

EXECUTIVE ORDER #07-23

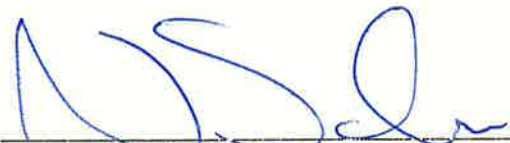
TO: MEMBERS OF THE LEGISLATURE  
CLERK OF THE LEGISLATURE

FROM: MICHAEL D. SANDERS  
JACKSON COUNTY EXECUTIVE

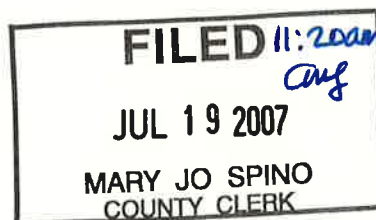
DATE: July 19, 2007

RE: APPOINTMENT OF DEPUTY CHIEF ADMINISTRATIVE OFFICER

I hereby appoint Shelley Temple-Kneuvean as Deputy Chief Administrative Officer. A copy of Ms. Temple-Kneuvean's resume is attached.

  
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Michael D. Sanders, County Executive

Date: July 19, 2007



# SHELLEY TEMPLE-KNEUVEAN

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850 NE Todd George  
Lee's Summit, Missouri 64086  
(816) 525-8385 (home) (816) 360-3602 (work)  
[skneuvean@sbcglobal.net](mailto:skneuvean@sbcglobal.net)

## EXPERIENCE

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### **FANNIE MAE – 2004 to Present**

#### **Western Region, Housing & Community Development**

#### **Senior Deputy Director, Kansas City Community Business Center (Partnership Office)**

#### **July 2004 to Present**

- Current responsibilities for the Western Region for Fannie Mae include coordination of housing and community development activities across 15 states and 17 local Community Business Centers.
  - Work with local CBC offices on high impact priority neighborhoods throughout the region; assist in developing investment strategies and documenting best practices and housing policy initiatives. Coordinate with other regions to ensure consistency in goal tracking nationally.
  - Participant on internal committees focused on Fannie Mae's community development tools and national strategy, training program, and policies & procedures. Developed and maintained internal SharePoint websites to share information throughout the country to improve communication.
  - Fannie Mae corporate liaison with International City / County Management Association (ICMA), initiating and implementing key projects such as a national survey of municipalities on community development finance and a pilot Loaned Executive Program to assist communities across the Gulf Coast; participate in annual conferences. Worked with "municipalities as customers" internal task force to redesign housing and community development financing tools for local governments.
- Past responsibilities in the Kansas City office focused on local housing and community development issues.
  - Worked with developers, not-for-profits, and public agencies throughout the Kansas City metro in community affairs and housing policy; provided investment capital for high impact housing projects.
  - Collaborated with Mid America Regional Council's First Suburbs Coalition (19 Missouri and Kansas first tier suburbs); member of Planning and Financing Subcommittees, participated in development of an *Idea Book* to promote reinvestment and remodeling of post WWII housing.
  - Accomplishments include work with the Home Builders Association to purchase and renovate a post WWII home in Raytown, Missouri as a "model remodeled" home; and development of a homebuyer education program with the Kansas City Mortgage Banker's Association, Kansas City Regional Association of Realtors, and five area community colleges in Missouri and Kansas.

### **CITY OF LEE'S SUMMIT, MISSOURI – 1994 to 2004 (82,000 population)**

#### **Assistant City Administrator**

#### **August 2000 to February 2003; February 2004 to June 2004**

- Principle member of the City's Senior Management Team. Responsibilities included direct supervision of four key internal services divisions including Information Technology Services (ITS), Human Resources, Purchasing, and Fleet Operations as well as the Assistant to the City Administrator and support staff in Administration Department (35 employees, \$10.2 million combined operating budgets). Designed organization to centralize internal services into one business unit to focus on enhanced customer service.
- Staff lead for City Council's Legislative & Intergovernmental Relations and Finance & Personnel Committees; four unions/employee associations, and Labor/Management Committees.

- Staff support for election efforts including 1995 Public Safety, 1997 Roads and Parks, 2000 Maintenance Facility, and 2002 City Hall, Downtown Improvements, Fire Station No. 7, Animal Control, and roads issues (all elections were successful in passage).
- Staff support for strategic planning efforts including the 21<sup>st</sup> Century Citizens Strategic Plan Implementation Committee and other related citizen task forces and committees.
- Accomplishments include project lead on new City Hall and downtown reinvestment plan, development of innovative road financing tool (road excise tax) and oversight of \$93 million Ten Year Road Financing Plan, citywide Compensation & Pay Classification Study, new Maintenance Facility Construction Oversight Committee, franchise negotiations (cable, telecommunications, and electric), and annexation initiatives.

#### **Interim City Administrator**

*February 2003 to February 2004*

- Served as the chief administrative officer for a full service city with 530+ employees and \$138 million annual combined funds budget (FY04). Led Management Team in efforts to implement strategies and achieve goals set by the Mayor and Council.
- Accomplishments include comprehensive update of City's personnel policies, development of a five-year financial forecast tool, and oversight of the design process for the new \$16.3 million City Hall.

#### **Assistant to the City Administrator, Administration Department**

*October 1997 to August 2000*

- Member of the City's Senior Management Team and internal economic development team.
- Managed Community Development Block Grant program (78 projects during oversight of program), coordinated annual \$200M+ five-year Capital Improvements Plan (CIP), supported various citizen task forces, and led economic development projects analysis (TIF, Chapter 353, Chapter 100 bonds, sale tax reimbursements).
- Accomplishments include leading the City's Year 2000 Initiative, project manager for new citywide phone system, and preparation of studies including *Cost of Development Study*, *Cost of Development Comparison Report*, and *Housing Affordability Study*.

#### **Economic Development Specialist/ Management Analyst, Administration Department**

*November 1994 to September 1997*

- Responsible for special projects under the direction of the City Administrator, Assistant City Administrator, Mayor and City Council. Coordinated Capital Improvements Plan and served as city representative on various committees such as Eastern Jackson County Betterment Council, Lee's Summit Downtown Main Street Board, and Chamber of Commerce Government Relations Committee.
- Member of internal economic development team; responsible for management, monitoring and tracking of economic development agreements and incentives.

#### **MO-KAN REGIONAL COUNCIL – 1993 to 1994**

##### **Flood Recovery Coordinator**

*November 1993 to October 1994*

- Key responsibilities included grant application and administration of projects to assist with flood recovery efforts over a six (6) county area after the Flood of 1993.
- Administered federal and state grants, representing approximately \$3 million in assistance. Program management included successful buyout of 39 residential properties in two municipalities, an economic development project for risk mitigation of a major employer, and a levee repair project.

#### **CITY OF KANSAS CITY, MISSOURI (416,000 population) – 1990 to 1993**

##### **Management Assistant/Special Projects Coordinator, City Manager's Office**

*January 1991 to October 1993*

- Responsible for a variety of special projects on behalf of the City Manager's Office under the direction of the City Manager and Assistant City Manager.

- Staff support for the Public Improvements Advisory Committee (PIAC) responsible for prioritizing approximately \$25 million annually from the City's half-cent sales tax for capital improvements.
- Assisted in annual preparation of the capital improvements plan, strategic planning effort, and emergency response and recovery for the Floods of 1990 and 1993.

**Management Intern, City Manager's Office**

*January 1990 to December 1990*

- Responsible for a variety of special projects and assignments for the City Manager and Assistant City Manager including research projects on public works and financial issues, communications with the general public, and interdepartmental coordination on specific issues.

**EDUCATION**

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**WILLIAM JEWELL COLLEGE**

Bachelors of Science - 1991

Public Administration, Communication, and Political Science (3 degrees)

**UNIVERSITY OF MISSOURI - KANSAS CITY**

Masters of Public Administration, City Management - 1992

**CONTINUING EDUCATION**

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Graduate of MARC Certified Local Government Executives Program (2002)

Certified Covey Trainer – “Four Roles of Leadership” (2001)

Covey Training – “7 Habits of Highly Effective People” (2001)

Diversity Training, City of Lee's Summit (1995 & 2002)

Sexual Harassment Training & Safety Training, City of Lee's Summit (annually)

Graduate of Leadership Lee's Summit (1997)

**PROFESSIONAL & CIVIC ORGANIZATIONS**

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Member, International City/County Management Association (1994 to present) \*

Board Member, Housing Choices Coalition (2004 to present)

Co-Chair, Lee's Summit Downtown Economic Stimulus Authority (2005, 2006)

Co-Chair, Lee's Summit Jingle Bell Run, Arthritis Foundation (2006)

Chair, Longview College Community Needs Assessment, Community Leaders Forum (2004, 2005)

R-7 School District Citizens Advisory Committee (2004, 2005)

Board Member, Administration Co-Moderator, & Visioning Team Co-Chair, Lee's Summit Christian Church (2004 - Present)

Parents Teachers Association Member (2002 to present)

Road Sales Tax Election Committee Co-Chair (present)

Parks Sales Tax Election Committee Member (2004)

\* Present membership as the corporate liaison to ICMA for Fannie Mae.

Past Member, Missouri Municipal League

Past Member, Missouri City Management Association & American Society for Public Administration

Past Member, Lee's Summit Rotary & Chamber of Commerce (2002, 2003, 2004)

Past Board Member, MARCIT Insurance Trust (2002, 2003, 2004)

Past Member, Missouri Economic Development Council (1993, 1994, 1995)