



Board of Alderman Request for Action

MEETING DATE: 6/7/2022

DEPARTMENT: Administration

AGENDA ITEM: Appointment of Economic Development Committee Member

REQUESTED BOARD ACTION:

Motion to approve the nomination of Adam Royds to the Economic Development Committee.

SUMMARY:

The Board of Aldermen appoints members to the Economic Development Committee. This appointment of Adam Royds replaces the position previously held by Bruce Cramer.

PREVIOUS ACTION:

N/A

POLICY ISSUE:

Section 155.020 of the Code of Ordinances requires the Board of Aldermen to appoint representative to the Economic Development Committee.

FINANCIAL CONSIDERATIONS:

None

ATTACHMENTS:

- | | |
|---|-----------------------------------|
| <input type="checkbox"/> Ordinance | <input type="checkbox"/> Contract |
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Plans |
| <input type="checkbox"/> Staff Report | <input type="checkbox"/> Minutes |
| <input checked="" type="checkbox"/> Other: Resume | |

Adam James Royds

Smithville, Missouri 64089 United States

Day Phone: 617-605-5284

Email: ajroyds@gmail.com

Work Experience:**Project Manager****Federal Aviation Administration (This is a federal job)**

901 Locust St

Kansas City, MO

11/01/2020 - Present

Series: 0301 Miscellaneous Administration and Program

Pay Plan: FV - Federal Aviation Administration Core Compensation Plan

Grade: I

Duties, Accomplishments and Related Skills:

Duties and Responsibilities

-Plans, organizes, and controls the activities necessary to meet the deliverables associated with a Special Program or Project in the Aircraft Certification (AIR).

Special Program Offices and/or Positions are established in AIR to focus on a unique program or major project requiring longer-term efforts and resources beyond those ordinarily available.

-Performs multiple, varying, and complex assignments under the minimal direction of a manager, project/program manager, team leader, or more experienced professional.

-Applies experience and comprehensive knowledge applicable to his/her discipline to plan and conduct functional activities for projects/programs. Assignments frequently require knowledge and experience working across functional and/or organizational lines.

- Identifies and recommends resolution to challenging problems or issues that often cross-organizational boundaries and impact on the accomplishment of strategic objectives. Typical assignments include: participating in large project teams; assisting with defining and developing internal policies and procedures; predicting potential issues and proposing preventive actions.

-Independently plans time. Identifies, plans, and organizes available resources to accomplish projects/programs/activities. Makes optimal use of resources to complete activities within established schedules.

Mobility Services Coordinator (MSC)

-Point of contact authorized to submit wireless requests to the National Wire Program Office.

- Maintains oversight of the mobility program to ensure efficient and effective system of policy, processes, and technology to establish and maintain consistency across for over 1,400 employees, as well as identify and plan for future mobile technology integration.
- Authorized to conduct pre-approved pilot and testing programs to collect metrics and data for review. Metrics and data will be evaluated by Aircraft Certification leadership prior to any organizational rollout.
- Liaison to National Wireless Program Office and other FAA Lines' of Business for mobility issues or services.
- Collaborates with other Aviation Safety offices to share best practices.
- Provides guidance to employees and managers about operational security in regards to mobile devices.
- Coordinates with Security & Hazardous Materials Safety (ASH) for international travelers who need a mobile device.
- Maintains the Aircraft Certification Line of Business loaner phone program.

Property Asset Liaison (PAL)

- The Property Asset Liaison (PAL) oversees the organization health of the AIR Personal Property Program.
- Maintains an accurate repository of AIR cost centers.
- Conducts regular audits to ensure cost center information is accurate.
- Collaborates with Property Division (APM-400) on new orders, directives and processes
- Provides guidance and assistance to AIR employees with property issues.
- Super-Delegate for all of AIR's cost centers and custodians.
- Provides Automated Inventory Tracking System property receipts and Fedex labels for employees returning property.

Enterprise Operations Portal Project Manager

- Primary POC for EO Service Portal. The portal runs on JIRA Service Desk software.
- Coordinates and briefs other offices on using the portal.
- Provides technical guidance for teams utilizing the portal.
- Collects and disseminates metrics for review by management.

Accomplishments

- 04/2022, Completed a bulk rollout of iphone 12's for 156 employees. Tracked the ordering, issuing, and shipping for all devices as well as the return of older technology.
- 01/22, Created a Wireless / Mobile Device Governance Policy for the AIR organization.

-05/07/2021, Completed Prosci Change Management Practitioner Program, trained in Prosci Methodology.
-05/21/2021, award received. Successfully implemented the Enterprise Operations Service Portal on the JIRA software platform.
-08/13/2021, award received. Member of a team that helped secure loaner cell phones for employees traveling overseas to China during Covid-19 pandemic. Extra cybersecurity requirements made the request challenging.

Supervisor: Clint Turnipseed (405-954-7065)

Okay to contact this Supervisor: Yes

Project Specialist

Federal Aviation Administration (This is a federal job)

901 Locust St
Kansas City, MO

10/01/2019 - 11/01/2020

Series: 0301 Miscellaneous Administration and Program

Pay Plan: FV - Federal Aviation Administration Core Compensation Plan

Grade: H

Duties, Accomplishments and Related Skills:

- Responsible for planning and organizing the activities necessary to meet the deliverables associated with a special program or project in Aircraft Certification Service (AIR). Special program offices are established in AIR to focus on unique programs or major projects requiring longer term efforts and resources above and beyond those ordinarily available.
- Interacts with FAA employees, contract support staff, federal, state and local government organizations, private organizations and the general public.
- Collaborates, cooperates, and coordinates in a team environment to meet program and project goals.
- Applies experience and advanced knowledge to plan and accomplish assignments.
- Identifies problems or issues that often cross organizational boundaries and have an impact on the accomplishment of strategic objectives.
- Assists with developing internal policies and procedures; conveying information regarding the assigned project/program.
- Works with the technical workforce to define, validate, document, prioritize and communicate the business or user requirements.
- Demonstrates independence in planning time and helping a manager, program manager, and team leaders to plan and use assigned resources to accomplish project goals.

- Performs multiple and varying assignments under the limited direction of a manager.
- Assists with developing new policies, procedures, and approaches that take into consideration FAA policies, government wide rules and regulations and external concerns.

Accomplishments

- Aircraft Certification Service, Enterprise Operations, Employee of the Month, November 2019
- Recognized for developing the Aircraft Certification Service (AIR) Property Asset Liaison (PAL) position.
- Developed a framework to properly manage over 3 million dollars' worth of personal property. Created a process and centralized repository of data to transfer personal property for over 1300 employees into new cost centers after a system wide re-organization.
- Partnered with APM-400, Property Management Division on an automated inventory and transfer pilot. Providing feedback while APM-400 attempts to use FPPS, Belarc, and Airwatch to inventory and transfer IT devices outside of delegates using AITS property software.

Supervisor: Carl Johnson (405-308-7840)

Okay to contact this Supervisor: Yes

Information Management Analyst

Federal Aviation Administration (This is a federal job)

1200 District Ave
Burlington, MA

4/01/2018 - 10/01/2019

Series: 0343 Management and Program Analysis

Pay Plan: FV - Federal Aviation Administration Core Compensation Plan

Grade: H

Duties, Accomplishments and Related Skills:

- Provides management & program analysis by collecting and analyzing data on processes/programs and making recommendations on solutions to improve efficiency of processes/programs.
- Supports the AIR Lead SharePoint administrator and represents AIR-950 on the SharePoint Collaboration Team. Supports AIR's SP sites and site users as the SharePoint focal in a prompt and courteous manner. Coordinates with AIR offices on SharePoint development, implementation, and maintenance meeting established program guidelines and timeframes. Provides timely guidance to AIR users on: the appropriate use of SP; how to determine if information belongs on

FAA internet; MyFAA Employees website; or in SP; and, AIR SP architectural structure and appropriate placement of their information/site within the structure. As a focal point coordinates requests and obtains approval from the AIR SP Lead for top-level AIR SP sites and collaborates with the AIR SP Lead to develop top-level AIR SP sites. Effectively serves as an AIR representative on the Aircraft Certification Service (AIR) SP Collaboration Team, ensuring AIR's program is implemented, verified and maintained in alignment with internal and external users' needs and AIR/AVS/Agency policy. Collaboratively assists AIR SharePoint Lead to determine and develop standards for site development, use, and maintenance. Also assists AIR SharePoint Lead to implement new technologies within the Directorate.

Information Technology (IT) Liaison: As an IT focal point effectively coordinates the implementation/deployment of new computers, software, programs, etc. with our IT support staff for AIR personnel. Supports the lead ITBL in collecting feedback and provides to the AIR's management to resolve problems and issues with IT service to customers in AIR in a timely manner. Designs brochures and other marketing materials. Develops and converts data into graphic illustrations used for briefings, project management and training aids.

Web Content: Serves as a back-up when needed to Lead AIR Web manager and backup web Content Coordinator ensuring the program is implemented, verified and maintained in alignment with internal and external users' needs and AIR/AVS/Agency policy. Supports the development and coordination of for AIR's information management program. Helps maintain content so that it is current and accurate; and updates, revises, or removes content in a timely manner.

Accomplishments

-Award Received 05/18. Team Lead for developing a SharePoint workflow process with AIR Policy & Innovation Branch. Collaborated with a team of engineers and technical writers to design a workflow system customized for their work processes. The workflow resulted in the elimination of paper document folders and associated printing and paper costs, usage of resources, and potential shortfalls in the quality auditing of records management.

-Award received 06/18. Team lead in working group for developing an IT Escalation process. Worked with stakeholders to develop and refine a process for employees to request assistance from the Information Management Team when their IT tickets are not being addressed by the helpdesk. Process included deliverable metrics to track and measure.

Related Skills

-Volunteer for the Town of Wilton, NH. Provides data & research analysis for the Wilton Economic Development Team. Researched and drafted a research paper on Impact Fee's and their effect of growth. Paper submitted to the Town's Select

and Planning Board members for review.

-Volunteer for the Town of Wilton's Conservation Commission. Work on various conservation efforts, including the drafting of easements for public lands.

Supervisor: Tony Vogt (206-231-3267)

Okay to contact this Supervisor: Yes

Management and Program Analyst

Federal Aviation Administration (This is a federal job)

1200 District Ave

Burlington, MA

4/01/2014 - 4/01/2018

Series: 0343 Management and Program Analysis

Pay Plan: FV - Federal Aviation Administration Core Compensation Plan

Grade: H

Duties, Accomplishments and Related Skills:

-Provides analysis of various assigned programs identifying actual or potential problem areas, trends, accomplishments, issues, practices and recommend solutions.

- Engine and Propeller Directorate's SharePoint program manager, supporting the directorate's Share Point sites and users.

-Coordinates and collaborates with directorate offices on SharePoint development, implementation, and maintenance. .

-Directorate (IT) focal point to coordinate implementation/deployment of new computers, software, programs, etc. with our IT support staff.

-Collects Directorate feedback and provides to the Directorate's IT representative to resolve problems and issues with IT service to customers in the Directorate.

-Utilizes technology to allow attendance/participation of remote attendees.

-Adobe Connect license holder. Virtually host meetings so engineers and inspectors can collaborate remotely with internal and external stakeholders.

-Works with employees to use Microsoft products more effectively. Products include PowerPoint, Outlook, Yammer, SharePoint, Excel, Visio and OneNote.

Accomplishments

-Award received 01/16. Developed a bottom-up approach to re-designing the Engine and Propeller Directorates SharePoint sites. Presented and received approval for the plan for the Directorate Management Team. Facilitated working groups with the staff offices. Collaborated with staff members to develop tools and processes that employees requested. Engaged in stakeholder feedback that involved cultural and process changes to achieve win-win solutions.

-Refined the workflow process to incorporate best practices for document

management. Worked to create cultural change away from folder hierarchy and into using managed meta-data to track documents.

- Incorporated electronic group calendars and in & out boards into sites, reducing reliance on white boards located in the office. Increased agility for remote employees to coordinate with their co-workers when not physical present in the office.

- Award received 12/15. Analyzed data for Standards Staff and General Counsel in regard to an Airworthiness Directive that impacted flight safety. Cross checked and reviewed over 1,000 comments to ensure all comments were addressed. Identified numerous inconsistencies that were addressed prior to the rule being finalized. General Counsel was confident that the results would hold up to a court challenge.

- Award received 09/15. Volunteered to lead the Administrative Team Sub-Committee. Coordinated training and briefings for administrative staff. Facilitated meetings with sub-committee members.

- Award received 08/15. Collaborated with Business Planner to propose, host and execute the Engine and Propeller Directorates FY 15 All Hand Meeting. Lead the logistics team to successfully accomplish all goals.

- Award received 05/15. Collaborated with Business Planner and Budget Focal to submit event package for All Hands Meeting. AIR-500 stated, "really like the way this package was presented...you all did a great job!"

- Award received 03/15. Point of Contact for the Engine and Propeller Directorate during the Dyre computer virus outbreak. Responsible for tracking affected employees and worked with AIT to get staff new laptops quickly. Provided updates to Directorate Management Team. All affected employees had new laptops and software by the end of March 2015.

Supervisor: Rick Perez (781-238-7103)

Okay to contact this Supervisor: Yes

Management and Program Analyst

Federal Aviation Administration (This is a federal job)

35 Northeastern Blvd

Nashua, NH

10/01/2012 - 4/01/2014

Series: 0343 Management and Program Analysis

Pay Plan: FV - Federal Aviation Administration Core Compensation Plan

Grade: G

Duties, Accomplishments and Related Skills:

- Boston Center Air Route Traffic Control Center SharePoint Site Collection Administrator. Provides guidance to KSN Site Administrators, Path Owner and

team members. Able to review and create new site requests. Ensures team members are complying with FAA policies. Assists Site Administrators with strategies to map a team's work processes into a KSN site. Monitors site collection size and strategize solutions to manage size growth. Connects regularly with the KSN Administrators/Facilitators, and Path Owner who have KSN sites within your line of business. Manages the site collection's Recycle Bin. Point of Contact for integration of Microsoft Infopath forms to SharePoint document libraries.

- Air Traffic focal point of assigned facility construction projects.
- Maintains continual dialogue with Technical Operations, management, union, and workforce to ensure proper coordination of planned and on-going activities.
- Attends pre construction conferences with construction inspectors, users, and contractors.
- Coordinates project activities that affect the workforce, such as power outages, parking lot closing, temporary building sites, equipment outages, communication outages, etc....
- Coordinate facility space design and assignment between Air Traffic and Technical Operations.
- Inspects work in progress and takes part in final inspection.
- Provide assistance to collecting and recording data; conducting research and identifying problems.
- Maintain and manage a database of projects and employees assigned to those projects including duration, milestones, tasks, and resources.
- Manage electronic voice transmission database.
- Investigate land line and frequency issues with Technical Operations and Spectrum Engineering.
- Update database with both frequencies and land lines.
- Coordinate voice recording system configuration.
- Headsets inventory, issue new headsets, and maintain supplies for operations.
- Air Traffic Cru-X Software Suite which records time and attendance,
- Labor Distribution Reporting (LDR)
- Operational duty board
- Provide and coordinate Air Traffic input to long term Facilities and Equipment (F&E) budget and project planning.
- Prepares correspondence, briefings, and reports to monitor construction accomplishment, programming documents, site approvals, and criteria packages.

Accomplishments

- Team leader for ZBW SharePoint Implementation Team. Volunteered to be ZBW SharePoint Site Collection Administrator. Introduced ZBW Management Team to benefits of collaborative sharing technology.

- Reviewed ZBW Airspace and Procedures Operational Contingency Level "ATC Zero" plans. Standardized language and format using FAA's Plain Language Handbook.
- Successfully organized Boston Center's 50th anniversary commemoration in a limited timeframe and with zero additional funding for 150 visitors, staff and VIP guests.
- Created 13 OSHA compliant Emergency Egress Routes for Tech Ops Environmental Manager. Completed the assignment within timeframe in order to correct EOSH deficiencies prior to inspection date.
- Reviewed ZBW Occupant Emergency Plan to make sure ZBW was in compliance with various FAA and DOT orders. Presented findings for review by Tech Ops Environmental Manager. Identified inconsistencies between ZBW Occupant Emergency Plan, Emergency Evacuation Plan and Facility Security Plan documents. Recommended changes to remedy inconsistencies and created a 35-page Emergency Procedures guide that could be used by employees to increase Emergency preparedness

Supervisor: Ralph Schwarz (603-879-6996)

Okay to contact this Supervisor: Yes

Education:

American Public University Charles Town, WV United States

Master's degree 8 / 2010

GPA: 3.9 of a maximum 4

Credits Earned: 36 Semester Hours

Major: Public Administration **Honors:** Cum Laude

Relevant Coursework, Licenses and Certifications:

Public Policy Public Management Public Administration in Society Administrative Theory Human Resource Management Law and Public Policy Environmental Management Environmental Economics Environmental Policy, Regulation and Law

University of Pittsburgh Pittsburgh, PA United States

Bachelor's degree 8 / 2001

Major: Interdisciplinary Studies

Job Related Training:

- Prosci Change Management 05/21
- FAA Leadership & Learning Institute Systems Thinking 11/15
- Leadership and Communication Skills for Project Managers 08/14
- VA Privacy and Information Security Awareness 07/12
- LEAN "How to See" Tools and Methods course 07/12
- Manchester VAMC LEAD Program 03/12

- VHA Coaching and Mentoring Certification Apprentice Training 03/12
- LEAN Yellow Belt Training 08/11
- DEMPS National Field Deployment Training 07/11
- LEAN White Belt Training 06/11
- Strategies for Process Improvement 04/11
- Excel 2007 Formulas and Functions 04/11
- Improving our Work is our Work 03/11
- Professional Development Training 03/11
- Government Business Enterprise Transformation 01/11
- Prevention of Sexual Harassment 11/10
- VHA Privacy Policy Web Training 11/10
- DEMPS Volunteer Deployment Information Course 11/10
- Life Safety, Emergency Management, Environment of Care and GEMS Training 10/10
- US Army Advanced Leadership Course Oct-Dec 2007
- US Army Recruiter Course 2005
- US Army Primary Leadership Development Course March 2005

References:

Name	Employer	Title	Phone	Email
Thomas Malatesta			617-947-8208	tommymal@hotmail.com>
Lea Fiolek (*)	Federal Aviation Administration	Business Liaison for IT Services	206-231-3268	Lea.Fiolek@faa.gov
Mike Miller (*)	Federal Aviation Administration	SharePoint Administrator	202-267-8278	Mike.W.Miller@faa.gov

(*) Indicates professional reference

Additional Information:**PROFILE**

Disciplined, detail oriented and able to multitask. Goal driven with the ability to adapt to new and challenging situations. Experienced leader who can keep the strategic focus of the organization in mind while achieving individual goals.

Innovative employee who shows initiative to increase productivity. Ability to work in a team or independently. Honors graduate with a master's degree in Public Administration.

AWARDS and HONORS

Army Commendation Medal awarded for outstanding performance and dedication while assigned as an Army Recruiter. 2008.

Army Good Conduct Medal. US Army, 2005.

Army Commendation Medal awarded for exceptionally meritorious service as a Military Police Traffic Accident Investigator while assigned to the Provost Marshall office, Carlisle Barracks, Pennsylvania. 2005.

Army Achievement Medal awarded for meritorious service for being selected as the Carlisle Barracks Installation Soldier of the Quarter, 4th Quarter, FY 2004.

Army Achievement Medal awarded for meritorious service while assigned as a team leader in the 557th Military Police Company. 2004.

SKILLS

Proficient in Microsoft Office

- Word
- PowerPoint
- Excel
- Outlook
- Project
- Access
- Visio
- SharePoint
- JIRA

-TEAMS

Knowledge of

-CPRS

-VISTA

-EDIS

-Active Identity Software

-Active Client

-Adobe

-Learning Management Systems

-Public Key Infrastructure Software

-Web based application Software

Type 60 WPM

HOBBIES/INTERESTS

Camping, Fishing, Martial Arts, Reading, Hiking, Running