

STEPHANIE BURCH

(904) 654-4948 | Jacksonville, FL
slburch77@gmail.com | linkedin.com/in/stephanie-burch

EXECUTIVE PROFILE

Strategic Planning – Partnership Development – Business Administration

Senior business administration and operations leader for diverse divisions and departments with large employee populations as well as foundational experience as a transactional attorney. Possesses functional expertise in strategic planning, organizational change management, employee engagement, vendor management, budget oversight, legal/risk management, and communications. Significant achievements managing and executing strategic, high-profile initiatives and projects, creating enterprise-wide programs and services, and developing and implementing policies and procedures. Talented at cultivating confidence and trust to gain buy-in with cross-functional stakeholders to achieve organizational goals. Reputation as an approachable and fair manager who leads by example, prioritizes well, gives clear direction, makes tough decisions, and is skilled at anticipating and solving complex problems inclusively.

CORE COMPETENCIES

- Team Leadership
 - Operations Management
 - Strategic Planning
 - Business Administration
 - Program Development & Management
 - Change Management
 - Organizational Effectiveness
 - Policy & Procedure Development
 - Budget Management
 - Community Outreach
 - Board Membership
 - Risk & Crisis Management
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PROFESSIONAL EXPERIENCE

CONCEPT COMPANIES, Jacksonville, FL

General Counsel

2022 – present

Ensures timely and proper handling of all legal matters in the advancement of projects from inception to full disposition, while fully mitigating or eliminating all unnecessary legal risks to the company and clientele. Serves as the licensed Title Agent for Providence Title and ensures compliance with all aspects of operation of a title company. Draft all documentation related to the acquisition, development of, and disposition of real property transactions. Manage outside counsel engagements for land use and zoning, environmental, and other associated matters related to the development of commercial real estate projects. Review title commitments, title requirements and exceptions and survey related matters and resolution of such matters favorably for the company and clientele. Coordination with internal finance team and lenders for funding of acquisitions, construction loans and draws.

CITY OF JACKSONVILLE, Jacksonville, FL

2016 – 2022

Deputy Chief Administrative Officer (2019 – 2022)

Appointed by Mayor Lenny Curry to support the city's Chief Administrative Officer in providing operational management and guidance to all city departments with a workforce of more than 6,000 civil service and appointed employees. Directly managed ten staff with over 600 employees and support staff, the Mayor's Office budget, and all administrative functions for the Mayor's Office including HR liaison, procurement and contracts, Council Auditor and Inspector General audit and investigation responses, public records and media responses, and legislative agenda delivery. Function as senior advisor to the Mayor; interacted closely with 19 City Councilmembers and served as an executive in the city's Emergency Operations Center during public emergencies.

- Developed and implemented multiple programs and services in response to the COVID-19 pandemic including multiple COVID-19 testing and vaccine sites, and the Emergency Rental Assistance Program.
- Created and implemented the city's \$40M Mortgage, Rent, and Utility relief program, funded with CARES Act dollars in less than one month. Created eligibility requirements, all forms, training materials, employee schedules, policies, and procedures, working closely with IT team to build appointment system from scratch.
- Spearheaded the effort to create the city's first Community Land Trust to address the city's lack of affordable housing.

Director, Neighborhoods Department – Mayoral Appointee (2016 – 2019)

Managed all aspects of the Animal Care and Protective Services, Environmental Quality, Mosquito Control, Municipal Code and Compliance, Housing and Community Development Divisions and the 630-CITY Customer Service Center, Neighborhood Services Office, and the Office of Consumer Affairs. Responsible for multiple enforcement and regulatory actions, implementation of programming and annual grant awards from different funding sources in excess of \$10 million.

Chief, Real Estate Division – Mayoral Appointee (2016)

Responsible for the acquisition, disposition, closures, appraisal, management, inventory, utilization assessment and other functions relating to all real property owned by the City of Jacksonville. Processed real estate related legislation requests, oversaw litigation settlements for all eminent domain cases, and assisted the Director of Public Works in strategic planning and the preparation of reports and projections.

BURCH LAW, PLLC, Jacksonville, FL**2015 – 2016****Principal**

Founded transactional practice focused on supporting in-house counsel and law firms with contract negotiations and drafting in the areas of real estate, transportation and logistics, and corporate law related to purchase and sale, leasing, financing, licensing, IT/vendor agreements, residential and commercial real estate transactions, general real estate, and corporate matters, including business purchase and sale transactions.

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION, Tallahassee, FL**2010 – 2015****Special Counsel (2013 – 2015)**

Focused on contract drafting and negotiation and the procurement of the department's public-private partnership (P3) projects and other complex major transactions. Regularly provided advice for the procurement and negotiation of the department's right-of-way lease agreements for major private infrastructure projects.

- Member of team that drafted and negotiated the 40-year design, build, finance, operation, and maintenance concession agreement for the \$2.3B I-4 Ultimate P3 project in Orlando, FL.
- Lead internal attorney in the final negotiations and drafting of documents related to the State of Florida's \$432M acquisition of the 61-mile SunRail corridor, including the real estate transaction and operating agreements with various user railroads. Drafted and reviewed procurement documentation for construction of the railroad and all ancillary services related to the SunRail commuter rail operations.
- Led a two-year process to implement missing Department right-of-way leases and tower use agreements for telecommunications towers throughout the state.

Assistant General Counsel (2010 – 2013)

Negotiated, drafted, reviewed, edited, and approved various contracts, real property leases, procurement documents, funding and grant agreements, local agreements, amendments, and modifications for all program areas; researching complex legal issues; managing outside counsel contracts for major projects; drafting proposed legislation; processing public records requests; and drafting settlement agreements. Regularly advised several program areas including Project Finance, Procurement, and the office of Freight, Logistics, and Passenger Operations.

BARON BARTLETT, P.A., Ponte Vedra Beach, FL**2009 – 2010****Attorney**

Represented lenders and borrowers in commercial real estate closing including acquisitions, dispositions, and financing. Served clients in contract negotiation of purchase and sale agreements, buyer/seller closing documents, loan documentation, office and residential leasing, escrow agreements and other related documentation. Represented private landowners and land developers in general land development matters and regulatory permitting working with federal, state, and local government agencies. Drafted diverse purchase and sale contracts and agreements.

- Instrumental to successful launch of new law firm including managing the opening and day-to-day operations including hiring, client contact, calendar management, and workflow oversight.
- Volunteered with St. Johns County Legal Aid to represent clients pro bono in foreclosure defense and other consumer law matters.

BARTLETT, DEAL & BRILEY, P.A., Ponte Vedra Beach, FL

2003-2009

Associate Attorney (2007 – 2009)

Managed commercial real estate closings, including acquisitions, dispositions, and financing. Negotiated contracts for purchase and sale agreements, buyer/seller closing documents, loan documentation, leasing, escrow agreements, and other related documentation. Identified and cleared title and survey issues; researched legal issues, and drafted memoranda of law, pleadings, and motions.

Legal Assistant (2003 – 2007)

Assisted residential loan processors by processing residential refinances, purchases, and construction loans.

EDUCATION & BAR ADMISSION

FLORIDA COASTAL SCHOOL OF LAW, Jacksonville, FL

Juris Doctor, 2005

MICHIGAN STATE UNIVERSITY, East Lansing, MI

Bachelor of Science, Fisheries and Wildlife, 1999

FLORIDA BAR

VOLUNTEER SERVICE & AWARDS

JAX CHAMBER, Jacksonville, FL

Ex Officio Board Member, 2019 - 2022

CREW JACKSONVILLE, Jacksonville, FL

Member, 2016 – 2018 and 2008 – 2010

Director of Philanthropic 2017

FLORIDA BAR

Leadership Academy Committee, 2015 – 2018

JACKSONVILLE AREA LEGAL AID, Jacksonville, FL

Pro bono Attorney, 2016 – 2018

ST. JOHNS COUNTY LEGAL AID, Jacksonville, FL

Pro bono Attorney, 2009 – 2010

FLORIDA DEPARTMENT OF TRANSPORTATION

Recipient, Finance and Administration Exceptional Contribution Award, 2014