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**Nicholas Frigiola**

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10122 94th St, Live Oak, Florida, 32060

**Mayor and City Council**

City of Palm Coast  
160 Lake Avenue  
Palm Coast, FL 32164

Dear Mayor and City Council,

I am writing to express my strong interest in the City Manager position with the City of Palm Coast. With a career of progressively responsible experience in municipal government, including my current role as Community Redevelopment Director for the City of Live Oak, I bring a demonstrated commitment to public service, strategic leadership, and organizational integrity.

Throughout my career, I have championed revitalization efforts, secured millions in grant funding, and led cross-departmental teams to implement infrastructure, economic development, and public-private partnership initiatives. I understand the challenges of growth management, fiscal responsibility, and community engagement, and I am energized by the opportunity to lead Palm Coast through its next phase of smart, sustainable development. My work in Live Oak has required creativity, resilience, and transparency — qualities I will bring to Palm Coast as a pragmatic and service-oriented City Manager.

I hold a bachelor's degree in Public Administration and am actively pursuing professional development through ICMA leadership tracks, with a long-term goal of becoming an ICMA-Credentialed Manager. My ability to manage complex budgets, facilitate intergovernmental relationships, and foster community trust has been consistently recognized by both elected officials and the public. I also bring a collaborative leadership style rooted in Christian servant leadership values, aligning with Palm Coast's high standards for accountability, ethics, and customer service.

I am prepared to relocate and establish residency within Palm Coast in accordance with the City Charter and would be honored to contribute to a community known for its natural beauty, vibrant civic culture, and strategic location along Florida's northeast coast.

Thank you for considering my application. I look forward to the opportunity to further discuss how I can serve Palm Coast with dedication and vision.

Sincerely,

**Nicholas Frigiola**

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Highly motivated and results-oriented professional with experience in community redevelopment, law enforcement, and team leadership. Currently serving as the Community Redevelopment Director for the City of Live Oak, Florida, where I lead multi-million dollar revitalization projects, secure grant funding, and foster collaboration between government agencies, community organizations, and citizens. Proven ability to manage complex projects, build strong relationships with stakeholders, and drive positive change within communities. Prior experience includes serving as a Community Redevelopment Officer for the Saint Cloud Police Department and a supervisory role at The Home Depot. I have a bachelors degree in Public Administration and I am currently working on finishing my Masters.

## Experience

### **City of Live Oak, Florida Community Redevelopment Director** | May 2023 – Present

- Spearhead the revitalization of designated redevelopment areas by strategically allocating public resources and securing grant funding.
- Lead a team in the planning, organization, and execution of multi-million dollar, multi-phase projects, including the comprehensive reimagining of Live Oak's downtown area to enhance community services and stimulate business growth.
- Collaborate with diverse stakeholders, including citizen groups, government agencies, and businesses, to develop and implement community-focused projects and events.
- Manage all aspects of the Community Redevelopment Agency (CRA), including budget development, financial reporting (audited annually by the state), and monthly presentations to the CRA board.
- Develop and implement short-term and long-term strategic plans for the CRA, ensuring

alignment with community needs and city objectives.

- Secure grant funding for city projects and assist citizens in identifying and applying for grant opportunities related to business development, housing, and other redevelopment initiatives.
- Organize and promote community events, such as the Wildflower Festival, the All Aboard Festival, and the Strawberry Festival.

### **Saint Cloud Police Department Community Redevelopment Officer | November 2018 – April 2023**

- Patrolled the city of Saint Cloud, enforcing laws and ordinances, while prioritizing community engagement and building positive relationships with citizens and businesses.
- Served as a liaison between the police department and the downtown business community, fostering open communication and addressing their specific needs.
- Coordinated the monthly downtown market, collaborating with business owners to ensure its success.
- Conducted Crime Prevention Through Environmental Design (CPTED) surveys to enhance safety and security in the downtown area.
- Achieved a significant reduction in calls for service in the downtown area through proactive community policing strategies.
- Gained experience in grant writing and successfully secured funding for community initiatives.
- Served as a member of the Crisis Negotiation Team, utilizing active listening and de-escalation techniques to resolve high-stress situations.

### **The Home Depot Service Desk Supervisor | 2010 – 2018**

- Supervised a team of 12+ associates, providing leadership, coaching, and performance management.
- Delivered exceptional customer service by effectively resolving customer issues and providing expert product knowledge.
- Managed order processing and fulfillment to ensure timely and accurate delivery.
- Participated in store management meetings, contributing to strategic planning and developing weekly merchandising plans and long-term project plans.
- Provided day-to-day direction to the department, including performance management, disciplinary actions, and employee recognition.
- Developed career development plans for associates, supporting their professional growth and goal attainment.

## **Skills**

Community Redevelopment, Grant Writing, Project Management, Team Leadership, Budget Management, Financial Reporting, Public Speaking, Community Engagement, Law Enforcement, Crisis Negotiation, Customer Service, Strategic Planning, Event Planning, Microsoft Office Suite.

## **Other Qualifications**

- Crime Practitioner
- CPTED Practitioner
- Crisis Negotiator
- excellent verbal and written communication skills
- proficiency with word documents, excel, and powerpoint
- proficiency in typing, about 80 wpm
- Public speaking
- Project management

## **Awards & Acknowledgements**

- Eagle Scout
- OTECH Award of Merit (given to the top cadet in the police academy)

### Awarded by the Saint Cloud Police Department

- Community Service Awards (received for the last 4 consecutive years)
- Award of Merit (given for extraordinary life saving efforts going above and beyond the call of duty)
- chiefs accommodations awards

-multiple unit citations for excellence as a team.

## **References**

Sgt. Casey Lawson, St. Cloud Police Department. 407-799-1957.

Ivek Hurley, Home Depot Regional Contact Center Manager. 407-844-7429

Larry Sessions, City Manager City of Live Oak. 386-364-9118

Lt. Douglas Hohman, Live Oak Police Department. 386-688-1065