

**Scott M. Moye**

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November 26, 2024

Honorable Mike Norris, Mayor  
Councilmembers Miller, Pontieri, Stevens, & Gambaro  
City of Palm Coast Florida  
c/o Mr. Doug Thomas, SGR Executive Recruiter  
160 Lake Avenue  
Palm Coast, Florida 32164

**RE: Applicant for City Manager**

Dear Mr. Thomas:

It is with great enthusiasm that I send this letter formally expressing my interest in the City Manager for the City of Palm Coast. I have also included my resume as required. I truly believe my experience and skills set will prove to be an asset to Palm Coast. Given my extensive background in governance, executive leadership, strong city and county management, I am confident my credentials align perfectly with the ideal candidate in your search.

Leveraging my education, and hands-on experience of regulatory, organizational and government management practices, I can contribute efficient, accurate and productive project results. Additionally, my unparalleled ability to establish and maintain cross-collaborative cultures among executive organizations and stakeholders has transformed me into a proactive change agent and mentor. I possess a high degree of emotional intelligence, and my executive experiences will bring calm, collected and educated decision making to the table. I have high degree of accountability, integrity, and ethics and deliver problem solving strategies where everyone will benefit.

I am now at a personal and professional point where I am ready to find new challenges and opportunities, relocate, and continue my success. I believe that I can provide valuable, structured leadership for the City of Palm Coast, the City Council, employees, and residents with distinction. I will ensure that the organization lives up to its values and mission statement, participate in achieving the strategic goals set by the Council and always meet or exceed the crucial expectations established for the City Manager.

I look forward to the opportunity to discuss with you in person how my background and personality would make me the ideal candidate.

I greatly appreciate your consideration of my candidacy and look forward to your reply. If you have any questions or I can be of any service, please do not hesitate to call.

Very truly yours,

*Scott M. Moye*

Scott M. Moye

Attachment: Resume

# SCOTT M. MOYE

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## SUMMARY QUALIFICATIONS

### **General**

**Management:** Diversified, analytical and comprehensive managerial skills in both the public and private sectors. Managed multi-million dollar projects with a pre-allocated annual budgets of various sizes (\$1.2M - \$76M), and achieved directed and personal goals. Innovative, results-oriented leader in coordination of organizational efforts, including: goal setting, budgeting, employee motivation, labor relations, and human resources administration. Strong interpersonal relations skills and customer service ethic. Renewing ICMA Credential Manager certification

**Finance:** Proficient in the preparation and administration of organizational budgets and grants. Disciplined in strategic capital project budgeting.

**Communications:** Outstanding interpersonal skills and emotional intelligence. Very strong oral and written communication skills. Effective in fostering cooperative relationships with citizens, staff, elected officials, and the media.

**Planning:** Comprehensive understanding of land use, stormwater management, and community development issues, including building/zoning code enforcement.

**Human Resources:** Experience in recruitment, retention, training, and motivating staff.

## EDUCATION

Georgia Southern University      Master of Public Administration (1995)  
Statesboro, Georgia

Georgia College                      Bachelor of Business Administration (1988)  
Milledgeville, Georgia

University of Oklahoma              Economic Development Institute (1997)  
Norman, Oklahoma

Georgia State University              Certified Public Finance Manager (December 2024)  
Atlanta, Georgia

*(continued on next page)*

## **PROFESSIONAL EXPERIENCE**

### **County Manager**

August 2016 to October 2024

Ware County Board of Commissioners

Waycross, Georgia

Served as the Chief Executive Officer (CEO) for Ware County, Georgia and charged to enforce and initiate all ordinances, resolutions, and regulations of the Board of Commissioners and the laws of the State of Georgia are faithfully executed and enforced; exercise managerial authority and supervision over the County Manager's staff and 15 all department heads with 348 employees under the jurisdiction of the Board of Commissioners, including delegation of duties to subordinates without relieving burden of responsibility from the County Manager.

Supervised the preparation, certification, and maintenance of county records such as: minutes of commission meetings; ordinances; agreements; personnel files; general correspondence; resolutions; contracts; and licenses.

Provided background information, financial status updates, and policy recommendations to the Board of Commissioners to aid in making decisions. Monitored financial status of County, include preparing preliminary budgets and compiling information from department heads relative to budget requests. Oversaw general maintenance of County buildings and assure proper insurance coverage on building and vehicles. Corresponded with the general public on requests for information and complaints. Served as the Public Information Officer for the County.

Departments Supervised: Administration, Assistant County Manager, County Clerk, Finance, Human Resources, Information Technology, Public Works, Engineering, Planning & Codes, Vehicle Maintenance, E911, Emergency Management (EMA), Emergency Medical Services (EMS), Fire & Rescue, Airport, Facilities Maintenance, Public Safety Training Center, Parks & Recreation, Media Services, and Senior Executive Assistant.

### **Procure-to-Pay (P2P) Operations Manager**

May 2013 to August 2016

Mayo Clinic Health Systems

Waycross, Georgia

Managed all departmental facets of the P2P Supply Chain Division of the Mayo Clinic Health System in Waycross, Georgia. Responsible for local contract administration for identified commodities and projects for entire campus. Formulated analytical reports and Supply Expense updates to department and institutional leaders, customers and colleagues. Participated in selecting suppliers and continuing business relationships on the basis of the value analysis principal. Provided customer service functions to all MCHS departments and customers. Collaborated with Sourcing and Contracting and committees to identify supply expense reduction opportunities.

Achievements: Implemented the first P2P division for MCHS Waycross. Developed and implemented the Travel/P-card system for MCHS Waycross. Assisted Mayo Clinic Florida staff with recognizing and implementing a \$2.5M annual expense savings for MCHS Waycross.

### **City Administrator**

April 2004 to May 2013  
City of Blackshear, Georgia  
Blackshear, Georgia

Managed municipal government with a staff of 42 FTE's in a full-service southern Georgia community. Reported to a seven-member board elected by districts with mayor elected at-large from a community of 3,483 full-time residents. Managed the following departments: Public Works, Streets, Sanitation, Water/Sewer & Fleet Maintenance, Finance, Human Resources, Police, Fire, City Clerk, Information Technology, and Economic Development. Provided guidance and oversight with City's grant administration for community and economic development projects. Prepared and presented the annual City Budget and the Capital Improvement Plan totaling \$4.8 million. Served as the City Clerk and Treasurer.

Achievements: Served as the first city administrator for Blackshear. Spearheaded many administrative improvement projects such as Charter revisions, Land Development Code, and Code of Ordinances and city property tax collection agreement with Pierce County, industrial park infrastructure improvement project (water tower/water & sewer installation), information technology conversion for document imaging, council agenda packet structure.

Departments Supervised: Administration, City Clerk, Finance, Human Resources, Information Technology, Public Works, Planning & Codes, Vehicle Maintenance, Police, Fire, Facilities Maintenance, & Parks, Water & Sewer Collection & Treatment, and Executive Assistant.

### **Adjunct Instructor**

July 2006 to July 2018  
Coastal Pines Technical College  
Waycross, Georgia

Provide instruction for Interpersonal Relations (Personal and Professional Development - EMPL 1000) in traditional classroom setting, online, and hybrid platform (BlackBoard). Provide advisement to students on human relations, employability, job search, and job advancement. Prepare and submit administrative documentation on students via Banner Web. Responsible for overall classroom instruction including: preparing lesson plans, maintaining department guidelines and standards, evaluating students by assigning grades and work ethic appraisals, and interacting with other faculty.

### **Deputy City Manager / Interim City Manager**

July 2000 to February 2004  
City of Fernandina Beach, Florida  
Fernandina Beach, Florida

Assisted with managing full-service municipal government with a staff of 204 full-time employees in a Florida coastal resort community with a rich, historic heritage. Responsible for development and administration of a \$19.5 million operating budget and a \$76 million total budget, which included a \$25million capital budget and three enterprise funds. City operations include a municipal airport, an 18-hole golf course, and a marina. Reported to a 5-member City

Commission, elected at-large from a community population of 11,500 (20,000+ during the tourist season). Managed the following City Departments: Human Resources/Information Technology, Finance, Parks and Recreation, Public Works, Marina, Golf, Airport, Fire, and Police. Oversaw operations in various City facilities which included: three recreation centers, two municipal pools, two fire stations, a police station, a wastewater facility, and a vehicle maintenance garage. City Manager office was responsible for management/maintenance of 8-miles of Atlantic Ocean beachfront.

**Achievements:** Completed addition to City Marina. Oversaw site-selection/development and financing of a state-of-the art City Police Station. Opened first phase of the City's 225-acre Greenway. Assisted with developing City newsletter to improve communications with City residents. Initiated facility beautification program. Developed City Mission and Core Values Statement. Initiated: City Wellness Program and City Employee Orientation Program. Initiated development of two waterfront parks, and the rehabilitation of another. Assisted CM developing weekly project-tracking and current events reports to keep the City Commission better apprised of important community happenings continued as Interim. Initiated developer workshops to better explain land-use regulations to prospective land developers. Implemented an organization-wide information technology program (voice mail, computer network, Internet presence), which modernized organizational communications and provided better, more timely customer service. To improve service and streamline operations, conducted performance audits of City departments, and restructured departments based on audit findings. Served on committee to negotiated two successful employee bargaining unit contracts for Police and Fire Departments. Worked closely with community groups (downtown merchants, service clubs, etc.) on various civic projects. Initiated anti-crime coalition task force (composed of City Public Safety staff and city residents) to reduce crime and drug trafficking in the community. Served as interim city manager to transition to new city manager during a tumultuous period.

**Departments Supervised:** Administration, Finance, Human Resources, Information Technology, Public Works, Community Development, Police, Fire, Facilities Maintenance, Parks & Recreation, Marina, Airport, Golf (27 Holes), Water & Sewer Collection & Treatment, and Executive Assistant.

### **Assistant to County Manager**

August 1993 to July 1998

Ware County Board of Commissioners

Waycross, Georgia

Provided assistance in county daily administration, financial forecasting/budgeting, local strategic planning, economic and community development, and project/grants management. Directed to manage daily activities and financial management for various County operations. Provided technical assistance to standing and formed committees of County/City, Chamber of Commerce, Waycross-Ware County Development Authority, and Okefenokee Area Development Authority with project management activities -- coordination, budgeting, administration, and consultation. Assisted Public Works Department with project concepts, designs, budgeting, facility development, and implementation in the areas of street and road improvements and paving, bridge replacement, and landfill operations.

Achievements: Coordinated and organized projects such as the Iron Bridge Road Landfill closure after 38 years. Successfully managed the capital project development and construction of the Tri-County Regional Landfill and Intermodal Surface Transportation Enhancement Act (ISTEA) projects which included concepts and design, funding applications, and administration to Federal and State agencies.

Assisted Departments Supervised: Administration, Finance, Human Resources, Information Technology, Public Works, Engineering, Planning & Codes, Vehicle Maintenance, E911, Emergency Management, Emergency Medical Services, Fire & Rescue, Airport, Facilities Maintenance, Recreation, and Media Services.

### **Administrative & Financial Director**

August 1988 - August 1993

Southeast Georgia Regional Development Center (SEGaRDC)

Waycross, Georgia

Maintained sound administrative and financial policies and procedures in coordination with the Board of Directors of the Southeast Georgia Regional Development Center and Certified Development Corporation. Managed a regional commission staff of 45 FTE's in southeast Georgia to serve eight (8) counties and twenty-seven (27) cities. Provided technical assistance to local governments in all areas of general administration, personnel administration, financial management, economic development, and grant administration. Managed the Financial Management System of the SEGaRDC with a \$5.8M budget. Provided consultation to local governments in areas of data automation and processing, reviewed and recommended information systems hardware and software proposals for various local government operations. Served as the administrator of the SEGaRDC Retirement Plan; maintain retirement system records; and serve as a member on the Trustee Committee. Ensured SEGaRDC complied with all federal, state, and local contracts.

### **REFERENCES**

Professional references will be furnished upon request.