

Adriana Trujillo-Villa, AICP, CPM

Davenport, FL

Phone: 941-685-2876; Email: adyltv@gmail.com

CAREER SUMMARY

- A proven professional with over fifteen years of progressively responsible experience in public and private sectors including positions in county, city, and tribal government; business and local media. Areas of expertise in community and economic development, strategic planning, process improvements, grant and project management, budgeting for resiliency, team building, interpersonal and community relations.
- Experienced author, facilitator and speaker. Coordinated/facilitated workshops and conferences at a local and regional level.

PROFESSIONAL EXPERIENCE

Operations Manager/Interim Public Works Director

Sept 2017 – Present

City of Haines City, Haines City, FL

The City of Haines is considered one of the fastest growing cities in Polk County with a population of over 26,000 and a service area of approximately 50,000. The total operating budget for the City is \$91 million and has a workforce of 360 team members. The City operates under the commission-manager form of government and manages major services of a municipality.

- Assisting the Department's director with grant/project management, budgeting, and overseeing the Department's operations.
- Partnering with FDOT (Florida Department of Transportation) to implement diverse road projects in the City.
- Appointed as Interim Public Works Director, managed a team of 17 employees.
- Managed cooperative funding contracts with FDEP (Florida Department of Environment) and SWFWMD (Southwest Florida Water Management District).
- Prepared the Public Works department budget for fiscal year 19-20, the approximately 6-million-dollar budget was approved by the City Commission.
- Secured funding for critical public works equipment/vehicles and for a new sign shop building. Saved approximately \$40 thousand by finishing the building interior with the help of the City's Facilities Maintenance crew.
- Promoted and supported a roads assessment within the City, and oversaw road improvements throughout the City.
- Coordinated a needs assessment for generators of six City facilities with several consultants and provided options for backup generators to the City Manager and department representatives. New generators were installed in 3 facilities and the other 3 generators were refurbished for the remaining facilities.
- Developed training opportunities for department employees through monthly lunch and learn sessions.

Development of Regional Impact Coordinator/Planner II

April 2012 – Aug 2017

Sarasota County, Sarasota, FL

Sarasota County is located in Southwest Florida on the Gulf Coast. The population is 434,000. The operating budget for the County in 2017 was over \$1 billion and the workforce over 3,000 employees. The county administrator is the chief administrative officer for the county and is responsible for managing day-to-day operations.

- Worked on locally funded agreements with the City of Venice for road improvements and reviewed community development projects within the Potential Annexation Areas with the City of Venice.
- Coordinated with various departments and worked on five agreements needed for the development of the SCAT transfer facility.
- Promoted the Nathan Benderson Park as an economic development generator with local, state, and national organizations.
- Managed due diligence requirements and governmental land-use approvals for development of regional impact and developments of critical concern and presented reports to the public and the local elected officials.
- Worked with the 2050 new urbanism team identifying revisions to the comprehensive plan and zoning documents.
- Appointed as acting Planning Manager for a team of 4 employees.

Associate Planner

Jan 2010 – Jan 2012

Pueblo of Laguna, Laguna, NM

The Laguna Pueblo is a federally recognized tribe, located in west-central New Mexico, near the city of Albuquerque, NM. The population is 1,200 and the reservation has 500,000 acres of land situated in Cibola, Valencia, Bernalillo and Sandoval counties.

- Collaborated on the development of Comprehensive Plans for six Villages by analyzing housing and demographics
- Managed the Pueblo Capital Improvement Plan (CIP) for 2012; met with village leaders to fill out CIP project worksheets.
- Prepared the Infrastructure CIP request, submitted to the State, and received funding for playgrounds.
- Assisted Planning manager with the Tiger grant application for the Pueblo's multimodal plan.

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Senior Planner

Oct 2006 – Sept 2009

Sarasota County, Sarasota, FL

- Coordinated intergovernmental projects with the City of Sarasota, City of Venice, and with the West Villages Improvement District for infrastructure coordination and planning studies.
- Interfaced with local planning, operating, and legal organizations to meet local requirements and create positive relationships with community and civic leaders.
- Identified and processed amendments to the Enterprise Zone Development Ordinance and the Sarasota County Code.
- Coordinated series of public workshops for comprehensive plan amendments.

City Planner

Sept 2005 – Aug 2006

City of Corpus Christi, Corpus Christi, TX

The City of Corpus Christi is a Texas city on the Gulf of Mexico. It's tucked into a bay and its beaches are sheltered by Padre and Mustang islands. The City's population is over 325,000. The City operates under the commission-manager form of government.

- Worked on case processing, mapping, reviewed subdivision plats and presented reports to the Planning Commission.
- Conducted investigations, site inspections and made observations on plans based on written requirements.
- Assisted with the coordination of the Texas APA 2006 state conference by participating in several committees.

OTHER PROFESSIONAL EXPERIENCE

- Planning and Zoning Specialist, Village of Los Ranchos de Albuquerque, Albuquerque, NM, Aug 2004 – March 2005
- Capital Planning/Public Works Intern, City of Chattanooga, Chattanooga, TN, June 2004 – Aug 2004
- Project/Graduate Assistant, The University of New Mexico, Albuquerque, NM, Aug 2003 – May 2005

PROFESSIONAL ACHIEVEMENTS

- Moderator and Speaker, ICMA Unite Virtual Conference, September 2020; National Planning Conference, April 2019; Florida Redevelopment Association Annual Conference, October 2018
- Professional Development Committee Member, FCCMA; June 2019 - Present
- Secretary/Treasurer, American Planning Association – Economic Development Division; Jan 2016 – Dec 2018
- Sarasota County Area Director, APA Florida Chapter, Suncoast Section; Sept 2014 – Sept 2017
- Strengthening Inclusiveness within the Profession Committee Member, ICMA Task Force; Sept 2014 – Dec 2015
- Certified Planner, American Institute of Certified Planners; Aug 2013 – Present
- Workplace Diversity Professional Development Award, ICMA 2008

EDUCATION

Certified Public Manager Program

July 2015

The Florida State University

Master of Public Administration

July 2005

Master of Community & Regional Planning

July 2005

The University of New Mexico, Albuquerque, NM

Bachelor of Business Administration in Marketing

June 2001

Escuela Superior Politécnica de Chimborazo, Riobamba, Ecuador

PROFESSIONAL TRAINING

- Budgeting for Resiliency Cohort, ELGL; April – June 2021
- AARP Livable Communities Cohort; ELGL; April – June 2021
- Hard Conversations about Racial Equity Cohort, ELGL; January – February 2021

PROFESSIONAL AFFILIATIONS

Member of Engaging Local Government Leaders (ELGL)

Dec 2020 – Present

Member of the Florida City/County Management Association (FCCMA)

Aug 2014 – Present

Member of the International City/County Management Association (ICMA)

Aug 2008 – Present

Member of the American Institute of Certified Planners (AICP)

Aug 2013 – Present

Member of the American Planning Association (APA)

Mar 2003 – Present

Adriana Trujillo-Villa

542 Rollins Drive, Davenport, FL 33837

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September 30, 2021

Renina Fuller, Director
Human Resources Department
City of Palm Coast

Dear Ms. Fuller:

It is with great enthusiasm that I submit this letter and my resume to be considered for the City Manager position with the City of Palm Coast. I have the experience and qualifications this position demands to manage and deliver high quality municipal services to the community.

I have more than fifteen years of experience in the public sector working with diverse communities in different capacities. I have worked on politically sensitive projects that require intergovernmental cooperation, fostering public-private partnerships, writing and presenting reports to citizens and local elected officials. I work well with diverse stakeholders in the public and private sectors and I can effectively operate within fluid, rapidly evolving environments. My leadership style, my community engagement abilities, my communication skills, and my experience working in public works and planning and development services departments will be an asset to the City of Palm Coast.

I am experienced in community and economic development, strategic planning, process improvements, grant and project management for infrastructure improvements, overseeing the compliance of open space and park requirements for large scale projects, budgeting for resiliency, working on ordinance and comprehensive plan amendments, team building, mentoring and coaching, interpersonal and community relations. I have also represented the organization I work for in different capacities at local, state, and national events.

I have worked for the City of Haines City as Operations Manager for four years and in 2018 I was given an opportunity to lead the Public Works Department as an Interim Director. As the Interim Public Works Director, I managed a team of 17 employees with a budget of more than 6 million dollars. I demonstrated adaptability and dependability while managing the Department. My leadership during this period of transition helped improve the morale of the Department's employees and made the team more productive and increased their job satisfaction.

I am aware of the continuous progress the City of Palm Coast has made to maintain a healthy balance between nature and development and I also understand the challenges the community faces. I am confident I can bring to the City a level of leadership, dedication, and professionalism necessary to accomplish the community's goals to continue making the City of Palm Coast a desired place to live, work, play, and raise a family. I appreciate the opportunity to meet and discuss my professional experience for the City Manager position. Please feel free to contact me at 941-685-2876 or at adyltv@gmail.com.

Sincerely,

Adriana Trujillo-Villa

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Enclosure: Resume

Professional References

Mark Cunningham, Assistant County Administrator, Sarasota County, 941-444-9826,
mcunning@scgov.net

Kelley Klepper, Project Manager/Senior Planner, Kimley-Horn, 941-527-9070,
[kelley.klepper@kimley-horn.com](mailto:kelly.klepper@kimley-horn.com)

Jennifer Marshall, Environmental Administrator, Florida Department of Transportation
District One, 863-640-2337, Jennifer.marshall@dot.state.fl.us

Tom Polk, Impact Fees Administrator, Sarasota County, 941-650-7896,
tpolk@scgov.net

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Salary History

- City of Haines City, FL; Operations Manager; \$78,309
- Sarasota County, FL; DRI Coordinator/Planner II; \$62,680
- Pueblo of Laguna, NM; Associate Planner; \$48,000
- Sarasota County, FL; Senior Planner; \$45,600
- City of Corpus Christi, TX, City Planner; \$38,000