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Doug Thomas, Senior Vice President
Strategic Government Resources

Dear Mr. Thomas;

Please accept this letter as confirming my interest in the position of City Manager for the City of Palm Coast, Florida. Enclosed is my resume listing my accomplishments for your review.

You will see from my resume, I have developed a solid background in management and financial budgeting skills. I believe in strategic planning to formulate community goals. I strive to build consensus through a collaborative approach to solve complex problems. My strong background in community and economic development have given me the skills necessary to guide the growth of the community.

In addition, I have worked on efforts to replace ageing municipal facilities including: police stations in both the Village of Franklin Park and the City of Rock Island. Most recently, I headed the effort in the City of East Peoria to refurbish and expand the capacity of the city's 100-year-old sewer treatment plant including presenting to council a recommended funding sources for the project.

I look forward to hearing from you to explore the use of my talents to support the mission of the City of Palm Coast, Florida. Please contact me at (309) 207-0543 or email jeffery.eder@gmail.com.

Sincerely,

Jeffery A. Eder

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EXPERIENCE

City of East Peoria **City Administrator**

August 2016 – September 2018

Head of management team for a full-service city with responsibility for carrying out directions from the Mayor and each Commissioners.

- Coordinates with Commissioners on the operations of individual departments they oversee.
- Manages City budget process working with department heads leading to council approval.
- Hired an outside consultant to lead the City through a strategic planning process. This allowed council and staff to discuss important issues and determine priorities.
- Worked with the Public Works staff and outside engineering consultant to gain approval for an estimated \$45 million dollar waste water treatment plant upgrade including a fee increase to pay for the improvements.
- An early retirement program lead to a significant amount of staff turnover particularly in the public works department. This allowed for reorganization within public works creating efficiencies and getting the different divisions to work more closely together.
- Implemented Route Smart technology in Public Works to allow better route mapping and information gathering.
- Served on the newly formed board as the City of East Peoria representative to oversee emergency dispatch consolidation within Tazewell County.

City of Rock Island **Assistant City Manager /** **Community and Economic Development Director**

June 2012 - August 2016

Manage department consisting of three divisions: Planning and Redevelopment Division, Economic Development Division, and Inspections Division in furtherance of City Council goals and adopted policies.

- Responds to requests and initiates development projects in accordance with Council goals.
- Researches, reviews, edits, and prepares reports, memoranda, and policy recommendations for review and consideration by the City Manager and City Council.
- Prepares and administers annual department budget, reviews and approves requests for materials, contracts, and purchases of services, supplies and equipment.
- Oversees the administration of funds involved in various community development projects; coordinates with outside agencies and departments involved with community projects; coordinates application processes for state and federal grants.
- Managed the annual CDBG program.

- Represents the City at a wide range of community and economic development meetings on the neighborhood, city wide, business district, and regional and bi state basis.
- Worked with neighboring communities on grant for a regional home lead abatement program focusing on homes with children. Shared staff administered the program.
- Serves on and provides staff support to a number of City Boards and Commissions.
- Meets with other department heads regarding projects that involve interaction with and cooperation of other City agencies to ensure successful, cooperative efforts.

Village of Franklin Park

Director of Community Development

May 2009 – June 2012

A reorganization of departments resulted in keeping economic development and planning operation with the addition of the building department responsibilities.

Building Division:

- Oversight of building permits, code enforcement, health inspections, occupancy program, multi-family housing inspection program and property transfer inspections were added to my responsibilities under this position.
- Worked regionally as the community representative for the Elgin-O'Hare Expressway bypass which encompassed 20 communities and two counties.

Planning and Development Division:

- Previously listed duties continued under this position.
- Grant writing and management including drafting and receipt of a \$200,000 brownfield grant from the USEPA for the remaining cleanup of an old dry cleaner site in the downtown.

Director of Planning and Development

April 2003 – May 2009

I continued all the duties of the previous position, plus added the following:

- Provided staff support to the Plan Commission and the Zoning Board of Appeals, which averaged approximately 30 to 40 hearings per year.
- Oversaw the development and enacting of a new Comprehensive Plan and a Transit Oriented Development Study of the Downtown Metra Station.
- Attracted and put together an incentive package for a major developer to redevelop a long under used shopping center in parts of 3 TIF districts with the Village completing the land assemblage.
- Help attract developers which redeveloped over 1 million square feet of industrial space within Franklin Park.

Director of Economic Development

November 2000 – April 2003

- Responsible for creating the new position of Director of Economic Development
- Established a Business Retention Program and annual networking luncheon for local businesses.
- Provided staff support to the Economic Development Commission.
- Treasurer and staff to the Grand Avenue Railroad Relocation Authority: a special unit of local government specifically tasked with overseeing an approximately forty-five million dollar grade separation project in the Village of Franklin Park.
- Created guidelines for the use of the Cook County Class 6b industrial incentive.

- Obtained an IEPA brownfield grant which was used to evaluate and partially remediate several sites in the downtown area with the assistance of Federal and State lobbyists for the Village to further its interests.

Locus Information Systems

March 2000 – August 2000

Director of Business Development

- Planned, identified, and implemented sales and marketing programs designed to build relationships with potential clients.

Greater Champaign-Urbana Economic Partnership

November 1997-March 2000

Director - Economic Development

- Directed overall economic development effort for the Champaign-Urbana, Illinois area.
- Recruited NEG Micon: a 60,000 square foot manufacturing facility employing 50 people.
- Responsible for a retention program that included visits to seventy companies in the last fiscal year
- Helped two local companies expand creating a \$20 million investment and 60 new manufacturing jobs.

North Central Indiana Private Industry Council

1995-1996

Grant Writer

- Wrote JTPA and various other grants.
- Designed and implemented a new budget tracking system for the six offices.

Grissom Redevelopment Authority

1994-1995

Manager of Property/Developer

- Managed all development prospects; gathered and developed marketing information

Peru/Miami County Economic Development Corporation

1993-1994

Manager of Technical Support Services

- Organized the Real Estate Symposium with the Institute of Real Estate Management; administered the Neighborhood Assistance Program Grant; distributed requested information to prospective industrial prospects

EDUCATION

University of Oklahoma,

- Economic Development Institute Graduate 2002

Indiana University, Kokomo, Indiana

- Masters of Business Administration, May 1997

Ball State University, Muncie, Indiana

- Bachelor of Urban Planning and Development, May 1993
- Bachelor of Science in Environmental Design, May 1993

Indiana Economic Development Academy, Ball State University

- Basic Economic Development Course, May 1993