

EDUCATION

Master of Business Administration
Bachelor of Business Administration

Northwood University
Jackson State University

Cedar Hill, TX
Jackson, MS

TRAINING AND CERTIFICATIONS

- Executive Leadership Institute (ELI) Graduate
- Class A Water Operator's Certification
- NIMS/ICS 100, 200, 300, 700, and 800 courses
- FEMA Debris Management Training
- TEDC Basic Economic Development Training - Modules Include:

Community Development

Business Finance

Real Estate Development & Reuse

Marketing and Business Attraction

Business Retention & Expansion

Workforce Development

Strategic Planning

Entrepreneurship and Small Business Development

Retail and Economic Development

Ethics and Economic Development

Managing Economic Development Organizations

Economic Development Trends

PROFESSIONAL AFFILIATIONS

- National Forum for Black Public Administrators – Current President of North Texas Chapter
- Ten Mile Creek Regional Wastewater Facility Advisory Committee – Current Chairman
- Red Oak Creek Regional Wastewater Facility Advisory Committee – Current Vice Chairman
- FBI Citizens Academy - Alumnus
- American Public Works Association
- American Water Works Association

January 6, 2019

Honorable Mayor and City Council
City of Palm Coast
C/O Doug Thomas, Sr. Vice President
Strategic Government Resources

Dear Mayor Holland and City Council:

I submit my resume for the position of City Manager. I would bring to this job my education public administration and many years of experience as a Florida city manager. I have over 25 years of public management experience, with the majority of this time as a city manager. I am a "hands on" manager, however I do not micromanage and I do work with my department directors and management staff as a team. I have a great understanding of the many varied aspects of municipal government, from record archiving, budgeting, purchasing to excelling in program delivery in crucial areas such as emergency services and the public works capital construction projects. I am available to the citizens, staff, and elected officials and can develop and maintain effective relationships with local and state officials to ensure that our community priorities are addressed

I currently serve as City Manager of Brunswick, Georgia which is located just north of the Florida-Georgia line on the Atlantic coast of Georgia. Brunswick is an urban port city that serves as the county seat of Glynn County. As a hub of commerce, government, higher education, culture and medical services, the city population increases to 40,000 people daily. I manage over 200 employees with a Budget of about \$46 Million. Previously I served as the City Manager of Zephyrhills, Florida which is a commercial, industrial and medical hub city in Pasco County that increases from 16,000 people to nearly 35,000 people seasonally. Zephyrhills is a full service City with police, fire, finance, human resources, water, wastewater, stormwater, streets, parks and recreation, cemetery, sanitation, fleet, planning, economic development, building, information technology, general aviation airport, golf course, industrial park, library and two museums. My budget in Zephyrhills was approximately \$62 Million.

Prior to that, I served six and one half years as City Manager of High Springs, Florida. I also previously served seven and one half years as City Manager of Lake Alfred, Florida. I also served as the Assistant City Manager in Auburndale, Florida for five years, which is located just southwest of the Orlando-Kissimmee MSA.

I have been successful in my career with grants, which have involved road construction, drainage, sidewalks, historic preservation, Main Street Program (Downtown Redevelopment), recreation facilities, park development, beach restoration (lake), sustainability planning/implementation, farmer's market expansion, urban forestry, drainage improvements, water line extensions, sewer line extensions, fire station renovations, law enforcement programs, computers, fire equipment, housing improvements, low income rental assistance, and other community improvements.

I have been active with community and intergovernmental relations, as my resume describes. I have served on multi-jurisdictional boards and committees representing my City. I have been actively involved with the Chamber of Commerce and local economic development agencies. I have been successful in working to maintain and recruit businesses in my communities.

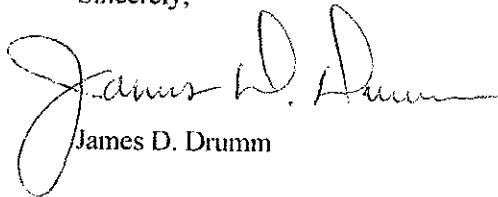
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While serving as a City Manager, I have always had active citizen participation. I worked with committees and the elected officials as a consensus builder in addressing community concerns and in developing and prioritizing the goals and objectives for the City. Many of these goals were accomplished, such as downtown streetscaping, City Hall restoration, utility construction/extensions, creation of community gardens, Community Center expansion and new park development to name just a few. I also encouraged the creation of temporary task forces and the creation of new citizen advisory committees to encourage public input. One of these was the Mayor's Youth Council to encourage our high school students to get involved in their community at a young age.

I am confident that with my advanced education, work experience, commitment to public service, and strong work ethic that I can handle the challenge of being the Palm Coast City Manager.

I would be pleased to discuss my interest in the City Manager position and my qualifications further either by telephone or in person. I thank you in advance for consideration of my application.

Sincerely,



James D. Drumm