

JAMES R. CLINCH, PE, MPA

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PROFILE SUMMARY

Results oriented Assistant City Manager with over thirteen years of progressive responsibility in local government management. Demonstrated efficiency in intergovernmental relations, crisis management, budgeting, policy planning and implementation, community engagement, customer service, human resources, and program accountability. A comprehensive understanding and respect for the history, culture, and community values of the City of Venice.

EDUCATION

Bachelor of Science in Civil Engineering Summa Cum Laude – GPA: 3.83/4.0	Dec 2006 University of Florida
Local Government Management Certificate GPA: 4.0/4.0	Aug 2023 Florida Gulf Coast University
Master of Public Administration (MPA) GPA: 4.0/4.0	Dec 2024 Florida Gulf Coast University

EXPERIENCE

The City of Venice (13 Years)

Population: 29,000; FY25 Annual Budget: \$180 Million; 394 Employees

Assistant City Manager October 2021 - PRESENT

- Management and executive leadership for five city departments (Building, Engineering, Planning & Zoning, Public Works, & Utilities)
- Served as Acting City Manager, including Council meeting management, Council one-on-one meetings, Council agenda review, supervision of all departments
- Regular coordination with Mayor and City Council for development and implementation of city-wide goals and objectives
- Board management experience serving as staff liaison for Citizen Advisory Board and City Council meetings
- Intergovernmental coordination with Sarasota County, Sarasota County School District, Sarasota Memorial Hospital, and other municipal partners on policies, partnerships, and agreements
- Strong public communication skills, including board presentations, media interviews, press releases, and panel interviews
- Financial and procurement management, including executive support of the annual citywide budget, capital improvement program, and grants management
- Developed and implemented numerous community outreach plans for new city projects, programs, and policies
- Emergency response and crisis management during all public safety emergencies including tropical weather events, flooding, aviation, marine, utility break, and any other city emergency
- Designated as City of Venice EOC Liaison at Sarasota County EOC for both Hurricanes Ian, Idalia, and Milton
- Developing and presenting ordinances, resolutions, policies, procedures, and agreements in support of City Council strategic goals

- Executive support for the collective bargaining process, settlement negotiations, mediation, and executive sessions
- City wide human resources support, including recruitment, promotion, disciplinary action, culture building, recognition, and policy guidance
- City staff liaison to numerous city partners including the Venice Chamber of Commerce, Venice Area Beautification, Economic Development Corporation, Gulf Coast Community Foundation, Central Venice Coalition, Venice Main Street, Venice Theatre, Venice Art Center, Sertoma Club, and Rotary.
- Direct supervision of the public information officer and special events coordinator

Director of Public Works & Asset Management

October 2018 – October 2021

- Directing departmental operations, policies and procedures for all Public Works divisions (Administration, City Hall Maintenance, General Maintenance, Parks, Fleet, Historical Resources, Solid Waste & Recycling)
- Managing a staff of 65 employees including daily operations, hiring, promotion, evaluation, and discipline
- Preparing reports and giving staff presentations to the City Council
- Development and implementation of annual budget for all Public Works divisions
- Preparing and updating asset management plan for all City facilities and public infrastructure including annual CIP Planning and ongoing maintenance plans
- Implementing the annual CIP plan and project management
- Regular intergovernmental coordination and partnership with Sarasota County
- Staff liaison to the Parks & Recreation Advisory Board
- Forming and managing numerous community stakeholder groups
- Managing and directing all Public Works emergency response for hurricane events

Assistant City Engineer

October 2015 – September 2018

Stormwater Engineering Manager

June 2013 – October 2015

Stormwater Engineer

Jan 2012 – June 2013

- Strategic planning for the Engineering & Stormwater Capital Improvement Projects
- Assisted with budget development for the Engineering and the Stormwater Fund
- Managing department CIP projects through design, procurement, contract approval, and construction
- Managing staff, including hiring, discipline, and evaluations
- Public presentations to City Council, Advisory Boards, NGOs, and residents
- Staff liaison to the Environmental Advisory Board
- Carrying out duties and responsibilities of the City Engineer when required, including City Council and Director meetings
- Regular coordination with outside agencies, including Sarasota County (Parks, Traffic, Engineering, and Environmental), FDOT, FDEP, SWFWMD, and other municipalities

DMK Associates, Inc.

Project Coordinator, E.I.

Sept 2007 – Dec 2011

Venice, FL

Project management for public and private stormwater, utility, and land development projects; Stormwater modeling, drainage reports, and treatment pond design; Permitting through local, state, and federal agencies; Creation of project budgets and schedules; Construction Engineering Inspection; Public presentations.

BP Barber & Associates

Engineer Associate I

Feb 2007 – Aug 2007

Savannah, GA

Drafting of construction drawings; Stormwater modeling and drainage design;
Subdivision layout and design; Construction inspection and field research.

Florida Department of Transportation

Soils & Foundations Specialist

Sept 2005 – Dec 2006

Gainesville, FL

Soils testing and data analysis using ASTM/AASHTO testing methods.

PROFESSIONAL/COMMUNITY INVOLVEMENT

International City/County Management Association, Active member and in pursuit of ICMA Credential Manager designation (ICMA-CM)

2021-Present

Florida City and County Management Association, Active Member

2021-Present; Membership Committee 2023-2024

Venice Theatre Board of Directors, Member

2024-Present

Florida League of Cities, Active Member

Attended Tallahassee Legislative Action Days 2025

Leadership Venice Class of 2020, Graduate

Venice Chamber of Commerce, February 2021

Venice Gondolier Top 40 Business Professional

August 2020

All-Pro-Dads Team Captain

Venice Elementary School, 2024-Present

Venice Area Beautification Inc. (VABI)

Vice President 2012-2013, City of Venice Liaison 2018-Present

Venice High School ACE Mentor Program

Final Project Judge 2017 & 2018

Sarasota County Sheriff Advisory Board, 2010-2014

Sertoma Club of Venice, 2008-2016

Awards Chair 2011-2015, Social Chair 2013

Venice Area Young Professionals, 2007-2014

PR Committee 2008, Events Committee 2009-2010

LICENSES & SKILLS

- Florida Professional Engineering License, P.E. #73841
- Florida Stormwater Erosion & Sediment Control Inspector #26716
- Incident Command System Training (IS-00100.b, IS-00200.b, IS-00700.a, IS-00800.b)
- ARM 360 Disaster Assessment Training (6/11/2012)
- 10-hour OSHA Construction Safety Certification #36-003645281, 2011
- Experienced with ICPR v3.1, AutoCAD, AS400/Sungard, MODRET v6.1, ArcGIS, WinTR-55, Microsoft Project, PowerPoint, Excel, and Word

REFERENCES

- 1) **Edward Lavallee, City Manager, City of Venice**
Direct Supervisor, 6 years
Office: 941-882-7399
Cell: 941-232-2638
Email: elavallee@venicefl.gov
- 2) **Kathy Lehner, President & CEO, Venice Area Chamber of Commerce**
Non-profit Partner, 13 years
Office: 941-488-2236
Cell: 941-468-3523
Email: klehner@venicechamber.com
- 3) **Jon Thaxton, VP for Community Leadership, Gulf Coast Community Foundation**
Non-profit Partner, 6 years
Office: 941-486-4605
Cell: 941-223-1198
Email: JThaxton@gulfcoastcf.org
- 4) **Brad Johnson, Assistant County Administrator, Sarasota County**
Intergovernmental Colleague, 4 years
Office: 941-861-5293
Email: brad.johnson@scgov.net
- 5) **Jerome Fletcher, City Manager, North Port**
Intergovernmental Colleague, 3 years
Office: 941-429-7076
Email: JFletcher@NorthPortFL.gov
- 6) **Robert Lee, Associate Professor, Florida Gulf Coast University**
Faculty Advisor and Professor, 3 years
Office: 239-590-7704
Cell: 239-777-1013
Email: rlee@fgcu.edu
- 7) **Frank Giddens, Fire Chief, City of Venice**
Colleague, 6 years
Office: 941-882-7512
Cell: 941-445-7502
Email: fgiddens@venicefl.gov
- 8) **Rick Simpson, Director of Public Works & Asset Management, City of Venice**
Director Report, 6 years
Office: 941-882-7359
Cell: 941-650-6966
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