

Suzanne Fisher, CPRP

suzyfisher561@outlook.com

November 30, 2020

Dear Ms. Mathis,

I would like to express my interest in applying for the position of City Manager for the City of Flagler Beach, FL. I previously worked for Putnam County and am very familiar with the area, its vast history, and some of its challenges. I have friends who live in Flagler Beach, so transitioning to the area would be seamless.

My twenty-plus (20+) years of experience in the field of local government administration, have granted me the opportunity to work with a variety of public and private customers and have allowed me to develop relationships within the communities which I have served. I believe in embedding myself in the community and becoming actively involved in helping communities thrive through servant leadership. My experience supervising public works, utilities, information technology, neighborhood and community services, code enforcement, and parks and recreations has included everything from departmental oversight to being the interim director for five of these departments while the director position was vacant. I have also worked closely with public information offices and internal auditors and believe that good government ensures that its citizens receive accurate and timely information.

My previous positions have allowed me to develop a keen sense of government and community relations, policymaking, legislative affairs, and collaborative operations. I have administered and monitored large departments with complex staffing needs, multi-million-dollar operation budgets (greater than \$170M), a plethora of facilities, multi-year federal grants, and FEMA reimbursements. Working collectively with staff (union and civil service), non-profit agencies, civic organizations, and neighborhood/homeowner groups, I have helped organizations achieve common objectives, while also addressing their mission, vision, and long-range goals. By developing and updating internal processes and initiatives, I have been able to enhance revenues, improve efficiencies, and increase interdepartmental collaboration.

I feel that my experience working in diverse communities would enhance Flagler Beach in a positive and inclusive manner. I welcome the opportunity to speak with you and the selection team about how my credentials and experience would help move the City of Flagler Beach into the future, while preserving, honoring, and protecting its rich history. Please feel free to contact me at the phone number, email, or address listed above.

Sincerely,
Suzanne Fisher, CPRP

SUZANNE FISHER, CPRP

suzyfisher561@outlook.com * www.linkedin.com/in/suzannefisher561

Dedicated local government administrator with 20 years' experience and a proven record for navigating difficult political situations, building relationships with elected officials, staff, and the community, and sound fiscal management of multi-million-dollar departments and capital improvement projects. Utilizing my expertise in the fields of parks and recreation, special events, natural disasters, public works, utilities, and finance, I have assisted the diverse rural, urban, and tourist-based communities where I have served, to improve operational efficiencies and increase revenues by embracing the future while honoring their past.

Core Strengths:

- | | | |
|----------------------|------------------------|---------------------------|
| ✓ Team Leadership | ✓ Project Management | ✓ Operations Management |
| ✓ Budget Management | ✓ Branding & Marketing | ✓ Policies and Procedures |
| ✓ Strategic Planning | ✓ Community Engagement | ✓ EOC Logistics |
-

EXPERIENCE & NOTABLE CONTRIBUTIONS

City of Delray Beach, FL

Assistant City Manager

04/19-09/20

Supervision and management for Parks and Recreation, Public Works, Utilities, Information Technology, and Neighborhood and Community Services (Code Enforcement, Sanitation/Solid Waste, Education, and Affordable Housing/HUD). Acting Director of Public Works and Utilities (September 2019 – June 2020).

- Administration of \$108M combined department budgets – 77% of total city budget and over 360 FTEs.
- Organization of Covid-19 community task force including 7-day a week food distribution.
- Initiated policy updates for general administration, asset disposition, asset management, and information technology.

Director of Parks & Recreation

01/14—4/19

Overall department management with a staff of 70 full-time in 7 divisions (Administration, Aquatics, Cemetery, Recreation, Parks Maintenance, Special Events, and Golf/Tennis), a budget of \$18M, and included 4 community centers, 1 teen center/skate park, 1.5 miles of beach, 2 aquatic facilities, 8,000 seat tennis stadium, 38 clay and 6 hard tennis courts, an 18-hole Donald Ross/Dick Wilson designed golf course, 1 executive golf course, 1 marina with 29 rental slips, 2 environmental preserve areas, 1 cemetery, and 59 total parks/greenspace areas.

- Analysis of Special Events including permitting processes, fee structure, and administration (new policy adopted by Commission in November 2018); analysis of City Code Sec. 91.20 (Dogs on the Beach); and analysis of City Code Sec. 92.32 (License Agreement for Boat Dockage).
- Launched Heritage Here – an equity-based community-driven neighborhood connectivity mural project sponsored by the Public Art Advisory Board.
- Emergency Operations Center logistics manager – Hurricane Matthew (2016) and Hurricane Irma (2017).
- Increased revenue for boat dockage, cabana rentals, and marina slip rental by over \$250,000 annually through contract negotiations and policy updates.
- Increased tennis stadium revenue by over \$100,000 annually by recruiting commercial film productions.

City of Albany, GA

Director of Recreation & Parks

12/06-01/14

Administration of a full-service Parks and Recreation department that served over 100,000 residents and visitors. Department included 64 full-time in 8 divisions (Aquatics, Athletics, Gyms and Centers, Park Maintenance &

Cemeteries, Natural Resources and Park Planning, Golf, Health and Wellness, and Entertainment), with 800+ acres of land, 76 parks, 9 community centers, 1 golf course, 2 cemeteries, 1 aquatic facility, 1 minor league baseball stadium, 6 youth baseball facilities, 4 boat ramps, 1 pistol range, 1 amphitheater, 1 skate park, 3.2 miles of Greenway Trail, a 10,500 seat Civic/Convention Center, a 950 seat historic auditorium, and 654 FEMA lots.

- Award of a \$75,000 FY09 – FY11 Office of Juvenile Justice and Delinquency Prevention appropriation for collaborative community youth crime and gang prevention initiative named: Totally Teen Zone.
- Optimized Civic Center utilization by increasing attendance through youth arena football and commercial events such as WWE, R&B concerts, religions and industry conferences and trade shows, stage productions, and the Albany Symphony.
- Increased Summer Food Service program by including 31 partner locations to serve over 45,000 free lunches.

Putnam County, Palatka, FL

Director of Parks & Recreation

5/02 – 12/06

Department organization, direction, and programming for a department of 8 full-time and 12 seasonal part-time employees, 17 parks, 14 boat ramps, 2 community centers, 1 senior center, 1 aquatic center and 3 nature areas.

- Acquisition of additional funding and construction management for the Palatka-Putnam County – Edgar Johnson Senior Center
- Increase of youth athletic program participation by 72% during first year of employment and adult athletic program participation increase of 40%.
- Acquisition and award of over \$1.2 million in state and federal grants from 2003 to 2006 (LWCF, FRDAP).

City of Jefferson, GA

Director of Parks & Recreation

4/01 – 5/02

Pioneered a new City department including complete development and facilitation of all programs, policies, staffing and budgets.

- Recipient of the Tony Hawk grant for component-based skate park.

City of Gainesville, GA

Allen Creek Soccer Complex Facility Manager

7/00 – 04/01

Oversaw facility construction and initiated policy and budget development for a 10-field competition soccer facility, including a collegiate soccer stadium built for Brenau University.

Tift County, Tifton, GA

Special Events Coordinator

9/99 – 6/00

Successful procurement, facilitation, and contract negotiations for signature community events, including ASA National Softball Tournaments (Women’s Open, Co-ed Church) and the legendary “Tifton Turkey Bowl.”

City of Camilla, GA

Director of Parks & Recreation

1/98 – 9/99

- Revitalized the Northside Aquatic Facility & Park after being closed for 10 years.
- Grant acquisition (over \$100,000) to assist with facility renovations to ensure ADA compliance.

EDUCATION

Anticipated: Spring 2021
 December 2007
 December 1996

Doctor of Public Administration
 Masters of Public Administration
 Bachelor of Science in Education

Valdosta State University
 University of North Florida
 University of Georgia