

City of Flagler Beach
Attn: Ms. Liz Mathis
Flagler Beach, FL 32136

Ms. Mathis:

I am writing to express my interest for the position of City Manager for the City of Flagler Beach. I hold a Master of Public Administration degree with an emphasis in Public Management and currently have over 20 years of experience as a City Manager and 27 years in government service.

My enclosed resume demonstrates a diverse background, detailing specific experience and expertise in a broad range of municipal management disciplines. My experience includes State level experience, County level experience and extremely strong local government management experience.

I have gained considerable knowledge and skills in the following disciplines:

- Budget preparation (1.2m to 53m), budget management, financial analysis, financial planning;
- Planning and zoning, including annexations and annexation related issues and code revisions, development and redevelopment, airport planning and expansions including Dual Track EIS;
- Economic development, including job creation, retail attraction, special events, tourism development, re-development, and traditional main street experience, gaming development;
- Public project planning, development and financing, including a Base Area Re-development, Community Center, Town Hall, Fire Station, Public Works Facility, Water Plant, River Restoration, Aquatic Center, Senior Center, Downtown Revitalization, Retail Attraction, multiple streetscapes;
- Grant writing and grant administration; Strong Historic Preservation Experience;
- Research, evaluation and statistical experience, gained in part working for the Arizona DES;
- Program evaluation and organizational management experience;
- Human Resources experience, supervising staff ranging from 10 to 300 and union experience;
- Urban Renewal Authority experience and traditional "Main Street" experience;
- Experience with municipally owned utilities (including telephone and cable), hospitals and airports;
- Public presentation experience, including Visioning processes, strategic planning, Town Hall meetings, Comprehensive Plans;
- Water rights experience, including public infrastructure planning and installation;
- Ballot experience, including debt issuance, public project issues and service delivery issues.
- Disaster Management experience, including Alaska Shield exercise, earthquakes, tsunamis.

I am a successful team builder and exceptionally strong with finances and financial planning. As the Flagler Beach City Manager I believe I can contribute strong and diverse technical skills, outstanding communication skills and background diversity. In addition, I believe I can contribute strong technical skills in issue/problem analysis, project management, strategic planning, organizational management, problem solving and extremely strong skills in Planning and Zoning. I have participated in over 30 public projects and partnerships, with regional examples available. I possess airport experience, industrial park experience and my economic experience spans traditional mid-western economies, world class resorts and university towns. I am confident I can offer well rounded and diverse experience to Flagler Beach as well as superior problem solving skills. My resort experience, coastal experience and proactive style make me an excellent candidate.

Attached you will find my resume as requested. I may be reached at .

Sincerely,

Alan D. Lanning

Alan D. Lanning

e-mail: lanning1724@gmail.com

Career Objective

I am seeking a professional level position in management utilizing my private and public management experience.

Education

University of South Dakota, Vermillion, SD

Degree: Master of Public Administration, May-1992

Specialization: Public Management

South Dakota State University, Brookings, SD

Degree: Bachelor of Arts and Science, Conferred 1982

Major: Political Science

Degree: Teaching Credentials, 1989

Minor: Economics/Education

Professional Experience

City Manager

Employer: Cordova, AK

Dates: October, 2016 – October, 2019

Duties: Cordova is a Home Rule, rural Alaskan community on the eastern side of Prince William Sound and a leading commercial fishing port. Cordova hosts a significant public harbor, with 700+ commercial fishing vessels and hosts 3 large processing plants. To accommodate the fishing industry, Cordova grows from 2,300 permanent residents, to nearly 5,000 during fishing season. Salmon fishing is the staple industry of the community, with recreational tourism becoming more important and viewed as an area of potential growth. Cordova is a full-service community, employing 60 staff, 5 enterprise funds and one collective bargaining unit, representing all but 16 staff. Cordova has an annual budget of \$14 million, with major income streams coming from property taxes, sales taxes and raw fish tax. Several important tasks have been undertaken or completed, including:

- Comprehensive and complete strategic planning and visioning process, with formal Council adoption.
- Renewed focus on building community partners and collaborative project development.
- Improved relationships with various community partners and the Community, utilizing public engagement methodologies.
- Pursuing funding to complete major harbor renovations, a large hydro project and other community improvements.
- Revamping staffing and services to accommodate losses in federal and state funding, intended to make Cordova self-sufficient.
- Streamlining departments and service delivery mechanisms utilizing work flow analyses and improved strategic planning.
- Complete rebuild of the City budget, including revenue forecasting models, capital project planning and staffing models.
- Participated in Alaska Shield exercise including hosting the USCG, MSRT.
- Applied for Alaska State Harbor Grant (5m); Build Grant (25m) and secured 5m bond to match State Harbor Grant. Voter approved. Numerous Emergency Management grants, Law Enforcement grants and transportation grants.
- Completed ICS 300 and ICS 400 training.

City Administrator

Employer: Lake City, MN

Dates: July, 2014 – July, 2015

Duties: Lake City is a designated Charter City. Served as the City Administrator providing a wide range of administrative duties, including budget preparation and monitoring and supervising the services of a full service community of over 5,000 residents. Lake City is working to transition, to a more tourism focused economy, utilizing the assets of the Mississippi River corridor to supplement a strong manufacturing base, consisting of Federal Mogul and Hearth and Home. My focus was to guide that transition, working with various community groups and interested citizens. Several important tasks were completed, including:

- Public Library Renovation
- Visioning Process with the City Council
- Improved relationships with various community groups.
- Completed ICS (Incident Command System) Certifications

City Manager

Employer: Central City, CO

Dates: August, 2010 – March, 2014

Duties: Central City is an historic mining town which implemented voter approved, limited stakes gaming in 1993 and expanded to 24-hour gaming in 2007 and hosts over 1.3 million visitors annually. Central City provides police, fire, community development, public works, water, engineering, finance, municipal court and city clerk functions and supervised a total staff of 25. Served as the City Manager, providing a full range of administrative duties including budget preparation and monitoring (7.5 million/3.5 million GF), organizational management, economic development, project management, zoning related issues, development and supervise 6 direct reports, grant writing, working with the casino community, Central City Opera and acted as Historic Preservation Officer:

- Reorganized several City departments, addressing staff expertise, created Operations Director position.
- Implemented financial controls, addressing ongoing and significant budgetary pressures due to reduced gaming revenues.
- Completed annexation for large development project, negotiated development agreement.
- Completed several important City projects, including a new City parking lot, water plant improvements, Parkway improvements, streetscape project, sign code re-write, clean up of two historic dump sites, implemented water metering plan.
- Complete remodel of City Hall and developed employee housing. Completed energy audit and related improvements.
- Refinanced several bond offerings, saving \$80,000 in costs and improving cash flow, eliminating bonded debt in 2013.
- Improved Council relations leading a Council Visioning process. Improved relationship with casino owners and lead a Business Community Visioning process. Improved community relations. Fostered public/private partnerships.
- Developed and implemented new transportation system for City, implemented in 5 weeks at a cost savings.
- Received **Governor's Award for Excellence** for Best New Development or Infill Project for mainstreet, streetscape project.
- Received APWA (American Public Works Association) award for Best Design and Installation for Water Projects in the small City category.

City Manager/Program Director

Employer: CH2MHILL

Dates: December, 2008 – March, 2010

Duties: Served as the contract start-up City Manager for Castle Pines North, a newly formed statutory city in CO. CH2MHILL through its Municipal Services division provides a wide range of municipal services and is providing a full-service “start-up” for Castle Pines North, including interim City Management Services. Served as the City Manager providing a wide range of administrative services, reporting directly to the Castle Pines North City Council supervising a staff of 6 department level professionals and 1.8 million budget. Successfully completed two large annexations totaling 3,850 acres, designed to have 2,700 housing units and 3.2 million s.f of retail/commercial space. In addition, reduced the “start-up” debt from 1.2 million to \$0 with very limited resources. Additionally, developed and implemented a complete set of City ordinances, resolutions, Council policies and procedures, and other regulations specifically designed for a newly formed statutory City, including numerous contracts for services with private vendors. All services were provided by contract.

City Manager

Employer: City of Steamboat Springs, CO (Ski Town USA)

Dates: July, 2006 – July, 2008

Duties: Steamboat Springs is a Home Rule-Council/Manager (ICMA recognized) community of 12,000 residents with seasonal populations up to 50,000 and one of the Big 4 ski resort towns in Colorado. Served as the City Manager providing a wide range of administrative services, which included budget preparation (53 million/27 million GF), financial planning, policy implementation, staff supervision (staff of 300/10 direct reports), economic development, organizational management, project management, zoning related issues, development related issues, transportation issues, water rights, airport related issues, recreation related issues, Historic Preservation issues.

- Reorganized several City departments, addressing ongoing and significant growth pressures.
- Purchased and developed hotel for affordable, community-wide work force housing.
- Improved Council/staff relations, including re-introduction of Governance Model, Improved employee morale.
- Developed/implemented **Watershed Protection Ordinance and Historic Preservation Ordinance utilizing citizen's committee.** Improved Vacation Home Rental Ordinance.
- Implemented Inclusionary Zoning Ordinance and Commercial Linkage Ordinance.
- Shared responsibility for construction of LEED certified Community Center.
- Commissioned comprehensive Economic Development Study.
- Worked with Staff and developer on proposed 700 acre, 2000 unit annexation.
- Presenter (Gaining Public Support For Public Projects) at ICMA Conference in Pittsburgh.
- Executive Director of SSRA (Steamboat Springs Redevelopment Authority), negotiating and planning for complete Base Area redevelopment with over 1 million square feet of commercial and residential development planned.
- Implemented expansion of the Parks and Recreation office and maintenance facility.

- Invited to apply as a **Gates Fellow** to the **Senior Executives in State and Local Government** program.

City Manager

Employer: City of Brookings, South Dakota

Dates: April 2004 – June 2006

Duties: Brookings is a Home Rule-Council/Manager (ICMA recognized in 2000) community of 18,504 residents with a Division I-AA University of 12,000 students, municipally owned and operated utilities division, airport and a designated Preserve America community. Served as the City Manager providing a wide range of administrative services, reporting directly to the Brookings City Council per Charter and included budget preparation (19.5 million/10.3 million GF), policy implementation, staff supervision (staff of 113/13 direct reports), economic development/redevelopment, job creation/retention, airport issues, landfill issues, organizational management, project management, university relations, housing and historic preservation related issues, negotiating labor contracts, airport issues, municipally owned utilities division and hospital, recreation related issues.

- Co-developed and implemented new economic/promotional/industrial development model, including regional partners on a county-wide basis. Directly responsible for large retail recruitment.
- Developed and implemented regional plan for combating West Nile Virus. Partners included all municipalities, Brookings County and South Dakota State University.
- Successfully planned and financed Aquatic Center, streetscape project and community center project.
- Brookings is home to Daktronics, Larson Manufacturing, 3M, Rainbow Play Systems and other manufacturing leaders.
- Developed and implemented several new revenue sources.
- Developed and implemented new investment policy, which included an innovative on-line bidding process.
- Assisted in securing new Essential Air Service. Worked on new airport Master Plan and feasibility/site selection study, the airport expansion is currently proceeding, based upon the study. Staff secured \$1,000,000 FAA/AIP grant for fire truck and building.
- Significantly improved Council/Manger relations, community relations, relations with other government entities.
- Successfully negotiated with **Lowe's, Inc.** to locate a retail store in Brookings, SD which re-developed an existing and abandoned K-Mart property. The project was referred and approved by the voters.
- Significant planning and zoning experience, including growth management, capital projects and drainage plan.
- Served on various regional and State boards.

Town Manager

Employer: Town of Minturn, Colorado

Dates: May 1998 – March 2004

Duties: Minturn is a Home Rule-Council/Manager (ICMA recognized in 1999) mountain community of 1,200 residents immediately adjacent to Vail, CO and on a Scenic By-Way. Served as the Town Manager providing a wide range of administrative services, reporting directly to the Minturn Town Council per Town Charter. Responsibilities included budget preparation (1.2 million GF) and direction, policy implementation, staff supervision (staff of 12/5 direct reports), economic development, zoning issues, development issues, project management, organizational management, water rights.

- Made significant budget and facility improvements, injecting **\$4.9 million in grants and other "free" sources of funds into the** Town budget. Successful Fire District Inclusion Election, three successful TABOR elections. Completely revamped all fee schedules.
- Formed the Minturn Visioning Committee, which provided the lead on a number of community projects, including a very **successful Farmer's Market (Featured in Colorado Municipalities Magazine and ICMA's, Ideas in Action)** and other economic development issues. Market nominated for 2002 **Innovations in American Government** Award.
- Successfully planned and financed new Town Center, Public Works Facility, Fire Station, River Restoration. Developed and financed Town owned employee housing units. Settled large water lawsuit with Vail Resorts.
- Significantly improved Minturn's local/regional status and implemented improvements in all aspects of personnel.
- Significantly improved Council/Manger relations, improved community relations, improved relations with other local governments, state and federal agencies. **Minturn voted "Best Local Government" in the Vail valley for 2000.**
- Significant planning and zoning experience, including growth management issues and significant **"water rights"** experience.
- Served on numerous regional and State boards.

Administrative Assistant to the Moffat County Commissioners/Planning Director

Employer: Moffat County Board of Commissioners, Craig, Colorado

Dates: January 1996 - December 1997

Duties: Served as the Administrative Assistant to the Moffat County Commissioners, reporting directly to the Commissioners and served as the Chief Administrative Officer for Moffat County, Colorado with overall management and administrative responsibilities for the departments of Administration, Planning and Zoning, Risk Management, Budget, Personnel (183 staff) and grants.

- Worked directly with the Board of County Commissioners, Elected Officials, and Department Heads.

- Developed and implemented policies as directed by the Board of Commissioners.
- Researched and administered grants (Energy Impact grant \$382,396, GOCO grant \$60,000, foundation grant \$60,000).
- Served on the Great Outdoors Colorado Trust Fund (GOCO) grant review committee.
- Preparation, administration, and monitoring of the annual County budget (26 million/7.5 million GF).
- Experience gained in financing capital projects (Public Safety Center, Youth Care Center, Library expansion).
- Developed a personnel policy and procedure manual for all Moffat County Departments and Elected Officials.
- Served as Risk Manager, Directed the County Planning Department.

Community Facilities Development Director:

Employer: Pinetop-Lakeside, AZ

Dates: January, 1998-May, 1998

Duties: Worked a short-term contract to construct a “state of the art” Commerce Park with local, State, Federal and private partners in order to attract high-tech industry to Pinetop-Lakeside.

Programs and Projects Specialist II (Evaluation Specialist)

Employer: Arizona Department of Economic Security (DES), Office of Evaluation, Phoenix, AZ

Dates: November 1992 - January 1996

Duties: Worked as a Project Leader performing complex duties related to development and implementation of program evaluations/organizational assessments.

- Developed program evaluation design, survey instrument design, data collection, data analysis, developed recommendations, wrote final evaluation reports.
- Experience gained in the areas of report writing, strategic planning, management analysis, budgeting, prioritizing multiple tasks and special assignments, writing formal reports, formal presentations, writing and evaluating RFPs.
- Major projects included evaluations in the areas of Developmental Disabilities, JOBS, Welfare Reform, Interagency Case Management Plan, Data Network for Human Services, and other special assignments.

Research Assistant:

Employer: Governmental Research Bureau, University of South Dakota:

Dates: 1990-1992.

Duties: Various research related projects. Experience gain in program evaluation design, survey instrument design, data collection, data analysis, writing final evaluation reports, strategic planning, management analysis, budgeting, prioritizing multiple tasks and special assignments, writing formal reports, formal presentations, writing and evaluating RFPs.

Manager/Private Sector: Employer: Various Dates: 1981 – 1990 Duties: Personnel, production, financial.

Honors and Activities

ICMA (International City/County Managers Association) Full Member-Credentialed (2006-2010)

CCCMA (Colorado City/County Managers Association) Member, AML Member

CAST (Colorado Association of Ski Towns) Member

CML (Colorado Municipal League-Policy Committee) Member/AML Member

GOSCCMA (Great Opens Spaces City/County Managers Association) Board Member

Gilpin County Ambulance Authority Board Member

ECO (Eagle County Transportation Authority) Board Member

SSRA (Steamboat Springs Redevelopment Authority) Executive Director

Governor’s Award for Excellence for Best New Development or Infill Project (Central City-2012)

APWA (American Public Works Association) award for Best Design and Installation for Water Projects (Central City-2012)