

February 26, 2015
David Neal
312 Scott Avenue
Salina, Kansas 67401

Dear Prospective Employer;

Thank you for taking the time to review this cover letter and resume. After a few years working in Kansas and enjoying the opportunity this job has afforded me to learn new things, I feel the economy may have improved to the point that I can return to the Phoenix metro my family calls home.

You'll see from my resume that I have over eight years of experience in the public sector spread across Surprise, Arizona, and Saline County, Kansas. I like to think the time I've spent in each community has expanded my planning knowledge and will compliment the needs of any employer. My time in Surprise gave me a solid foundation working on current planning projects like site plans and plats along with long range planning opportunities. My time in Saline County has added management skills, flood plain management, and considerable ability to work with people in a more one-on-one setting.

Again, thank you for taking the time to look over my resume. If you think I might be right for a position you are hiring for, please do not hesitate to call or email to ask more questions or request a formal application.

Sincerely,

David Neal, AICP, CFM
785-404-1909
dvdneal@gmail.com

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SKILLS

Development review
Site plans
Use permits
Plats
Streamlining permit review
Design guidelines
Long range plan administration and drafting
General plans
Area plans
Wildlife corridors
Zoning code administration and drafting
High growth communities
Agricultural preservation
Signs
Cell towers
Presentations to decision making bodies
Coordinating with stakeholders, outside agencies, internal departments, and the public
Code enforcement
Floodplain administration
CDBG grant administration
Annexation policy and administration
GIS

EDUCATION

Master's of Public Administration
Arizona State University (2011)

Bachelor of Science in Planning
Arizona State University (2006)
Cum Laude

MILITARY

U.S Navy 1992-1996
Boatswain's Mate Third Class (E-4)
U.S.S. Hawes, Charleston, SC

Managed and trained personnel in firefighting, security, maintenance, and special operations.

CERTIFICATIONS

2013 Certified Floodplain Manager (CFM)
2013 CDBG Grant administrator
2010 American Institute of Certified Planners (AICP)
2008 International Association of Public Participation, (IAP2)

WORK EXPERIENCE

SALINE COUNTY, KANSAS

Director of Planning and Zoning

2012-Present

Population: 55,740

Reporting to the Board of County Commissioners, I managed a department of two with a budget of \$112,156. My primary duties included directing county efforts for both current and long range planning, advising county boards, administering floodplain regulations, reviewing economic development tax incentives, and overseeing the operations of a sewer district with two contract employees and an enterprise budget of \$24,934.

HIGHLIGHTS:

- Reduced a potential budget overrun of 5% to 1% the year I was hired
- Assumed leadership of a failing zoning code overhaul and reversed public opinion through communication and coordination with the Planning Commission
- Coordinated with multiple state agencies to clear an illegal salvage operation located in a floodplain
- Advised and assisted residents on the effects of the Biggert Waters Act to their properties in the floodplain with the goal of lowering their insurance rates
- Worked with the City of Salina on intergovernmental agreements to allow commercial building code review and inspection through the city
- Drafted a comprehensive cell tower ordinance focused on allowing them in rural areas while forcing them to collocate and locate away from incorporated of residential zoned land
- Developed GIS layers to track agricultural development rights

CITY OF SURPRISE, ARIZONA

Planner

2006-2012

Population: 117,517

Reporting to the Community and Economic Development Director, I held progressively responsible positions supervising adjunct staff, managing zoning entitlements, making zoning interpretations, administering and updating the city's general plan, and coordinating permitting efforts with other departments. In 2008 my duties expanded to include assisting in economic development and small business retention along with legislative review and policy analysis.

HIGHLIGHTS:

- Reviewed the zoning portion for permits reaching a count up to 1,500 per month in one of America's fastest growing suburbs with help from one assistant planner
- Streamlined the divisional training budget by 47% as part of a 10% overall reduction in department budget
- Worked with teams and stakeholders to draft zoning codes for digital signs and marijuana dispensaries
- Organized multiple city departments, citizen committees, and stake holders to draft land use, public safety, infrastructure, finance, economic development, and an arts section of the general plan
- Established baseline statistics for general plan updates using census data along with state and local resources
- Established an internship position to assist Arizona State University students.
- Assisted Arizona Game and Fish on developing a wildlife corridor which was presented during the state planning conference
- Managed multiple general plan applications each year ranging from rail yards and airports to 5,000 acre mountain developments