

## James Mercer

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**From:** David Dollahon [REDACTED]  
**Sent:** Wednesday, March 23, 2016 7:56 AM  
**To:** jmercer@mercergroupinc.com  
**Subject:** Resume - David Dollahon, City Manager position for the City of Las Cruces  
**Attachments:** DAVID DOLLAHON - Resume - CLC City Manager - 03-21-2016.doc

Good morning Mr. Mercer:

Attached for your review and consideration are my resume for the position of City Manager for the City of Las Cruces. I look forward to discussing with you my qualifications and vision for the future of Las Cruces.

Thanks.

David P. Dollahon, AICP  
[REDACTED]

# David P. Dollahon, AICP

**Comment [1]:** Add a header here like the one used on your resume.

## EXPERIENCE / SKILLS

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### Assistant City Manager/Chief Administrative Officer

February 2016 - Present

City of Las Cruces, NM

As Assistant City Manager/Chief Administrative Officer, lead the administrative and internal functions in support of the City organization and served as part of the Office of the City Manager's executive team. This includes:

- Guided the Administrative Departments and function, including Human Resources, Information Technology, Finance, Public Information Office, and Internal Audit/Risk Management.
- Working to re-establish a focus on quality customer service throughout the Administrative departments and functions for both external and internal customers by standardizing procedures and ensuring properly adopted policies are in place.
- Assumed and embraced the role of Project Sponsor and chairman of the Executive Steering Committee of the re-implementation (complete relaunch) effort of the City's Enterprise Resource Program (ERP).
- Utilizes and shares extensive knowledge of operational issues, grants management, financial accounting and budgeting procedures, overall safety and information technology practices within the City organization.
- Recognize and support the principles of coordinated strategic planning and balanced budgeting.
- Possess and maintain a strong understanding of the infrastructure development, planning and permitting processes, and overall coordination expectations and responsibilities across all levels of the City organization.

### Director

### Community & Cultural Services Department

December 2013 – February 2016

City of Las Cruces, NM

As Department Director, oversees the management of the Library, Museum Systems, Senior Programs, and Visit Las Cruces (formerly the Convention & Visitors Bureau). This included:

- Monitored the operation of the entire department, including administrator's staff meetings, site visits to particular field operations, and appropriate personnel management (hiring, discipline, coaching, training, and evaluations).
- Ensured quality customer service throughout the Department for both external and internal customers by standardizing procedures and ensuring properly adopted policies are in place.
- Emphasized the importance of hiring quality personnel and continued professional development through the establishment of hiring ombudsmen in each section and mentoring a junior manager each year through a year-long program.
- Developed, analyzed, and managed a \$9.7m budget, including revenue projections, operating and capital budgets, and associated policies necessary for grant programs and budgetary processes. This included transitioning the grant-funded Senior Programs to a more logical chart of accounts and improved coordination of budget development between State and City processes.

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- Utilized and shared extensive knowledge of grants management, financial accounting and budgeting procedures, overall safety and information technology practices within the City organization as they apply to numerous programs under my supervision.
- Spearheaded the creation and adoption of the Department's first unified Strategic Plan.
- Guided the Museum System through a re-organization in FY2015 from museum-based to functional-based operations.
- Coordinated the structuring and management of the Visit Las Cruces to ensure proper budgeting of all revenues to maintain compliance with state statutes and continues to monitor expenditures-to-revenue throughout the fiscal year.

**Interim Director  
January 2013 – December 2013**

**Community & Cultural Services Department  
City of Las Cruces, NM**

**As interim Department Director, oversaw the day-to-day management of the Library, Museum Systems, Senior Programs, and Convention & Visitors Bureau.**

In addition to the duties of Department Director (discussed above), I served as the City-designated liaison with Global Spectrum for an updated and equitable Agreement for the operations of the Las Cruces Convention Center.

David P. Dollahan, AICP

**Chief Planning Administrator  
March 2012 – December 2012**

**Community Development Department  
City of Las Cruces, NM**

**Supervised the Long-Range Planning, Neighborhood Services, and Juvenile Diversion Program Sections of the Community Development Department. This included:**

- Applied for and was awarded a competitive-based Brownfield Economic Development Initiatives (BEDI) Grant for \$2,000,000 and a corresponding \$2,000,000 CDBG Section 108 Guaranteed Loan for the creation of the Museum of Nature and Science in downtown Las Cruces. The BEDI grant was one of seven awards made in a nation-wide competition.
- Supervised the application, acceptance, and implementation of the City's HUD EDI Model Extension Homebuyer Education (now completed) and Supportive Housing Programs, that includes two Shelter Plus Care Grants and one Transitional Housing Grant awarded by HUD on a competitive basis.
- Directly supervised nine program staff, including Housing Development Coordinators, Home Rehabilitation Coordinator, Neighborhood Services Program Specialists, and the Juvenile Diversion Program Supervisor. This included completing individual goal and expectations, performance evaluations, hiring, and disciplinary actions in accordance with adopted City policies.
- Served as primary contact staff person for the development and implementation of the City's Consolidated Plans and Analysis of Impediments to Fair Housing Choice (AI's) in May 2003, May 2006, and May 2011, including each year's annual Action Plan and other policy documents.
- Guided the CDBG/HOME Programs through routine (every year or every other year) monitoring reviews by HUD and external audit firms, significantly reducing the number of findings and concerns that the City previously received.
- Coordinated the efforts to update the City's Home Rehabilitation Handbook and the adoption of a Public Services Guide for the City, as well as Anti-Displacement/Relocation Policy for HUD programs.
- Monitored the daily operation of the entire section in coordination with subsection supervisors or team leaders, including staff meetings and site visits to particular field operations.
- Developed, analyzed, and prepared the necessary budgets for eight diverse, grant-funded programs.
- Shared extensive knowledge of grants management, financial accounting and budgeting procedures.

**Guided the Juvenile Citation Program for the City of Las Cruces (February 2004 to December 2013).**

Directly supervised the Juvenile Diversion Program Supervisor (formerly Youth Liaison Coordinator) that oversaw the day-to-day direction of all other program staff and provided administrative guidance related to the program including grant applications, reporting, performance, and budgeting.

**Neighborhood Services Administrator  
September 2001 – February 2012**

**Community Development Department  
City of Las Cruces, NM**

**Supervised the Neighborhood Services Section of the Community Development Department.**

In addition to the activities under Chief Planning Administrator (discussed above), I also directed the Weed and Seed Program for the City of Las Cruces (February 2004 – April 2005), and participated in various public boards and

David P. Dollahan, AICP

committees on the behalf of the City of Las Cruces, including the IBWC's Rio Grande Citizen's Forum (2002 - 2004).

**Senior Planner**

**November 1997 – September 2001**

**Planning Department**

**City of Las Cruces, NM**

Supervised the Advanced Planning Section, including MPO and Urban Design functions (July 2000 – September 2001). This Included:

- Served as MPO Officer for the Las Cruces Metropolitan Planning Organization (November 2000 – September 2001).
  - Oversaw the completion of contracts for the MPO's Short Range Transit Plan and Travel Behavior Survey.
  - Successfully supervised the implementation of the annual Transportation Improvement Plan.
  - Supervised and actively participated in meetings for the MPO, including the Policy, Technical Advisory, and Bicycle Facility Advisory Committees in coordination with the Transit and Public Works Departments.
- Oversaw the integration and coordination of Urban Design and Landscaping functions into the Planning Department.
- Served as City Office Center Building Manager responsibilities in July 2000, including supervision of custodial staff, evacuation procedures, timely payment of bills, and submittal of work orders and emergency notifications.

**EDUCATION**

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Bachelor of Science: July 1992

Major: City and Regional Planning

New Mexico State University

Cumulative GPA: 3.4

Graduate Certificate Program: December 2006

Major: Facilities Planning and Management

Ohio State University

Cumulative GPA: 3.7

**CERTIFICATIONS, AWARDS, AND SPECIALIZED TRAINING**

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City of Las Cruces Excellence in Management Award Recipient, December 2009 & December 2005

American Institute of Certified Planners (AICP), No. 012728, July 1997