

January 2, 2019

Mr. Joel Jenks, Executive Recruiter
City of San Antonio, TX

Dear Mr. Jenks:

I am writing to apply for the position of City Manager for the great city of San Antonio, TX. I believe I am the ideal candidate that exhibits strong, confident leadership abilities that will bring instant credibility to the position. My public service record reflects a highly successful professional and executive with a record that supports this claim through demonstrated inclusive and transparent leadership at the City of Las Vegas for more than thirty-years.

My strategic decision-making style leads major departments, such as Public Works, Building and Safety, Planning and Licensing, Operations and Maintenance, Detention and Enforcement and Fire and Rescue into strategic decisions for over hundreds of millions of dollars for the City of Las Vegas which have been praised by the City Council and through Citizen Surveys. My financial acumen leading these major departments is proven and skilled.

My leadership style is collaborative, but direct when time to make a final decision. My personal style integrates into all public settings that include community, civic and cultural affairs promoting the City's vision of making life better for all of our communities. As a public servant, I serve the Mayor and Council through strong leadership and community involvement.

I promote innovation and creativity with all that I work with at the City and the Community in the pursuit of excellence in our customer service and end product. This style is evident in the manner in which I address City-wide needs and my counsel to the City Council regarding policy issues.

There is no one in my current organization more passionate as a contributor to community development. It is evident by the success each year demonstrated through the major departments I direct and by the amount of capital improvements we provide for our citizens in the City of Las Vegas. My accomplishments and my team's accomplishments are driven by open and honest negotiations with a clear vision to the community. We work with diverse groups in a collaborative manner with the goal to make life better in the community. My strategic planning skills are excellent which are also demonstrated by my results oriented style of management.

Those who know me would tell you that I am engaging and comfortable interacting with all that I work with within the City and the community as an Ambassador serving their public interest.

My relationships that I have built upon over the past thirty-years working for the City of Las Vegas are varied and strong. I am able to travel to Washington DC to collaborate on

national and state issues as well as the Nevada Legislature on critical bills that serve our City well. My work in the Community of Las Vegas also includes many citizen groups, councils and committees all to better serve the community interests.

I have had the privilege of serving the residents of the city of Las Vegas for just over thirty-years. The city of Las Vegas is comprised of 20 departments providing comprehensive community services including Fire and Rescue, Public Safety, Public Works, Parks and Recreation and Economic and Redevelopment. The city of Las Vegas has approximately 3,000 employees and a total budget of \$1.5 billion of which \$550 million is in the general fund.

Finally, I know I can lead the great city of San Antonio through a strong team effort focused on the residents of the City to make life better in all our communities.

I am proud to offer my cover letter and resume for the position of city Manager for the city of San Antonio. Should you require any further information, please email, text or call me at _____, respectively.

Respectfully submitted,

Orlando L. Sanchez

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Attachments:

Comprehensive Resume

ORLANDO SANCHEZ

Summary of Qualifications:

Over 30 years of government experience with the City of Las Vegas. I started as a Management Analyst I in 1988 and have worked my way up through the ranks in various capacities throughout the city that includes Division Manager, Department Director to Deputy City Manager. My strengths include, but are not limited to, a proven track record of team building, innovation, adaptability, consensus building and strategic thinking to carry out the mission and priorities of the city council.

WORK EXPERIENCE:

Retired on August 1, 2018.

May 4, 2006 to August 1, 2018
Deputy City Manager, City of Las Vegas

Currently responsible for the Departments of Fire and Rescue, Public Safety, Municipal Courts and Operations and Maintenance. However, during my tenure as deputy city manager, I have also been responsible for the Departments of Public Works, Building and Safety, Planning and Business License, Parks and Recreation, Finance and Business Services, Neighborhood Services, Information Technologies, City Clerk and Human Resources.

February 4, 2004 to May 4, 2006

Director, Neighborhood Services, City of Las Vegas

Planned, directed, managed and led the activities and operations of the Neighborhood Services Department including neighborhood planning, housing, development and rehabilitation; Community Development Block Grant (CDBG); HOME Investment Partnerships; Emergency Shelter Grants; Housing Opportunities for Persons with AIDS; American Dream Downpayment Initiative and other related federal grants.

January 20, 1999 to February 4, 2004

Facilities, Manager, Department of Field Operations, City of Las Vegas

Responsible for the maintenance and upkeep of over 150 city owned and leased facilities. This includes, but is not limited to, electrical, plumbing, HVAC, interior and exterior aesthetics and remodeling. Developed and implemented the goals, objectives, policies, and priorities; implemented and approved policies and procedures

and identified opportunities for improving service delivery methods and procedures. Started the city's sustainability efforts resulting in energy savings and utility costs of over one-million dollars annually.

May 1, 1996 to January 20, 1999

Neighborhood Response Manager, Department of Neighborhood Services, City of Las Vegas

Supervised, planned, coordinated and organized, staffing and operational activities of the Neighborhood Response Division including resolving complaints and enforcing compliance with building codes and zoning ordinances to achieve the division's goals and objectives and to coordinate assigned activities with other divisions, outside agencies and the general public.

Developed and implemented the goals, objectives, policies, and priorities; implemented and approved policies and procedures; identified opportunities for improving service delivery methods and procedures and establish schedules and methods for providing inspection and investigation services to better serve our customers.

Developed and administered the division's program budget; forecasted funds needed for staffing, equipment, materials, and supplies; monitored and approved expenditures; recommended adjustments as necessary; participated on a variety of committees; prepared and presented staff reports and other correspondence as appropriate and necessary; testified at public hearings, compiled and reviewed items for City Council agenda; made recommendations on proposed ordinances related to code enforcement issues; wrote reports on specific issues to inform city management and the city council; drafted responses for administration; attended committee meetings; consulted with City Attorney on abatement activities; testified in court on related matters; interacted with local authorities on abatement efforts; discussed and coordinated efforts with other departments to resolve various issues; obtained information for reports from computer and inputted field inspection and complaint data; reviewed the reports submitted by subordinates; oversaw maintenance of records on complaint and compliance activities and other related duties assigned by upper management.

Major accomplishment(s): Meadows Village initiative, Pennwood Arville initiative, assignment of Code Officer's and Rapid Response Team to individual council wards, creation of a Combination Inspector position for multi-tenant properties, Southern Nevada Graffiti Coalition and numerous other pro-active initiatives.

July 1, 1995 to May 1, 1996

Ward Liaison Officer, City Managers Office, City of Las Vegas

Worked with the City Council and City Manager's Office in coordinating and implementing priority projects. Served as a liaison between the City Council and City Manager's Office staff, other public entities, business owners and the public. This included, but was not limited to, coordinating and running meetings, following through on priority projects and keeping the City Council and City Manager's Office apprised on the status of projects or events in the respective Council wards.

Major accomplishment(s): Responsible for the logistics and oversight for the creation northwest office – northwest city yard, for Ward 4 and 2, involved from the inception with the northwest master-plan, Jim Valtman and Associates, the creation of the fax hotline for council ward 4, worked on real estate transactions and the City's first long range facility master plan.

July 7, 1994 to July 1, 1995

Executive Management Intern, City Managers Office, City of Las Vegas

Responsible for developing and implementing customer service projects, real estate transactions and other special projects assigned by the Assistant City Manager, Deputy City Manager and the City Manager.

Major accomplishment(s): Co-chair of the Customer Service/One-Stop Shop “Inner Look” team. As the co-chair, I was responsible for the oversight and coordination of four subcommittees that made recommendations to the City Manager’s office on how to improve the way the city operates i.e. streamline and make the city more efficient, cost effective and customer friendly, second lead person behind the Assistant City Manager in coordinating Phase I and II of the City’s long-term comprehensive facility master plan, was responsible for many real estate transactions including, but not limited to, the investigation of the ownership of National Guard Armory which resulted in the discovery of reverter clause in favor of the city, land exchange transactions between the City and Clark County School District; land exchange transaction between the City and the Las Vegas Housing Authority and other private property transactions.

July 17, 1990 to July 7, 1994

Development Officer, Department of Economic and Urban Development, Economic Development, City of Las Vegas

Planned, coordinated, and implemented the division's marketing and sales strategies to further the City's efforts to diversify and expand the local economy. Analyzed all financial statements of companies wishing to do business with the division and made written recommendations to upper management on how to proceed. Responsibilities included the composition and editing of reports, letters, fact sheets, briefing papers, agenda materials, and speeches. Additionally, I prepared all promotional materials and related correspondence regarding assigned projects, negotiating land sales, marketing and managing the Las Vegas Business Center. Updated real estate inventory of existing sites and buildings for sale or lease. Business counseling, data analysis, research and evaluation of prospect needs and other activities which lend support to the departmental goals of implementing the City's Economic Development Program.

Major accomplishment(s): Was part of the team that helped promote and develop Las Vegas Technology Center, the Spectrum of Las Vegas, the Las Vegas Enterprise Park and numerous other businesses that relocated in the City of Las Vegas.

August 1, 1988 to July 17, 1990

Development Analyst, Department of Economic and Urban Development, Urban Development Division, City of Las Vegas

Monitored and audited sub-recipient files for compliance with federal regulations and the City's goals and objectives. Responsible for the composition and editing of reports, letters, fact sheets, briefing papers, agenda materials, speeches and other activities which supported the divisions goals of implementing the city's

Community Development Block Grant Program. Performed environmental reviews and monitoring compliance by contractors with the Davis Bacon Act on all construction projects.

Major accomplishment(s): The old Las Vegas Business Center; Western Coach; Nevada State Welfare Office in Nucleus Plaza and other Community Development Projects.

Oct. 21, 1987 to August 1, 1988

**Branch Manager, Ranchers State Bank
Grants, New Mexico 87020**

Supervised employees and was responsible for the daily operations of the branch office to ensure it was operated in accordance with government and banking regulations as well as good, sound business practices. Served as the Loan Officer for both commercial and private loans.

Major accomplishments: Increased loan portfolio by forty-seven (47%) percent, increased deposits by sixteen (16%) percent and reduced outstanding loans by twenty (20%) percent.

EDUCATION:

University of Pheonix, Masters of Business Administration, August 2009

New Mexico State University, Bachelor of Business Administration,
May, 1986, Las Cruces, New Mexico 88003; Major: Economics

ICMA-CM

Training:

Various leadership and customer service courses; Professional development courses; Economic and Community Development Block Grant courses/classes.

President of Local Government Managers Association of Nevada (LOGMAN) 2016-2018

Vice Presidennt of Local Government Manager Association of Nevada (LOGMAN) 2014-2016