

Jeremy Frazier

E: Jeremy.L.Frazier@gmail.com

November 12, 2020

Liz Mathis
Human Resources Manager
City of Flagler Beach
P.O. Box 70
Flagler Beach, FL 32136

Mrs. Mathis,

I am submitting my resume and other credentials for consideration of the Chief Administrator position in Flagler Beach. As a City Manager with several years of administrative experience, my local government experience, education, background and professional skill set appears to closely match the position profile as published on ICMA's website. As evidenced by the attached resume, I am a results-oriented manager with a strong background in strategic planning, capital improvement planning, project management, human resources management, labor relations, and community development and beautification.

I possess valuable experience in all phases of the budget cycle: preparation, approval, implementation, and reporting. As a previous City Manager and Assistant City Manager, I have developed and administered wide ranging general fund budgets in various communities from \$51.6 million dollars to 4.3-million-dollars. I also possess a proven track record in the administration and execution of various community infrastructure construction projects. For example, over the last several years, I have provided administrative oversight and executed various capital improvement projects in areas that include: TIF districts, streets, airports, public safety, water and sewer projects and electric utility systems. I most recently oversaw the administered the construction of a 1.5-million-dollar airport hangar, a 10-million-dollar hospital construction set to be constructed in 2021, and several millions of dollars in street overlays and infrastructure improvements.

Additionally, I possess significant experience presenting to policy makers, managers, municipal staff, and citizens alike. I also have a proven track record of establishing positive and effective working relationships with various internal and external stakeholders within the community. I have leveraged these working relationships to achieve positive and mutually beneficial outcomes. For example, I recently executed a \$175,000 intergovernmental City/County street resurfacing project that could not have been possible were it not for the positive working relationships that I developed and maintain with county policymakers.

Finally, as a current and past board member for various civic organizations and while serving as a gubernatorial appointee, I possess significant policy development experience. I regularly take advantage of local, state, and national training opportunities and stay apprised of best practices. I would welcome the opportunity to discuss my credentials and qualifications with you.

Yours sincerely,

Jeremy Frazier

Jeremy Frazier

PROFESSIONAL SUMMARY

Analytical, results-oriented City Manager with several years of progressive city management experience that possesses strong leadership, collaboration, analytical, communication and budgeting skills. Budget development experience of up to \$57.9 million with administrative experience supervising up to 160 employees. I am a confident, forward thinking, and active listener who can bring together diverse perspectives to forge consensus both within organizations and with community partners. I am committed to maximizing positive outcomes, team building, maximizing customer focus, and excel at reducing costs and increasing efficiencies across all departments and projects.

PROFESSIONAL EXPERIENCE

City Manager

01/2019 – 01/2020

City of El Reno Oklahoma (population 20,000)

Responsible for the day to day operations of a county seat City with approximately 160 full-time employees and additional part-time employees with a total FY 2019-2020 appropriated budget of roughly \$57,979,000 including capital. Services included Water and Wastewater Utilities, Streets, Airport, Development Services, Police, Fire, Finance, Library, Parks, Golf Course, and Cemetery.

- Finalized planning and worked with local developers and policy makers to secure financing for, develop plans, and to begin the process of building a new \$10 million El Reno-SSM healthcare facility within City of El Reno. Construction was expected to begin in 2020.
- Administered various capital improvement and infrastructure projects including a \$2 million, city wide street paving and resurfacing project, the construction and installation of new \$1.5 million Airport T-Hangar facility, bridge replacements, sanitary/gravity sewer replacement projects, library renovation, new housing developments, water plant upgrades, and various demolition projects.
- Formed positive working relationships with various local community partners including the El Reno Public School System, Chamber of Commerce, Main Street, churches, and other non-profit organizations throughout the community.
- Within first 6 months successfully coordinated and directed the recovery efforts of devastating back to back weather disasters including a 2019 historic flood and tornado which resulted in 2 deaths, injured nearly 30, and caused millions of dollars in damage.
- Negotiated on behalf of the City with public safety (FOP and IAFF) unions to resolve complex and sensitive issues including grievances, contracts disputes, and led discussions resulting in a 2-year collective bargaining agreement.
- Kept the council advised of organization financial condition, project statuses, departmental functions and future needs of the City and made recommendations on matters of finance, policy, and other matters as deemed desirable in addition to producing a bi-weekly City Manager's report.

Emergency Management Director / Community Services Supervisor
City of Muskogee Oklahoma (population 39,223)

09/2018 – 12/2018

Served a diverse, county seat community with a total FY 2018-2019 appropriated budget of \$58,405,210. Responsible for the administration of Emergency Management Operations for the City and supervision the departmental budgets for the Animal Control, and Code Enforcement departments. Staff supervision of 8 employees and FY 19 operational budget of \$600,000 excluding capital improvements.

- Planned, organized, and administered the Emergency Management programs for the City; acted as the community representative on all Emergency Management matters; and coordinated activities of the local Emergency Management Agency with local, State, and Federal, non-profit and private agencies including grant administration and post disaster recovery reimbursement.
- Selected, orientated, trained, assigned, scheduled, coached, counseled, and disciplined employees; communicated job expectations, enforced policies and procedures.
- Maintained and utilized social city social media websites to disseminate emergency plans and warnings to the general public and conducted news media interviews and press conferences or other outreach activities to keep the public informed about the emergency.
- Contributed to the development of the now Federal Emergency Management Agency and Oklahoma Department of Emergency Management approved Muskogee Countywide hazard mitigation plan.
- Finalized \$75,000 contract for repair/replacement of all 20 storm sirens for advance warning weather system in the City for future installation.

Assistant City Manager
City of Cushing Oklahoma (population 7,800)

12/2015 – 03/2018

Administered a General Fund Budget for Fiscal Year 2018-2019 of \$7.4 million with total City appropriations in the amount of \$29,235,002. In conjunction with the City Manager held responsibility for the supervision of 22 departments, various capital outlay projects and 135 full-time employees. Services included Water and Wastewater Utilities, Electric Utilities (Maintenance and Generation), Airport, Fire, Police, Library, Streets, Parks and Recreation, Aquatic Center and a Youth Center.

- Assisted in the development of the annual budget including the performance of cost control activities, monitoring of revenues and expenditures, in assigned areas to assure sound fiscal control, preparation of annual budget requests, grant administration, and the assurance of effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Administered coordination of natural disaster recovery efforts and served as media spokesman following a 2016, 5.0 magnitude earthquake which resulted in significant community damage such as 5.0 magnitude earthquake in 2017. (5th largest in Oklahoma History).
- Served as the City Manager in the City Manager's absence for all administrative and public functions.
- Executed the creation of a \$8.7 million dollar ad valorem mixed use development TIF District and the first TIF District within the City: TIF #1 Downtown Revitalization.
- Coordinated and spearheaded efforts to rehabilitate the historic downtown business district that resulted in business growth and retention capabilities, marketability, and appearance improvements.
- Monitored legislative and regulatory issues of concern to the City of Cushing and its community partners in the state of Oklahoma and apprised administration and staff of emerging advocacy issues.

Assistant City Manager

08/2014 – 11/2015

City of Newkirk, Oklahoma (population 2,200)

Administered a General Fund Budget for Fiscal Year 2015-2016 of \$4.3 million with total City appropriations in the amount of \$5,500,139. Total staffing included roughly 26 full-time equivalents. Services included Public Works (Water and Wastewater Utilities, and Streets) Electric Utility, Police, Fire, Finance, Library, Parks, Golf Course, and Cemetery.

- Successfully implemented, developed, and submitted for recording to the Oklahoma State Auditor an approved FY 15 General Fund budget of over \$5.5 million: thereafter making recommendations for budget revisions and allocation of funds.
- Participated proposal and passage of Phase 1 of a future \$3 Million Revenue Bond for water infrastructure improvements.
- Assisted in the development and implementation of a county seat City and regularly provided administrative overviews and reporting of organizational policies, goals and activities to residents, and political, civic, tribal leaders and business leaders.
- Served as the City floodplain manager to provided records of restrictions and regulations governing use of floodplains and administered all Code Enforcement activities on behalf of the City.
- Served as the City Manager in the City Manager's absence for all administrative and public functions.
- Organized first annual "Big Trash" community cleanup volunteer event to improve community appearance resulting in the removal of several 2 tons of trash and debris.
- Worked with city engineering consultants to craft and create comprehensive water studies for future water infrastructure updates and hydraulic modeling of water distribution system (surveying, completion of initial engineering drawings, final drawings) and tentative project start dates.
- Completed various City infrastructure projects (e.g. Street Resurfacing and City Hall roof replacement).
- Actively participated in the planning and execution of community events in conjunction with local community non-profits and civic organizations.

Retirement Plan Administrator

02/2013 – 07/2014

Oklahoma Municipal Retirement Fund

- Conducted and presented overviews of plan designs, investment options and plan provisions to staff members of participating municipal government employers throughout the State of Oklahoma annually and as requested.
 - Annually provided financial investment education and projected investment returns for over 200 government employers and 12,000 active participants, who collectively had pooled retirement assets that exceeded \$800 million dollars, through individual and group presentations.
- Ensured plan administration, programming and reporting adhered to plan provisions, IRS policies and federal law updates.
- Provided direction to and assisted employees with regards to all aspects of decision making and retirement planning options and process.
- Facilitated new employers joining the retirement system and assisted each to identify and facilitate the merger of existing plans.
- For the 403B retirement plans, audited and reconciled plan participant contributions, processed loan repayments and plan participant terminations.

- Initially hired as a Carl Albert Executive Fellow /Research Associate; quickly absorbed additional duties as the Budget Coordinator for the division.
- Coordinated and assisted in the preparation of the annual budget requests of a division within the 2nd largest agency for the State of Oklahoma by Appropriation (Medicaid; \$1 Billion).
- Tracked, reviewed, and analyzed programmatic expenditures within the agency's financial management system and prepared and maintained financial documentation for auditing purposes.
 - Through initiated audit discovered significant unpaid vendor reimbursements that were subsequently settled, saving the agency time, costs, and potentially avoiding legal action.

EDUCATION

Master of Arts in Political Science (Concentration in Public Administration)
UNIVERSITY OF CENTRAL OKLAHOMA, Jackson College of Graduate Studies, Edmond, Oklahoma

Bachelor of Arts in Communication
UNIVERSITY OF OKLAHOMA, Norman, Oklahoma

PROFESSIONAL AFFILIATIONS

- International City/County Management Association (ICMA)
- City Management Association of Oklahoma (CMAO)
 - Past Board Member – Assistant City Manager Representative (2-year term)
 - Past Board Member – Student Representative (2-year term)
 - Past Scholarship Committee
 - Current Conference Planning Committee
- Oklahoma Municipal Assurance Guarantee (OMAG)
 - Past Board of Trustees Member
- University Center at Ponca City
 - Past Board of Trustees Member (Gubernatorial Appointee)
- Master of Public Administration Advisory Committee Member (University of Central Oklahoma)
- Municipal Electric Systems of Oklahoma
- Oklahoma Municipal League (OML)
- Lion's Club International
- International Conference of Shopping Centers Conference Attendee

HONORS/CERTIFICATIONS

City Management Association of Oklahoma – Accredited City Manager Certification
Oklahoma Municipal League - Community Leadership Development Class 5 Graduate
FEMA IS-29 Public Information Officer Awareness Trainee
FEMA IS-100.b: Introduction to Incident Command System
FEMA IS-200.b: ICS for Single Resources and Initial Action Incident
FEMA ICS 300: Intermediate ICS for Expanding Incidents
FEMA IS-700.a: National Incident Management System (NIMS) An Introduction