

STEVEN WHEELER

▪ wheelz7673@gmail.com ▪

November 3, 2020

Dear Ms. Mathis,

As a goal-driven municipal manager with 20+ years of experience leading teams, improving efficiencies, and providing strong financial performances, I believe that I am the right individual for the position of City Manager of Flagler Beach.

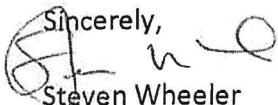
Throughout my career, I have strived for fiscal responsibility, economic prosperity, and customer service to our community —while inspiring and empowering our employees at the same time.

Highlights of my qualifications include:

- BA and two Master's degrees (MPA and MA)
- ICMA-CM (Credentialed City Manager)
- 20+ years of municipal administration experience
- Diverse administrative background with multiple years of management experience in thriving tourist and small beach communities, as well as thriving industrial municipalities
- Proven track record of creating regional partnerships to lower costs and improve communications for Safety forces
- Vast emergency management experience handling emergency preparedness for hurricanes, tornadoes, and other national catastrophes.
- A successful track record of project management of many infrastructure projects, including multiple beach nourishment projects, canal dredging, community wide public sewer installation, road resurfacing, and multiple new roads for local industries, all without increasing tax rates
- Considerable experience with Community Redevelopment Act (CRA), Enterprise Zones and TIF's
- Procured over \$10 million in grants over the past eleven years.
- Significant intergovernmental experience working with the U.S. Army Corps of Engineers, Department of Transportation (DOT), Division of Coastal Management, Department of Natural Resources, and state and federal government officials
- Experience managing beach strands, piers, municipal marinas, municipal golf courses, hydroelectric plant, parks, lakes, pools, and cemeteries
- Increased General Fund balance by 159% while maintaining a one percent income tax
- Track record of recruiting and fostering expansion of Fortune 500 companies and small businesses.
- History of empowering staff, improving morale, and allowing department heads the freedom to lead

Currently, I'm seeking an opportunity to make a significant and lasting impact on an already great community like the City of Flagler Beach, and I am confident that my many years of small beach experience would be a perfect fit for the community. Please review my résumé, and contact me to schedule an interview. I look forward to speaking with you.

Sincerely,



Steven Wheeler

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SUMMARY: Safety-Service Director with twenty years of municipal manager experience, and twenty years of overall municipal experience. Strong customer service and community relations' experience, and extensive experience and knowledge of personnel, project and financial management.

PROFESSIONAL EXPERIENCE:

- 2009-Present **Safety-Service Director (CEO)**
Orrville, Ohio
- Manage the daily operations of the safety and service departments including: supervision of personnel, ensure quality delivery of City services, and resolution of citizen concerns.
 - Oversee operation of City Departments, including Police, Fire, EMS, Zoning, Streets, Parks, Cemetery, and Pool.
 - Prepare the annual General Fund budget.
 - Prepare the annual Capital Fund budget.
 - Oversee all capital budget projects, to make sure they are completed on-time and on budget.
 - Advise and work with City Council on policy issues.
 - Work collaboratively with Economic Development Manager on recruiting and retention programs of our commercial and industrial employers.
 - Implement policies and decisions adopted by Legislative Board.
 - Advise, implement, and update long-term City of Orrville Comprehensive Plan.
 - Lead negotiation team in negotiations with Police, Service and Utility unions.
 - Represent the City in public and media relations activities.
- 2008-2009 **Town Manager**
Lake Lure, North Carolina
- Manage the daily operations of the government including: supervision of personnel, ensure quality delivery of Town services, and resolution of citizen concerns.
 - Oversee operation of Town Departments, including Police, Fire, Hydroelectric, Community Development, Water, Sewer, Finance, Golf Course, and Human Resources
 - Prepare the annual General Fund/Capital Fund budget.
 - Manage local economic development activities/Serve as the liaison between the Town and local businesses.
 - Serve as the liaison between the Town, state, and federal elected officials on legislative matters of interest to the Town.
 - Oversee all capital budget projects, to make sure they are completed on-time and on budget.
 - Successfully write and administer grant applications.
 - Advise and work with the Board of Commissioners on policy issues.
 - Implement policies and decisions adopted by Legislative Board.
 - Advise, implement, and update long-term Town of Lake Lure Comprehensive Plan for Town.
 - Represent the Town in public and media relations activities.

2001-2008

Town Manager

Holden Beach, North Carolina

- Manage the daily operations of the government including: supervision of personnel, ensure quality delivery of Town services, and resolution of citizen concerns.
- Oversee operation of Town Departments, including Police, Fire, Coastal Resources, Zoning/Inspections, Water/Sewer, Finance, and Human Resources.
- Oversee update and implementation of Town Disaster Preparedness and Response Plan.
- Prepare the annual budget.
- Manage local economic development activities/Serve as the liaison between the Town and local businesses.
- Serve as the liaison between the Town, state, and federal elected officials on legislative matters of interest to the Town.
- Managed and overseen construction of \$18 million public sewer system.
- Managed and overseen five separate beach nourishment projects.
- Managed and overseen major stormwater infrastructure project.
- Successfully wrote and administered grant applications.
- Advise and work with the Board of Commissioners on policy issues.
- Implement policies and decisions adopted by Legislative Board.
- Advise, implement, and update long-term strategic plan for Town.
- Represent the Town in public and media relations activities.
- Serve as risk manager, maintaining compliance with federal and state regulations such as OSHA and ADA.

2000

Village Administrator

Village of Fayette, Fayette, Ohio

- Manage the daily operations of the government including: supervision of personnel, delivery of village services, and resolution of citizen concerns.
- Prepare the annual budget.
- Review and approve purchase order requests.
- Manage local economic development activities/Serve as the liaison between the village and local businesses.
- Recruit industry to the Village, offering incentives for relocation and job creation.
- Write grant applications.
- Advise Village Council regarding policy issues.
- Implement policies and decisions adopted by Council.
- Represent the Town in public and media relations activities.
- Enforce zoning code/serve as Building/Zoning Inspector.
- Serve as a risk manager, maintaining compliance with federal and state regulations such as OSHA and ADA.
- Write Ordinances and Resolutions as directed by Village Council.

1999

Budget Analyst/Management Intern

County of Peoria, Peoria, Illinois

- Aided in day-to-day operations of Budget Department.
- Responsible for creation and analysis of 12 departmental budgets.
- Analyzed and forecast revenues and expenditures of departments.
- Responsible for creation and submission of grants for assigned departments.

PROFESSIONAL MEMBERSHIPS:

- International City Managers Association (ICMA)
 - ICMA Credentialed Manager (CM)
- Ohio City Managers Association (OCMA)
- Ohio Safety Directors Association, President 2017-2018

EDUCATION:

BA Degree, Criminal Justice
Kent State University, Kent, Oh

Masters of Public Administration
Masters of Urban Studies
University of Akron, Akron, Oh

REFERENCES:

Heather Finnel, Town Clerk
Town of Holden Beach
Holden Beach, NC 28462
(910) 842-6488

Gary Staley, Former Holden Beach Councilman
Town of Holden Beach
Holden Beach, NC 28462
(910) 209-2543

Janet Strimlan, Finance Director
City of Orrville
Orrville, Ohio 44667
(330) 612-5477

Mike Hamsher, Former City Council
City of Orrville
Orrville, Ohio 44667
(330) 466-7880

Robert Ballentine, Retired Fire Chief
City of Orrville
Orrville, Ohio 44667