

TIMOTHY W. OWENS

January 12, 2026

Madeira Beach, Fl.
300 Municipal Drive
Madeira Beach, Fl, 33708

To the Mayor and Commissioners,

I respectfully request that you consider this cover letter and resume for the vacant position of City Manager in a full-time capacity or as the interim Manager. I am very interested in the opportunity, and I believe that my experience will allow me to effectively fill this position. I am eager to return to a management role following my recent retirement from local government in January 2024 and one interim role in the first part of 2025 in North Carolina. I think my work experience will transition effectively to this great opportunity.

I was in the position of Town Manager for the Town of Wrightsville Beach, NC for over 11 years. The Town has a population of 2,500 with a seasonal population of approximately 30,000. The Town is a full-service community that in the past 11 years has received a lot of positive recognition from a number of national publications. I am proud that all this great exposure took place when I was the Town Manager. Currently, the Town is working on moving forward on a comprehensive overhaul of the Town's water and sewer infrastructure that has not been addressed in decades. The Town received \$25M from the NC General Assembly and will consolidate with the Cape Fear Utility Authority.

Prior to being manager in Wrightsville Beach, I was the Town Manager for the Town of Carolina Beach, NC. I served in this role for approximately 6.5 years. Carolina Beach is a full-service community with a population of 6,500 permanent residents and a population of 20,000 during summer months. Carolina Beach witnessed very similar issues as other Towns in North Carolina regarding the economy in 2006. I began employment with the Town just as the speculative real estate development market and exponential rises in real estate values were on the downturn. As a result, the Town began an effort to reduce spending starting in 2006 in order to not have to take drastic budget measures all at once. At my direction, the Town reduced employee expenditures, evaluated all revenue sources, and froze the rehiring of approximately 25 positions. Savings due to the freezing of these positions resulted in a savings above \$1M per year with virtually no drop off in productivity.

While in Carolina Beach, I spearheaded the creation of a water master plan to address the Town's aging water infrastructure, saltwater intrusion, and limited availability for new wells. I was directly involved in a variety of large projects that include; 1) The purchase of \$4.075M worth of property that was to become the NC Aquarium Pier at Carolina Beach, 2) Planning, permitting and construction of a \$4M streets and drainage project, 3) Oversight of a \$1M I/I sewer rehab project, 4) Supervision of a \$2.3M retention pond and clean water grant project, 5) Planning, permitting, and construction of a \$1.5M sewer pumping station expansion project, 6) Construction of a \$450,000 Equalization Basin Rehab project, 7) Reconstruction of the street and drainage in the largest subdivision in Carolina Beach, and 8) A variety of other capital projects.

I am very proud of my tenure at Wrightsville Beach and Carolina Beach. Prior to taking the position with Carolina Beach and Wrightsville Beach, I was the County Manager for Pamlico County, NC. During my tenure in Pamlico County, I once again had the opportunity to lead an organization during a time of extreme growth. This growth created opportunities, as well as a lot of issues that had to be addressed.

In closing, I believe that my work experiences, temperament, and knowledge of local and state government will effectively allow me to take over this wonderful opportunity.

If you have any questions or if you would like to set up an interview, I can be contacted at 119.071(4)(d)2h



Timothy W. Owens, AICP

TIMOTHY W. OWENS

OBJECTIVE

To be hired as the full-time or interim City Manager Position for Madeira Beach, Fl. I believe that my 30+ years of work experience in all facets of management will allow me to effectively take over the duties as needed and assist with the City's transition.

EXPERIENCE

TOWN OF ZEBULON, North Carolina

Interim Public Works Director (6 months), and

Interim Planning Director (1 month during tenure) – January 2025 to June 2025

- I retired from the NC local government system in January of 2024. I can work up to 1000 hours in NC local government and retain my pension status. The Town called me and requested that I consider the position, and I accepted.
- I completed the Public Works Budget for FY25/26 to be submitted to the management team.
- I worked with a variety of internal Public Works managers that were new to their roles and I was mentoring the managers to become successful in their roles using my many years of government experience as guidance.
- I became acquainted with and helped lead approximately 20 separate projects that were tasked of public works prior to my employment.
- I had weekly meetings with my direct report (Asst. Town Manager) to keep the management team abreast of current and future Public Works matters.

TOWN OF WRIGHTSVILLE BEACH, North Carolina

Town Manager – January 2013 to retirement in January 2024

- Primary FEMA contact for 3 hurricanes in three years with Hurricane Florence making landfall on Wrightsville Beach in 2018. Primary FEMA contact for hurricanes since 1995 for the communities listed on this resume.
- NIMS certification was completed.
- Oversaw a \$4.3M dollar streetscape and bathhouse project recently that included \$1M in private funds, \$300,000 in grant funds, \$500,000 from New Hanover County, and local revenue sources.
- Completed the construction of a restroom facility in the Town's central business area with 75% of the \$350,000 expenditure being offset by a grant.
- Completed construction of an approximately \$400,000 sidewalk project using STP-DA funding with the Town's portion of the project being 20% of the total.
- Worked with the Board to increase General Fund-Fund Balance from \$4.3M to over \$24M since 2013.
- Worked to increase Water/Sewer Enterprise Fund from \$4.6M to \$7M from 2013 to date.
- Budget Officer and oversight of a General Fund Budget of \$15,980,644 and an Enterprise Fund Budget of approximately \$5,254,594 in FY2023/24.
- Responsible for the daily duties of a full-service community with a year-round population of 2,500 and an estimated population of 30,000 per day during the summer tourist season.
- Responsible for the oversight and day-to-day operation of a workforce that includes approximately 85 full-time employees and 30+ seasonal employees.

TOWN OF CAROLINA BEACH, North Carolina

Town Manager – April 2006 to November 2012

- Budget Officer and oversight of a General Fund Budget of \$8.9M, a Tourism Fund Budget of \$1.9M, and an Enterprise Fund Budget of \$5.25M in FY2012/13. FY12/13 was the 7th budget formulated for the Town with excellent audits each year and improved fund balance amounts.
- Responsible for the daily duties of a full-service community with a year-round population of 6,500 and an estimated population of 20,000 per day during the summer tourist season.
- Responsible for the oversight and day-to-day operation of a workforce that includes approximately 90 full-time employees and 30+ seasonal employees.
- Worked to reduce the Town's budget over several years by not filling approximately 25 positions that resulted in savings estimated at over \$1M for the Town.
- Experienced with beach nourishment and dredging projects. Worked with local, state and federal officials at all levels to help secure funding for water resource related projects. Led efforts to seek Federal funding reauthorization for the Town's beach fill project and a dual path of seeking a local permit to complete a project if the Town is not reauthorized.
- Instrumental in securing and/or implementing \$5.8M in grants in 6.5 years for a variety of Town projects. The resulting Town match was \$2.9M.
- Worked directly with a planning consulting firm to create a Master Development Plan for the Town's Central Business District.
- Direct supervision of all aspects of a variety of Town projects totaling more than \$12M.
- Supervised a planning effort that sought solutions to the Town's growing concern that it could not serve its citizens with a safe and adequate water source due to future growth. Worked to create a CIP for water and sewer infrastructure with a build out scenario in mind.
- Worked with elected officials in Carolina and Kure Beach to settle a multi-year dispute over billing between the two Towns for a sewer authority that was established in the mid-1970s.
- Directly responsible for recruiting and hiring of the majority of department heads working for the Town of Carolina Beach at the time of my departure. Responsible for all employee related personnel actions.
- Participated as a member of the Wilmington MPO Technical Coordinating Committee.
- Served as the Town Public Information Officer and primary point of contact for the press.
- Staff representative to CBP3inc which is a non-profit used to hold land for the Town. Oversaw a significant renovation to hotel properties prior to the 2012 season.
- Worked diligently to improve the appearance and image of the Town through a variety of initiatives.

PAMLICO COUNTY, North Carolina

County Manager – September 2004 to April 2006

- Oversight of a General Fund Budget of \$14 Million and a Water Fund Budget of \$2 Million.
- Responsible for the day-to-day operations of a growing coastal County with 115 employees and 18 Department Heads.
- Oversight and creation of the FY05/06 and FY06/07 budgets.
- Responsible for the coordination of Pamlico County government with numerous departments that are funded or partially funded by the State, Departments that have their own Boards and Directors, and Departments headed by Elected Officials.
- General supervision and budgeting for several unprecedented building projects that were either completed or nearing completion upon my departure to include the Pamlico County Human Services Building (\$2.3M) and the Pamlico County Law Enforcement and Detention Center (\$8M).
- Author of a Rural Center grant and loan application that resulted in SRL funding for a new 500,000 gallon water tank that began construction in 2006.
- Member of the CJPP Board, Partnership for Children Board, and the Rural Transportation Planning Commission.
- Accountable for the creation of all Board of Commissioner's meeting agendas.
- Direct supervision of a Rural Center Project that includes a GIS/Mapping project of the County water system and a Capital Improvement Plan for both the General and Water Fund.
- Assisted in creating and implementing the County's first Risk Control Policy Manual and the formation of a County Safety Committee.
- Spearheaded the implementation of the first ever Pamlico Economic Development Forum.

TOWN OF SHALLOTE, North Carolina

Town Administrator – November 2000 to September 2004

- Responsible for the creation of the yearly budget in FY01/02, FY02/03, FY03/04, and FY04/05 (General Fund - \$2,081,628) (Enterprise Fund - \$2,633,634).
- Supervision of day-to-day operation of a Town that increased in property valuation from \$186 Million in FY00/01 (total budget of \$2,850,000) to \$330 Million in FY04/05 (total budget of \$4,700,000).
- Oversight of 4 department heads and 32 employees including Police, Fire, Water and Sewer, Planning, Streets, Maintenance, and Administration.
- Responsible for all daily financial and operational issues of the Town.
- Responsible for ensuring that the Town follows all North Carolina General Statute requirements.
- Accountable for all Board of Alderman meeting agendas.
- Staff person responsible for all Planning and Planning Board conditional use requests, subdivision reviews, site plan review, annexation requests, ordinance amendments, code enforcement actions and rezonings.
- Staff liaison to the Board of Adjustments.
- Personnel Officer for the Town responsible for recruitment, retention, and personnel actions.
- Enhanced the safety efforts of the Town as the Safety Officer by implementing additional training and creating a complete safety manual.
- Oversight of many water and sewer related construction projects.
- Responsible for grant writing and administration of grants received.
- Created an ArcView mapping program for the Town to enhance planning efforts.

TOWN OF KITTY HAWK, North Carolina

Assistant Town Manager/Planner – January 1997 to November 2000

Code Enforcement Officer/Planner – May 1995 to January 1997

- Assisted in the creation of the yearly Town Budget.
- Responsible for the supervision of the Building Inspections and Planning Department.
- Assisted in the supervision of the Public Works employees.
- Guided developers, the general public and Realtors with development projects and development procedures.
- Responsible for enforcing the Kitty Hawk Town Code.
- Enforced and permitted local CAMA regulations.
- Attended Dare County Beach Nourishment Committee meetings on behalf of the Town.
- Coordinated and managed numerous special projects.
- Grant writing, administration or oversight of projects exceeding \$1Million.
- Coordinated the local NFIP/CRS Program.
- Led an effort as Tax Collector for the Town to collect back taxes that were nearing 10 years of not being collected.
- Author of the Kitty Hawk Citizen Survey and periodic Newsletter.
- Author of the Kitty Hawk Hurricane Preparedness Plan.
- FEMA application and damage assessment contact for the Town during multiple events.
- Staff representative to the Board of Adjustments.
- Responsible for creation of an ArcView Program for the Town to enhance planning efforts.

TOWN OF KILL DEVIL HILLS, North Carolina

Planning Intern – January 1995 to April 1995

- Assisted the Planning Director with ordinance amendments, special projects, everyday planning duties and grant proposals.

TOWN OF MINT HILL, North Carolina

Planning Intern – January 1994 to May 1994

- Worked with the Planning Director to study and determine if surrounding unincorporated areas were eligible for annexation.
- Daily duties consisted of land use surveying, maintaining and updating a land use database, and presentation of findings regarding an annexation initiative by the Town to the governing body.
- Began exploring the possible land use effects of the new Charlotte outer-belt on Mint Hill by creating a time series, land use study maps and a literature review on the topic.

UNIVERSITY OF NORTH CAROLINA-Charlotte, North Carolina
Transportation Analyst/Graduate Asst. – August 1992 to December 1993

- Helped to create two surveys to explore the perception of crime in and around the Greensboro Transit System and statistically analyzed the databases using various software packages.
- Created a GIS environment in TransCad to analyze the geographic distribution of the Greensboro transit survey responses. This allowed me to compare demographic characteristics and the effects they may have on the perception of crime around the Greensboro Transit System.

PROCTER AND GAMBLE PAPER PRODUCTION CO., Greenville, NC
Solid Waste Management Co-op – April 1991 to December 1991

- Conducted monthly solid waste meetings.
- Monitored all waste streams and created monthly reports for local, top-level managers and company headquarters.

EDUCATION

University of North Carolina at Charlotte, Charlotte, NC
Master of Arts in Geography

Finished all course work in May of 1994 and completed thesis project in August of 1998

Concentrations: Transportation and Planning

GPA: 3.7 overall

East Carolina University, Greenville, NC
Bachelor of Science in Urban and Regional Planning

Graduated in December of 1991

Concentrations: Public Administration and Economics

GPA: 3.6 in core courses and 3.2 overall

NCAPA – 1991 Outstanding ECU Planning Student Award

School of Government, Chapel Hill, NC

Municipal Administration Course – Sept. 1997 to May 1998

Numerous Planning, Budgeting and Finance Courses

NC Academy of Real Estate, Kill Devil Hills, NC

Licensed In-active real estate sales person and/or broker since December of 1994

American Institute of Certified Planners – May 2003 to present

ICMA Applied Knowledge Assessment – Completed competency test in February of 2006.

I have not applied to become a certified manager due to the cost and time away from work associated with CE credits for both AICP and ICMA.

OTHER ACCOMPLISHMENTS AND INTERESTS

TRANSPORTATION RESEARCH BOARD PUBLICATIONS:

I was co-author in the following studies approved for publication and presentation at the 73rd Annual Transportation Research Board Meeting.

- **Public Fear of Crime and Its Role in Bus Transit Use** by David T. Hartgen, Gerald L. Ingalls, and Timothy W. Owens
- **The Perception and the Incidence of Crime on Public Transit in Small Systems in the Southeast** by Julian Benjamin, David T. Hartgen, Timothy W. Owens, and Malcolm Hardiman.

PROFESSIONAL INVOLVEMENT

Member of North Carolina American Planning Association

Member of ICMA

NC City and County Management Association

American Institute of Certified Planners

COMPUTER SKILLS

MS Products, PCs, ArcView, Internet, Spreadsheets, General Office Equipment

COMMUNICATION SKILLS

Public Speaking, Council/Planning Board Meetings, Report Writing, Ordinance Writing, Grant Writing and Administration

ADDITIONAL REFERENCES ARE AVAILABLE UPON REQUEST

SALARY EXPECTATON; MARKET RATE KEEPING MY MANY YEARS OF MANAGEMENT EXPERIENCE IN MIND

REFERENCES

Please contact me before the Town contacts the references

Former Carolina Beach Mayor

Joel Macon

119.071(4)(d)2.z.(II)(B)

Current Assistant Carolina Beach Town Manager and former Co-Worker

Ed Parvin

119.071(4)(d)2h

Current Chief of Police for NC State University and former Wrightsville Beach Police Chief

Chief Dan House

119.071(4)(d)2a

Current City Manager for Spring Lake, NC and former Carolina Beach Fire Chief

Jon Rorie

119.071(4)(d)2h

Public Records Exemptions

Enclosed please find a copy of the response documents for your public records request. The following information is provided to explain the process employed to review and produce the response documents.

Reason	Description	Pages
119.071(4)(d)2.z.(II)(B)		9
119.071(4)(d)2a		9
119.071(4)(d)2h		1-9

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