

Matthew DeWitt

Objective:

Continuously strive to have a positive impact on the community and organization for which I serve.

Career Summary:

- A versatile, energetic professional with 20+ years of administrative experience and a strong background in development, utility services, and budget management, coupled with a proven record of accomplishment
- Strengths include conscientious personnel management, public relations, fundraising, budget and special project oversight
- Goal oriented, strong work ethic, excellent interpersonal and communication skills, and an utmost attention to detail

Educational and Professional Achievements:

- MS, Public Administration (MPA), Clemson University
- Master's Certification in Public Administration, Clemson University
- MS, Athletic Administration, Troy University
- BS, Sport Administration Management, Newberry College
- Graduate of the S.C. Local Government Management Training Program
- Graduate of South Carolina Economic Development Institute
- Graduate of Grant Writing USA Gant Program

Professional Experience:

Director of Utilities and Operations Town of Batesburg-Leesville, SC July 2023 - Present

Responsible for all municipal utility operations.

Performs technical, administrative, and supervisory work in managing, planning, and directing all activities, operations, and personnel of the Utilities Department to include water, wastewater, and distribution systems and programs. Work involves directing all projects and programs for the department; and preparing and maintaining all departmental budgets and monitoring expenditures. These responsibilities include but are not limited to:

- Supervises department employees which involves such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, recommending promotions, discipline, termination and salary increases.
- Manages, plans, and directs all activities, operations, and personnel of the Utilities Department.
- Ensures water plant, wastewater plant, meter readers and water/wastewater distribution crews have all necessary training, equipment, and materials necessary to perform daily activities.
- Prepares department annual budget; monitors capital expenditures.
- Handles the responsibility for long range planning for capital expansion and/or maintenance of water, and wastewater systems
- Remains abreast of modern regulations; devises plans to remain in compliance.
- Writes specifications for all equipment and services used by Utilities Department
- Reviews and makes recommendations on bids received by the Town.

City Manager *City of Newberry, SC* October 2016 – July 2023

Responsible for all municipal operations of a full-service city

The City of Newberry, operates under the Council-Manager form of Government. The City Manager is appointed by City Council and serves as the Chief Executive Officer of the City and head of the administrative branch of City government. The City Manager is responsible for the efficient and effective administration and operation of all municipal services for the City of Newberry, to include all Utility Operations. These responsibilities include but are not limited to:

- Researching and recommending policy options for City Council to consider.
- Implementing the policies approved by City Council.
- Preparation and presenting the annual budget to City Council.
- Managing municipal resources.
- Managing and directing Department Heads.

Evaluating and determining the future needs of the city. Additionally, much of the City's interaction with Federal and State agencies and other outside organizations is coordinated through the City Manager's office. The City Manager manages a full-service city, with 180+ employees, which serves approx. 10,000 + residents. The City's budget ranges between \$50-\$70M each year. The City of Newberry offers Police, Fire, Utilities (water, sewer, electric, & telecom), Planning Zoning & Development, Parks Recreation and Tourism, Financial Services, and Public works (streets and refuse) services. The City is also part owners of the Clinton-Newberry Natural Gas Authority in conjunction with the City of Clinton.

Assistant City Manager *City of Newberry, SC* April 2012 – October 2016

Responsible for city development and municipal administration

- Provide administrative oversight to all department and division heads to maintain City operations
- Provide direct oversight of operations and department heads within: PRT; PW; PZD, and PD
- Oversee and directly supervise all City Events and Festivals
- Assist with the preparation and review of departmental budgets and execution of expenditures
- Coordinate and oversee all community economic development and special projects within the City
- Consultant to the City Manager on specialized research, policy development, and project management
- Undertakes drafting, presentation and management of local, state and federal grant programs
- Develop and oversee public relations activities including group marketing and retail promotions
- Serve as representative of the City at various civic functions and meetings
- Serve as lead City liaison for outside interest groups (SCDOT, Chamber, CMCOG, SCDOC, etc)
- Provide support to Mayor and City Council, attends Council meetings, and arranges communications

Assistant to the City Manager, Director of Community and Economic Development *City of Newberry, SC*

February 2010 – April 2012 Responsible for city development activities

- Provide general administrative oversight to all department heads to maintain City operations
- Coordinate community economic development projects and all other special projects
- Consultant to the City Manager on specialized research, policy development, and project management
- Undertakes drafting, presentation and management of local, state, and federal grant programs
- Serve as representative of the City at various civic functions and meetings
- Provide support to Mayor and City Council, attends Council meetings, and arranges communications

Executive Director of the Athletics Club and Athletic Development *Newberry College* February 2009 –

February 2010

Responsible for execution of strategic plans for the College's athletic booster club

- Oversee all Athletic Development Initiatives to include capital campaigns and projects

- Maintain and increase club membership
- Facilitate development activities by soliciting current and prospective donors
- Ascertain needs of programs, develop needs assessment, and procurement strategies
- Supervise college sponsored events keyed to fundraising and gift recognition
- Represent the college at various functions with alumni and/or potential donors
- Submit reports to Board of Advisors, Trustees, and college administration
- Strengthen ties of donors, alumni, students, and friends of the college
- Oversaw Newberry College Letterman's Club Operations
- Member of National Association of Athletic Development Directors (NACDA)
- Served on NCAA Division II National Wrestling Committee as Member

Associate Director of Athletics for External Operations *Newberry College* June 2007 – February 2010

Responsible for all marketing, promotions and public relations for the athletic department

- Supervise Sports Information, Promotions, and Ticket Office staff
- Establish and maintain all corporate sponsorship and promotional agreements
- Execute programs to increase revenue, ticket sales, and fan attendance
- Manage all special events/projects aimed to increase giving or recognition
- Prepare proposals, brochures, gift acknowledgements, and articles
- Director of game day, special events, and athletic recognition ceremonies
- Direct the Student Athletic Advisory Committee (SAAC)
- Established and Oversaw the "Rowdy Reds" Student Pep Club
- Directly assist in the renegotiation the college's "pouring rights" agreement
- Awarded 2009 NCAA Community Outreach Award, South Atlantic Conference representative
- Member of National Association of Collegiate Marketing Admin (NACDA)
- Selected to attend the prestigious National Sports Management Institute

Assistant Director of Athletics for Internal Operations *Newberry College* April 2004 – June 2007

Responsible for all Internal Operations of the athletic department

- Chief Financial Officer for a \$3 million budget - 16 NCAA varsity sports
- Prepare interim, monthly, quarterly, and annual financial statements
- Manage all athletics department recruiting and travel operations
- Communicate and monitor policy for NCAA and South Atlantic Conference
- Administrate all contracts in scheduling sport contests
- Manage all events and game day operations for the college's athletic facilities
- Serve as a liaison to all other departments on campus
- Serve as oversight supervisor for athletic grounds manager
- Coordinate all summer camp programs with coaching staff and college operations
- Authored the first Athletic Department Administrative Handbook
- Received College's Employee of the Month Award, April 2005
- Member of College Athletic Business Management Association (NACDA)

Event and Facility Operations Manager *Troy "State" University* August 2002 – April 2004

Responsible for events operations for Movie Gallery Stadium (Football) and Sartain Hall (M&W Basketball)

- Manage ticket takers, ushers, parking attendants, and all stadium workers and gates
- Responsible for officials and visiting teams athletic accommodations
- Assist with marketing/promotions at pre-game and half-time of assigned sports
- Supervise special accommodations for general admission

Computer Skills: Proficient in word-processing, database management, and spreadsheet applications

Personal: South Carolina Municipal Insurance Trust, Board Member
SC Office of Regulatory Services – Winter Storm Task Force – Steering Committee
International City/County Management Association (ICMA), Member
South Carolina City and County Managers Association (SCCCMA), Member
Joseph P Riley – SC Innovation Award Winner (MASC)
Keep Newberry County Beautiful Partner Award Winner
Newberry Opera House, Board Member
Clinton Newberry Natural Gas Authority, Board Member
SC City and County Managers Assoc.’s Professional Manager’s Task Force
SC Community Development Association Board (MASC), President, VP
Newberry County Chamber of Commerce, Board Member
Urban Land Institute Participant – Central Midlands Council of Governments
Alternative Transportation Analysis Newberry – Columbia, CMCOG Committee
Aveleigh Presbyterian Church Deacon, Newberry
Newberry Capital Project Sales Tax, Chamber Committee
South Carolina Community Development Association, Member
Newberry County Rotary Club, Member
4-year letter winner/all-conference selection in football, VMI/Newberry College

Good afternoon, Council,

I wanted to make mention of a few items during my interview but didn't get to share due to time constraints.

One being the new Executive Director of the CMCOG, Britt Poole is a good friend of mine; and the Grants Manager for the CMCOG, Gregory Sprouse and I have completed several very large successful grants together. Just more positive connections I can help inject into TEAM FAIRFIELD!!

On the Fiber for High-Speed internet front: I do believe there are some real opportunities for Fairfield County Co Op to join the neighboring fiber internet consortium of Mid Carolina Connect (MCC is made up of: Newberry Electric Co Op, Mid Carolina Co Op, and Aiken Co Op) to help provide broadband to our rural county. This is also a great time to be chasing grants for expansion of high-speed internet; as the Feds are strongly supporting these efforts at the moment!

Also ...

I doubled Newberry's fund balance during my time as manager (7 years) from \$11M to \$22M, all while completing a \$5M fiber network project and a \$7M recreational site development.

I have equally as much water utility experience as I do wastewater, and I have the time left in my career to see Fairfield County' projects through to completion.

I transformed Newberry's downtown from 2010 - 2022 through a DT facade enhancement program I developed and administered. We redeveloped over 55 storefronts throughout the Downtown, breathing life into many vacant buildings, and helping to revive local business within the Downtown Commercial Business District.

In addition to industrial recruitment efforts in helping to recruit Samsung, I was also able to successfully recruit and retain many retail providers to Newberry through active retail recruitment efforts. These include: Starbucks, Firehouse Subs, Citi Trends, Taco Bell, Harbor Freight, Big Lots, Cook Out Restaurant, Beall's Outlet, Hurricane Car Wash, 7-11 Convenience Store, and Walgreens.

I was able to turn the tragic Freddy Gray incident from a negative into a positive for the Newberry Community. I had an outdated paddywagon at the police department, and transformed it into a Recreational Activity Mobile. This "Rec Mobile" travels to designated parks in the summer, to take recreational activities directly to underserved youth, in an effort to fight the childhood obesity epidemic and also serve as a way to increase youths' interaction with police officers in a positive and uplifting environment.

I look forward to connecting with you all again soon.