



Board, Commission or Committee  
Application

Name of Board, Commission or Committee: CLARK COUNTY BOARD OF EQUALIZATION

Applicant Name: Suzette T Wheeler

Home Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Unlisted? No

Work Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Please provide the times you are available to serve on this Board/Commission/Council:

I will adjust my schedule to serve on the Board of Equalization.

Please provide a brief description of your qualifications, experience, or interests, which would be considered an asset to this Board, Commission or Council:

Suzette Wheeler will provide her knowledge of real estate and experience in local government to help the Clark County Board of Equalization determine the fair and equitable taxes for each taxpayer. Suzette is a licensed broker salesperson in Las Vegas real estate for over 11 years. She currently works as a commercial real estate broker. She is also a real estate investor for over 20 years in the Las Vegas valley.

Suzette has 26 years of experience working in finance in local government: Clark County, the City of Henderson and the City of Las Vegas.

Suzette is also the author of an upcoming book, Math Hack Secrets – Level Up to Keep More of Your Money. The book was written for those living paycheck to paycheck and people aged 15-30 who are about to or have moved out on their own.

My resume/letter of interest is attached: Yes ☒ No ☐

*I certify that the information provided is true and accurate to the best of my knowledge.*

*Suzette Wheeler*  
Signature

9/24/24  
Date

You may deliver this application to the Clark County Assessor's Office, 2nd floor, Clark County Government Center, 500 South Grand Central Parkway, Las Vegas, or mail to the following address:

Clark County Assessor's Office  
Attn: Mary Ann Weidner  
500 S. Grand Central Pkwy.  
Las Vegas, Nevada 89155  
E-mail address: [mwe@clarkcountynv.gov](mailto:mwe@clarkcountynv.gov)  
Fax: 702-455-5553

*(This document becomes a public record once it has been received by Clark County.)*

**Suzette T. Wheeler, MBA**  
**Commercial Broker Salesperson**  
**Signature Real Estate Group – Commercial Division**

**Goal: To assist clients in purchasing and selling commercial properties and residential investment properties for their portfolios and for their business. Specialize in selling office, retail and industrial properties.**

**Broker Salesperson, Signature Real Estate Group, 2013 - Present**

- Brokered deals for warehouse space, office building purchases and restaurant space with deals averaging \$1.5 million.
- Researched and negotiated condo deal, combining ten condos into one purchase for a client to increase his holdings in a condo complex.
- Sold residential properties as investments and advised clients in lease rental rates.
- Analyze current trends in real estate and market position and advise clients on trends and forecasts
- Working with cannabis lounge owners to procure lease space to operate the lounges.

**Board of Equalization – Board Member - Clark County Nevada, 2021 - Present**

- Review tax appeals for commercial real estate at Board of Equalization meetings and render tax value decision affecting the property.

**Author – Math Hack Secrets – Level Up to Keep More of Your Money** – Published date November 2024. Kind Society Press 2024.

**Certified Commercial Investment Member (CCIM) – Candidate**

- Successfully passed five financial courses required for the CCIM designation.
- Completing real estate portfolio to be admitted for final exam.

**Landlord for four residential properties in Henderson, NV, 2004 – Present**

- Leased out and managed residential single-family units in Henderson
- Screened tenants for qualifications and selected tenants based upon experience
- Collected rent and arranged to make repairs to the properties
- Advertised properties and showed properties
- Prepared leases and all documentation for lease, made payment arrangements with tenants

**Skill sets Developed while working in Local Government – Clark County, City of Las Vegas and City of Henderson – 26 years experience**

- Worked with Planning Department at the City of Henderson to incorporate the GIS maps into the plan sets for the City.
- Member of County's space planning committee evaluating cost vs benefit for tenant improvements.
- Led innovation projects from inception to completion which saved the government money for both Cities and County.
- Eight years of knowledge and experience with business licensing for the County and Cities.
- Developed concept and created an unlicensed business compliance unit for Clark County, which generated at least \$800,000 in new business licensing revenue per year.
- Analyzed and executed the transition for the City of Henderson to switch to Colorado River Commission power for the wastewater and water plants and leaving NV Energy as a provider, saving the City at lease \$1.3 million per year in energy costs.
- Oversaw and managed user needs during construction and the move to a new building at the City's Wastewater plant, Utility Services Support Building.

**Management Analyst II, City of Las Vegas, Las Vegas Municipal Court, Las Vegas, Nevada  
October 2017 – Present**

- Developed convenience fee pricing model, presented to the judges and received approval for a fee increase that would cover convenience fee costs for the Municipal Court and provide additional funds for Court technology projects. The fees charged prior to the change did not cover credit card fee costs, and was inadequate to fully fund needed technology projects.
- Developed a contract management system in SharePoint that notified managers that their contracts were due to renew, developed procedures and a template for managers to request professional services contracts. Worked with City departments to streamline the professional services contract requirements for small contracts and developed a “short form” professional services contract template.
- Led effort with team to develop “as is” and “to be” Visio diagrams and user guides to document financial transactions for court operations in the ECourt project.
- Led team to develop procedures and policies that provided guidance to staff regarding accounts payable, accounts receivable and processing grant expenditures.
- On behalf of the accounting unit, developed desired functionality for the ECourt system, a new court management system that was developed by the Municipal Court.
- Co-chair for legislative team that reviewed legislative bills and recommended potential action on behalf of Municipal Court.
- Researched, analyzed and proposed a new credit card processing company that would reduce the department transaction fees per month. The recommendation generated \$48,000 in transaction fee savings per year.

**Sr. Utility Business Analyst, City of Henderson, Department of Utility Services (DUS)  
Henderson, Nevada  
March 2008 – October 2017**

- Supervised three employees, including analysts and a software application administrator to streamline the utility operations systems, and implement special projects. Wrote performance reviews, provided feedback, developed performance goals for each employee, and provided corrective action if needed.
- Performed financial analytics and recommended that five Utility sites be converted from NV Energy power to CRC power. The power conversion saved the City \$1.3 million per year in power costs since 2011.
- Proposed switching power companies for DUS for 17 additional water/wastewater sites and found cost savings by converting to CRC power. The proposal saved the City \$400,000 per year in power costs.
- Recommended that the City apply for two new allocations of Hoover Power as a separate entity. Applied for alternate power from the Western Area Power (WAPA) and the Colorado River Commission (CRC). Was awarded power from WAPA (.908 MW) and 1 megawatt of power from CRC, saving the City at least \$35,000 per year for the first two years, then \$50,000 per year thereafter.
- Led team of experts to create the South Valley Lateral Failure Plan. Team developed a step-by-step plan to mitigate water loss during a major water pipeline failure. Developed the first Continuity of Operation Plan (COOP). The plan provided critical information about who to contact during an emergency or building failure.

- Provided analysis and recommended changes for legislative bill draft requests and bills that affected the Utility's operations.
- Led team to streamline inventory control processes for the technicians and planner/schedulers, restructured vehicle and transportable assets in Maximo asset management system, and developed the Tools feature in Maximo that created a new automatic bill back process.
- Created innovative processes which resulted in efficiency savings for the department. Rewrote position descriptions for positions for the organization.
- Developed, prepared and analyzed budgets on a divisional level for the Utility operations funds.
- Managed the project to move operations from multiple buildings into the new building Utility Support Services Building at the Water Reclamation Facility in Henderson. Delegated team members to address data, phone, cubicle, space needs, transportation and delivery needs.
- Active member of intergovernmental committees such as the Las Vegas Wash Administrative Study Team, CRC Risk Management Committee, Maximo Phase II implementation team, City Vehicle cost study team, Engineering Standards team, and the Maximo Change Control Board. Worked with Maximo, Comcate, and the Millennium badge access system.

### **Clark County, Nevada**

#### **Assistant Manager, Business License Finance (acting), Clark County Business License Department Las Vegas, Nevada July 2000 – March 2008**

- Supervised the Unlicensed Business Unit and hired and supervised three new agent positions, one assistant, and one research specialist to seek out unlicensed businesses. This effort generated new revenue for the general fund, in the amount of \$800,000 per year by finding unlicensed businesses and bringing them into compliance.
- Created and implemented the Unlicensed Business Unit within Business License to find unlicensed businesses in the County. Worked with the programmers to create an in-house computer system that would identify unlicensed businesses, and provide enforcement to license the businesses.
- Directly supervised team of collection agents who collected delinquent business license fees. Led team of collectors to develop streamlined operations to more effectively collect delinquent fees.
- Supervised and directed staff to rewrite business license code that regulated county businesses.
- Supervised and directed staff to make changes to policies and procedures for the department. Led team that reviewed the billing process for Business Licenses. Create more equitable charges for regulated businesses and liquor licenses. Directed changes to business license code that reflected the changes.
- Led and directed staff on the budget team to prepare and present the Business License budget to the Finance Department.
- Led team to develop a hearing officer process for the department, which resulted in appellants being able to be heard before a hearing officer, rather than having to appear before the Board of County Commissioners. This change saved the County one hour of Commission meeting time twice per month (seven commissioners X 1 hour X 2 meetings per month = 14 commissioner hours saved per month).
- Evaluated legislative bill drafts during the Nevada legislature session, and provided impact analysis

(financial, process change etc.)

- Active member of the Space Planning Committee that evaluated proposed changes in the County buildings. Developed cooperative partnership with the Metropolitan Police Department and with other government agencies and the public to compile the final drafts.
- Developed annual Strategic Plan for the department and created performance management reports that reflected the progress of the strategic plan.
- Participated on the State of Nevada subcommittee to study incorporating towns.

**Vice-President Finance (2006-07, 2002-03), Treasurer (2001-02), Chair of Endowment 2023-24, Junior League of Las Vegas (Volunteer)**

- Responsible for supervising the Treasurer, and managing the finances for Junior League, which included monthly audits of the books, reconciliation of records, paying taxes and calculating and paying payroll bi-weekly. Responsible for all correspondence with outside auditors, and preparing for the annual audit.
- Chaired the Junior League Endowment Fund and started a lease process with the American Institute of Architects, selected a management investment company for the Endowment Fund, and created an investment oversight committee to select an investment company.

**Financial Analyst II, Clark County Finance Department, Office of Budget and Financial Planning  
Las Vegas, Nevada  
February 1994 – July 2000**

- Reviewed and recommended changes to the Clark County Budget document, which was the legal document used to identify authorized appropriations and expenditures of Clark County.
- Reviewed and recommended changes to the annual Comprehensive Annual Financial Report (CAFR) report for the County.
- Supervised two financial assistants in the administrative section of the Information Technology Department for 2 years.
- Assisted the Comptrollers office in preparing the CAFR report, answer questions from the external auditors.
- Evaluated bill drafts and bills from the Nevada Legislature for the justice courts, district courts, clerk, constable, business licensing, District Attorney and Public Defender. Responded to department and County lobbyist with potential impacts to the departments.
- Member of and made presentation for the State Legislature's **ACR53** subcommittee to study bifurcation of the State and County child welfare systems.
- Analyzed, and negotiated budgets for the justice community, which included District Court, District Attorney, Justice Courts, Family Support, Family and Youth Services, Constables, and Business License; 12 department's budgets in total.
- Reviewed proposed purchasing contracts for the justice community and made recommendations.
- Developed training plans for the County's financial systems including the purchasing, accounts receivable and accounts payable systems and trained County employees to use the system.

**Business Analyst, TRW Environmental Safety Systems, Yucca Mountain Project**  
**Las Vegas, Nevada**  
**February 1992 – February 1994**

- Actively participated on a records management team to streamline records processes in the Department of Energy. Received a Quality Service Award from the Department of Energy (DOE) for my efforts.
- Ensured accuracy of Yucca Mountain legal records, by meeting with the document authors to correct document mistakes, so that the legal record would be presentable in court.
- Responsible for developing, analyzing, and reporting on the TRW budgets before the Department of Energy's Yucca Mountain Project managers.
- Prepared financial reports and budget projections that management used for decision-making purposes.

**Prior Employment Positions Held:**

<b>Senior Programmer, First Western Bank</b>	July 1989 – Feb. 1992
<b>Programmer/Analyst, ReeCo Nevada</b>	May 1987 – July 1989
<b>Programmer, EG&amp;G Energy Measurements</b>	May 1986 – May 1987

**Education**

**MBA** Business Administration -- Finance and Economics major  
University of Nevada, Las Vegas.

**BS** Business Administration – Finance and Management major, Mgmt. Information Systems minor  
University of Nevada, Las Vegas.

**RE** Real Estate Licensee in Nevada as a Broker-Salesperson as of July 2013.

**Boards and Charitable Organizations**

**Toastmasters International 2013 – Present** Area C-1 Director 2016-17

**Level Up Toastmasters, 2016 – Present:** Charter Member, VP Education 2016-17, VP Membership 2017-19; club sponsor 2016. Member of Saturday Morning Live Toastmasters 2013 -15.

**Henderson Toasters 2015 – 2017** Charter member, Club mentor 2015.

**Junior League of Las Vegas 1999 – Present;** Board of Directors: Chair of Endowment 2023-24, Member of Endowment 2015-2022; Vice-President of Finance FY2006-07; Co-Chair, Placement Committee, FY2003-04; Vice-President of Finance, FY2002-03; Treasurer, FY2001-02; Member since 1999. Sustaining member, 2007 – present.

**Clark County Credit Union** – Audit Committee – Chair of Audit Committee 2005 – 2006.

**Frontier Girl Scout Council of Las Vegas** – Officer of the Board of Directors - Secretary 2007-09, Nominating Committee, 2005-2007

**Government Finance Officers Association (GFOA),** member 1994 - 2008.

**GFOA Budget Reviewer** – Budget Awards Program, 2007 - 2009

**Certified Fraud Examiners Association** – 2000 - 2008.

**American Society for Public Administration:** Board Member, FY2004-06; Past-President, FY2002-04;

President, FY2001-02; Treasurer, FY2000-01; member 1994 – present

**Las Vegas Chamber of Commerce, Leadership Las Vegas**, Class of 2004.

**Clark County Leadership Forum** graduate, Class of 1996.

**Clark County Ambassador**, 2003-2007

**University of Nevada, Las Vegas Alumni Association**, member

## Biography for Suzette T Wheeler, MBA

Suzette T Wheeler, MBA is a lifelong resident of Las Vegas and has experienced and appreciate the growth and change that has made the city the vibrant and energetic city that it is today.

She currently works for Signature Real Estate Group as a commercial broker and specializes in real estate investment property sales. She is licensed as a Nevada Broker/salesperson since 2013.

Suzette believes the most successful real estate projects and programs involve an in-depth knowledge of local government operations and a cohesive relationship with the elected officials and departments with the cities, the decision makers. Suzette worked for three local government agencies in the valley: Clark County, the City of Las Vegas and the City of Henderson. She excelled in her finance skills as a financial analyst and business innovator for local governments.

She currently exercises her 26 years' experience in local government to navigate the government process for clients, successfully matching the business opportunities in real estate industry with government programs and negotiation and creating we-win results for her clients and the local government officials.

Suzette will be publishing a book, Math Hack Secrets, Level Up to Keep More of Your Money, in November 2024. The book was written for teenagers through age 30. The perfect readers are those who are entering the workforce, high school graduates, college graduates and those living paycheck to paycheck. The book was written to help people learn simple math tools to save money on everyday purchases and on large purchases. The publishing company is Kind Society Press.

Suzette is a Distinguished Toastmaster and is a sought-after public speaker. She received her Master of Business Administration degree from University of Nevada, Las Vegas (UNLV) with an emphasis in Finance and Economics, and a Bachelor of Science degree in Business Management and Information Technology from UNLV.

Suzette volunteers her time to various charities such as:

- The Junior League of Las Vegas (Sustainer)
- Level Up Toastmasters club
- The Las Vegas Rotary Club

In her spare time, Suzette loves to golf, snow ski and cycle, and give back to the community. Suzette resides in Henderson, Nevada.