

JEFF WILKINS, MPA

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PROFESSIONAL SUMMARY

Accomplished executive and public administrator with multidisciplinary track record as a City Manager, County Administrator, and Director of Administration & Treasurer. Strong acumen in economic development, finance, budgeting, capital planning, strategic planning, team building, human resources, performance management, and intergovernmental collaboration. Reputation for advancing strategic direction, achieving continuous improvement and development in fast-growing and economically challenged communities and organizations.

CORE COMPETENCIES

Strategic Planning & Execution
Economic Development
Campus Plans & Construction
Growth Management & Zoning
Transportation & Transit
Environmental Sustainability
Regulatory Compliance

Utilities & Infrastructure
Budget & Finance
Debt Finance | Grants
Policy Development
Public Referendums
ERP | Cybersecurity
Emergency Management

Diversity Equity & Inclusion
HR & Staff Development
Succession Planning
Stakeholder Engagement
Cross Functional Teams
Key Performance Indicators
Labor Relations & Negotiations

PROFESSIONAL EXPERIENCE

Director of Administration and Treasurer *Solid Waste Authority of Central Ohio*

2017-2022

Managed strategic initiatives to improve business operations, plan development of properties, and cultivate relationships with local and regional organizations in areas of economic development and sustainability.

Highlights & Key Accomplishments:

- Initiated Strategic Project Teams and formalized Objectives and Key Results processes.
- Created Enterprise KPIs for financial, business process, customer service and leadership.
- Launched diversity and inclusion actions in our recruitment and vendor selection.
- Directed creation of SWACO's first Public Policy Agenda.
- Coordinated interdepartmental team to create SWACO's first Campus Master Plan.
- Managed Fleet and Operations Building Expansion Project – LEED certification design.
- Led successful creation of organization's first Carbon Emissions Management Plan.

Budget & Finance

- Increased annual investment earnings by expanding portfolio within statutory limitations.
- Saved hundreds of thousands of dollars by refinancing debt.
- Reduced outstanding debt balance by 50%.
- Achieved AAA bond rating.
- Revised financial forecast model allowing efficient updates.
- Simplified format with increased content of financial reports.
- Created an efficient and comprehensive budget process for operations and capital.
- Developed template for GFOA formatted budget document.

Economic Development

- Spearheaded process to create Market and Supply Analysis for Recycled Materials.
- Directed critical path activities to develop "Green Economy Business Park" - conceptual design, rezoning, development, marketing, and prospect management.
- Cultivated relationships with economic development and regional planning organizations.

Technology & Efficiency

- Championed and guided change management and selection process for ERP solution.
- Directed process to develop customer account and payment portal ready to integrate with ERP.
- Guided protocol changes to ensure employee safety, performance, customer service, morale, and remote technology.

County Administrator

2002-2017

Kendall County, Illinois

***Led County during incredible growth and transition from rural to suburban community.
Kendall County had nation's fastest growth rate between Year 2000 and 2010.***

Highlights & Key Accomplishments

- Championed and headed the creation of intergovernmental cooperative initiatives such as the Kendall Economic Development Alliance (KEDA) and Kendall County Mayors and Managers.
- Spearheaded successful creation of Kendall Area Transit (KAT) system.
- Successful negotiations to restructure intergovernmental agreement for countywide 911 dispatch.
- Championed proposal for County membership on Chicago Area Transportation Study (MPO) Board.
- Secured intergovernmental agreement to study declining drinking water and alternatives.
- Secured grants from USGS, IGS and ISWS to study alternatives to Lake Michigan water.

Budget, Finance and Revenues

- Spearheaded task force to successfully pass voter referendum for transportation sales tax.
- Developed financial and debt plan to fund \$30 million for 128,000 sq. ft. courthouse expansion.
- Saved millions of dollars by improving County's bond rating during difficult economy.
- Increased transparency for bond sales by implementing competitive bid process.
- Saved millions of dollars for County and employees by negotiating revisions to health insurance program with 10 union bargaining units.

Economic Development

- Collaborated with local community college and workforce investment board to promote workforce development programs to youth and local businesses.
- Spearheaded countywide Industrial Market Analysis and secured grant funding through CMAP.
- Secured \$50 million expansion by William Wrigley, Jr. Company.
- Attracted Macy's distribution center (1M sq. ft.) and secured local incentive.
- Attracted Electrolux distribution center (1M sq. ft.).
- Developed business retention program to reach each manufacturer in the County.
- Advocated creation of "flexible Enterprise Zone" through regional economic development authority.
- Recruited firm to bring 1GB fiber optics to homes in Kendall County communities.

Capital Planning and Construction

- Led team to design and construct 128,000 sq. ft. courthouse expansion.
- Managed team to design and construction of 32,000 sq. ft. Health Department office building.
- Headed team to design and construction of 120 bed jail expansion.
- Completed campus facilities study to determine acreage and office space needs for 25 years.
- Negotiated purchase of land and buildings adjacent to County-owned properties.
- Secured several grants for land, energy savings, vehicles, and transportation.
- Improved opportunities for local contractors with Construction Manager at Risk method.

City Manager

1998-2002

City of Buchanan, Michigan

Provided leadership and stability to a city entrenched with controversy and turnover of six city managers between 1996 and 1998.

Key Accomplishments

- Led full-service city out of previous turmoil by building trust with elected officials, staff, public and other governmental agencies.
- Spearheaded creation of Brownfield Redevelopment Authority and two redevelopment plans.
- Secured grants and low interest loans to develop brownfield industrial park.
- Championed effort to create the Southwestern Michigan Economic Growth Alliance.
- Secured tax-free “Renaissance Zone” from the State of Michigan to aid challenged industrial area.
- Developed downtown redevelopment programs for building improvements and small business loans.

Assistant Town Manager

1996-1998

Town of Fishers, Indiana

Managed change during tremendous growth period. Fishers was Indiana’s fastest growing community between 1990 and 2000.

Key Accomplishments

- Creation of three-year \$38.1 million capital improvement plan.
- Coordinated team responsible for planning and construction of \$9 million sewer plant expansion, \$12 million road reconstruction and \$2.4 million fire station building and expansion.
- Secured economic development grant and attracted national food distributor
- Successfully negotiated intergovernmental agreements for Fire/EMS services.

EDUCATION, CERTIFICATIONS & ASSOCIATIONS

Master’s Degree in Public Affairs, Indiana University

Bachelor of Arts in Economics, DePauw University

Albert Ludwig University, Freiburg, Germany (program for international economics and politics of EU)

Government Fiscal Officer - Ohio Treasurer of State certification

National Incident Management System – FEMA certification

International City/County Managers Association

Ohio Government Finance Officers Association

Illinois City/County Managers Association – former board member

Illinois County Administrators Association – former vice president

REFERENCES AVAILABLE UPON REQUEST