

# JEFF WILKINS, MPA

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January 23, 2023

Mayor Allers and Council Members  
Fort Myers Beach, Florida

RE: Town Manager Position

I attached my resume for your consideration to become part of your leadership team. In my accomplished career serving communities, I successfully led city, county, and regional authority forms of government with differing population growth, organizational cultures, and strategic goals. I had the pleasure to serve fifteen years as County Administrator of the fastest growing county in the nation. I also served as Assistant Town Manager of the fastest growing town in Indiana.

My experience and team approach allows me to successfully lead with you to achieve the redevelopment of the community. I have extensive experience strategic planning, economic development, downtown redevelopment, infrastructure planning and construction, planning and zoning, water management, public safety, team building, staff development, intergovernmental collaboration, community engagement, and fiscal planning.

You will find my management style is based on “we” and utilizes communication, facilitation, collaboration, and engagement to build cross functional project teams to accomplish our goals. I believe each team member brings unique valuable skills and experience. I ensure each team member knows their defined role and responsibilities within each project to create accountability as we strive to meet milestones. Each team member should feel engaged for their contribution toward the team goal.

I hope you find my comprehensive background will complement the current leadership team to reach strategic goals and continuous improvement in service of citizens.

I am eager to discuss my experience and team approach to manage the challenges facing the community. I can be contacted at (630) 730-9076 or [jwilkins4490@gmail.com](mailto:jwilkins4490@gmail.com).

Thank you for your consideration.

Sincerely,

*Jeff Wilkins*

# 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, strategic planning, team building, budgeting, capital planning, intergovernmental collaboration, human resources, staff development, and performance management. 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	Team Building
Intergovernmental Relations	Budget & Finance	Staff Development & HR
Growth Management & Zoning	Community & Media Relations	Succession Planning
Infrastructure & Utilities	Grants – State & Federal	Diversity Equity & Inclusion
Campus Plans & Construction	Environmental Sustainability	Performance Management
Public Safety & Courts	Transportation & Transit	Project Management & KPIs
Emergency Management	Affordable Housing	Labor Relations & Negotiations

## PROFESSIONAL EXPERIENCE – COUNTY AND CITY

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### ***County Administrator Kendall County, Illinois***

**2002-2017**

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

#### **Leadership and Collaboration**

- Championed and headed the creation of intergovernmental cooperative initiatives such as the Kendall Economic Development Alliance (KEDA) and Kendall County Mayors and Managers.
- Led successful creation of Kendall Area Transit (KAT - county public transit system).
- Managed task force to successfully pass voter referendum for countywide transportation sales tax.
- Successful negotiations to restructure intergovernmental agreement for countywide 911 dispatch.
- Spearheaded board membership on Chicago Metropolitan Agency for Planning (MPO Board).
- Negotiated county-wide intergovernmental agreement to study declining drinking water resources.
- Secured grants from USGS, IGS and ISWS to study alternatives to Lake Michigan drinking water.

#### **Economic Development**

- Collaborated with local community college and workforce investment board to promote workforce development programs to youth and local businesses.
- Recruited firm to bring 1GB fiber optics to homes in Kendall County communities.
- Spearheaded countywide Industrial Market Analysis and secured grant funding through CMAP.
- Secured \$50 million facility 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.

#### **Capital Planning and Construction**

- Led team to design and construct 128,000 sq. ft. courthouse expansion.
- Managed team to design and construct 32,000 sq. ft. Health Department office building.
- Headed team to design and construct 120 bed jail expansion and public safety administration.

- 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.

#### **Budget and Finance**

- Developed financial and debt plan to fund 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.

### ***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 growth and change during tremendous growth period. Fishers was Indiana's fastest growing community between 1990 and 2000.***

#### **Key Accomplishments**

- Oversaw creation and execution 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 to attract national food distributor.
- Successfully negotiated intergovernmental agreements for Fire/EMS services.

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## **PROFESSIONAL EXPERIENCE – REGIONAL AUTHORITY**

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### ***Director of Administration and Treasurer***

**2017-2022**

#### ***Solid Waste Authority of Central Ohio***

***Led strategic initiatives for regional authority serving population over 1.3 million. Planned development of business park and campus properties, improved business operation, and cultivated intergovernmental relationships with local, regional, and state leaders.***

#### **Economic Development and Capital Planning**

- Directed critical path activities to develop "Green Economy Business Park" - conceptual design, rezoning, development, marketing, and prospect management.
- Spearheaded Market and Supply Analysis for Recycled Materials to attract circular economy businesses.
- Led interdepartmental team to create SWACO's first Campus Master Plan.

- Managed Fleet and Operations Building Project – LEED certification design.
- Coordinated with regional planning and economic development agencies.

### **Leadership & Innovation**

- Led successful creation of organization's first Carbon Emissions Management Plan.
- Launched diversity and inclusion actions in our recruitment and vendor selection.
- Initiated Strategic Project Teams and formalized Objectives and Key Results processes.
- Directed creation of SWACO's first Public Policy Agenda.

### **Budget, Finance & Technology**

- Reduced outstanding debt balance by 50%.
- Achieved AAA bond rating.
- Guided change management and selection process for ERP solution.
- Championed comprehensive cybersecurity programs and training.
- Created Enterprise KPIs for financial, business process, customer service and leadership.
- Directed process to develop customer account and payment portal ready to integrate with ERP.
- Increased annual investment earnings by expanding portfolio within statutory limitations.
- Saved hundreds of thousands of dollars by refinancing debt.
- 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.

## **EDUCATION, CERTIFICATIONS & ASSOCIATIONS**

Master's Degree in Public Affairs, Indiana University

Bachelor of Arts in Economics, DePauw University

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

Executive Leadership Graduate – Leadership Columbus

Government Fiscal Officer - Ohio Treasurer of State certification

National Incident Management System and Incident Command System – FEMA certifications

International City/County Managers Association

Illinois City/County Managers Association – former board member

Illinois County Administrators Association – former vice president

Ohio Government Finance Officers Association

**REFERENCES AVAILABLE UPON REQUEST**