

Dylan Feik

SUMMARY OF QUALIFICATIONS

- Performance-driven professional with 12 years of executive leadership and broad management skills developed in the private and public sectors, including as an Administrative Services Director, Assistant City Manager, Planning & Zoning Administrator, Public Works Director and Management & Budget Analyst.
- General experience in government organization, administration and management including: direct supervision of financial services; budget preparation, forecasting and management; leading organizational improvements and efficiencies; and extensive experience with strategic planning, goal setting and performance management.
- Energetic, passionate and gregarious public servant with leadership experience in formal municipal planning processes that achieve strategic goals set forth by governing bodies and community participation.

AUBURN, CALIFORNIA (POP. 13,660)

ADMINISTRATIVE SERVICES DIRECTOR

(2014 – CURRENT)

- **Direct** administrative operations of the organization including finance, human resources, business licensing, risk management, information technology and labor. Planned, coordinated and presented the City's first Annual Community Survey which resulted in identifying priorities and preferences of residents and subsequently allocating over \$2.3m to prioritized infrastructure projects.
- **Coordinator** of \$26.5m annual budget including capital projects, personnel and operations. Results of fiscal management include two consecutive years of increasing fund balance (\$1.3m increase in FY15 alone, or 37%).
- **Lead Negotiator** of six (6) labor agreements. 2014/15 agreements included elimination of unfunded liabilities in future retiree medical programs, unlimited vacation & sick leave accruals and other leave benefits, and even implemented modest salary increases to improve recruitment and retention.
- **Direct** human resources activities which include administration of employee salary & benefit programs, hiring 16 new employees with increased diversity, and planning employee awards and recognition activities. Duties also include the oversight and administration of workers compensation, insurance programs and citywide procurement.
- **Project Lead** for 2015 bond refunding and took advantage of historically low interest rates, resulting in significant annual savings to the City (\$40k/annually) and over \$900k during the life of the outstanding debt.
- **Oversaw** the successful consolidation of four (4) departments into two (2), resulting in significant financial savings to the City and improving efficiency in operations.

KNOXVILLE, IOWA (POP. 7,313)

ASSISTANT CITY MANAGER

(2012 – 2014)

Assistant City Manager

- **Executive Management Team Member** providing broad oversight to multiple departments including executive management of \$16 million annual budget. Administrative responsibilities include executing council policies, purchasing, contractual agreements, resource allocation, accounting and communication efforts.
- **City Manager's Representative** on Red Rock Industrial Park & Rail Port Study, including drafting RFQ, contract agreement, and supervising work related to a \$118,000 study for railroad expansion within the City's industrial park.
- **Direct** community development activities including budget preparation, property acquisitions, facilitation of public meetings, and other duties as required on a project-by-project basis.
- **Provide** construction oversight of new park facilities including playgrounds, recreation fields, shelter rehabilitation, stormwater improvements, cemetery improvements and others.
- **Coordinator** of Comprehensive Plan Update. Responsibilities include facilitation of public meetings and hearings, and drafting new zoning rules and ordinances for review and recommendation.
- **City's Liaison** to volunteer boards including Airport Commission, Planning & Zoning Commission, Downtown Streetscape Committee, Board of Adjustment, Traffic Advisory Committee, Cemetery Commission, Historic Preservation Commission and Parks Advisory Board.
- **Contract Negotiator** for employee health plan, bi-annual union agreement, engineering services, National Pollutant Discharge Elimination System (NPDES) permit application, etc.
- **Liaison** to Knoxville Chamber of Commerce and assist with promotion of the Knoxville and Marion County, Iowa, region including planning local, regional and national events such as Knoxville Nationals and RAGBRAI®.

Public Works Director

- **Supervisor and Director** of Department of Public Works. Duties include managing 25 FTEs, \$6.1m annual budget including administration and oversight of the wastewater facility, sewer system maintenance, engineering, fleet management, road maintenance and construction, and oversight of parks and public grounds.
- **Provide direct oversight of Sewer Enterprise Fund** including bond issuance activities, operations, maintenance and all financial reporting requirements. I have implemented new purchasing requirements, equipment replacement schedules, and other creative, cost-saving measures which have increased fund balance by 32% and cancelled 2 previously approved 5% sewer rate increases.
- **Coordinate** City's 5-Year Sewer Forecast Model to allocate cash resources to infiltration & inflow (I&I) improvement program. My financial model identified total system costs including operations, debt service, system improvements and capital projects. After reallocating resources to priorities, I was able to fund a 5-year capital plan without increasing sewer rates.
- **Design and Implement** (I&I) removal program to reduce clean water from the sanitary sewer system. Strategies include: use of new technology through GIS mapping and use of tablet devices; draft and recommend adoption of I&I ordinance; purchase and installation of flow meters throughout the city to measure reduction progress; and design of trenchless sewer lining project, ultimately savings the City millions of dollars.
- **Lead Negotiator** between City and Iowa Department of Natural Resources. With a core team, I was successfully negotiated an Administrative Consent Order to obtain full NPDES permit compliance without additional nutrient removal requirements, resulting in significant savings for residents/businesses in Knoxville.
- **Lead regional collaboration** between City of Knoxville and surrounding agencies including Marion County Government, Knoxville Airport Commission, Knoxville Water Works and other service providers related to synchronization of capital improvement projects, events and enhanced community partnerships.
- **Manage** fleet and equipment replacement fund (VERF) program including policy recommendation to City Council. Coordinated replacement program activities to increase fund balance by 28% and reduce annual cash transfer requirement by \$100,000.
- **Coordinator** of citywide public improvement projects including \$4 million downtown streetscape project, \$1.3 million in street and sidewalk improvement projects, \$8.1 million of sewer improvement projects, storm sewer installations and all other capital projects.

Planning & Zoning Administrator

- **Direct and supervise** citywide planning, zoning, permitting, nuisance assessment and housing rehabilitation activities including oversight of all residential and commercial construction, demolition and rehabilitation.
- **Primary Coordinator** for all development projects within the City including new subdivisions, commercial and industrial construction permitting, as well as residential construction and renovation.
- **Experience** with urban revitalization and urban renewal projects including statutory law and reporting, as well as tax-increment financing (TIF) and tax abatement applications.
- **Assist** City Manager with drafting pre-development agreements including a 160-acre redevelopment project with 39 structures on the Department of Veterans Affairs Knoxville Campus.
- **Lead, recommend and execute new strategies** for development review including streamlining review processes and outsourcing plan review, resulting in a reduction of the development review schedule from 8 to 3 weeks.
- **Develop** pre-inspection review process for residential, commercial and industrial building projects which include pre-development meetings with stakeholders to identify concerns and improvements for building code, zoning ordinance, stormwater management and fire code.

OLATHE, KANSAS (POP. 126,216)

BUDGET ANALYST, BUDGET OFFICE

(2011 – 2012)

- **Budget Team Member** responsible for coordinating and preparing annual \$52 million personnel budget and prepared, translated and forecasted budget information in executive sessions and at council meetings. Annual evaluations included record of excellence in customer service.
- **Facilitator** of organization-wide training for strategic planning activities including department business planning and forecasting, performance measure reporting, and priority-based resource allocation modeling.
- **Sustainability Committee Member**, collaborating with multiple departments to draft city's first Sustainability Plan and assisted with plan implementation to reduce organization-wide paper usage and desktop printers.

- **Project Coordinator** for organization-wide performance management dashboard designed to provide monthly performance reports to mid-level managers that enabled proactive decision-making.
- **Strategic Alignment Committee Member**, collaborating with Human Resources and Police Department to align complex activities including department business plans, employee performance reviews and annual budget process into a single, strategic and comprehensive schedule.
- **Team Member** of innovative e-Town Hall budget event that used multiple avenues of social media during budget process to significantly improve public engagement and enhance transparency throughout budgeting process.

OLATHE, KANSAS (POP. 126,216)

MANAGEMENT ANALYST, CITY MANAGER'S OFFICE

(2010 – 2011)

- **Social Media Policy Committee Chair** responsible for recommending social media policy guidelines to City Leadership Team.
- **Communication Team Member**, effectively maintaining and updating City's internal and external websites, communications tools and enhancing partnerships with local organizations.
- **Administrator and Supervisor** of multiple partnership programs with regional agencies including Communities That Care Initiative, 3rd Grade City Tour Program and Olathe Teen Council.
- **Member of Strategic Planning Committee** for Olathe Community Center. Personal responsibilities included researching best-practices for regional community centers, fee studies, cost recovery models and other critical information related to this \$28.5 million legacy project.
- **Assisted** economic development team by providing analysis and review of local tax abatement and special assessment projects, TIF, and performance contracts.
- **Reorganization Committee Member** for consolidation and reorganization of Parks & Recreation, Development Services, and Fire Departments with responsibilities including building code program evaluation and surveying community stakeholders.

OLATHE, KANSAS (POP. 126,216)

BUDGET INTERN, BUDGET OFFICE

(2009 – 2010)

- **Member** of Budget Super Users Group that provided organizational budget training to over 830 full-time employees, and developed and enhanced organizational budget tools to enhance accountability.
- **Coordinated** strategic planning and organizational performance management efforts resulting in "Certificate of Excellence," from International City/County Management Association (ICMA) Center for Performance Measurement.

PERRY, UTAH (POP. 4,500)

ASSISTANT TO THE CITY ADMINISTRATOR, CITY ADMINISTRATOR'S OFFICE

(2008)

- **Assisted** with re-codification of municipal code including writing of ordinances and resolutions.
- **Prepared** and coordinated grant applications on behalf of the city administrator.
- **Data analysis** for potential mill levy increases, employee compensation, grants and future capital improvements.

EDUCATION

Master of Public Administration, University of Kansas

- **2010 Recipient** of KU Certificate for Service Learning.
- Created neighborhood plan for Barker Neighborhood.
- **Mark Keane Scholar** and member of Pi Alpha Alpha.

Bachelor of Arts in Political Science, Weber State University

- **AmeriCorps Service Member** with over 1,200 hours of voluntary community service.
- **Faculty-Selected Student** to create and draft *Civitas* program that promoted civic engagement.
- **Project-lead** on program evaluation of a city government's "Fresh Air Friday" campaign.

PROFESSIONAL TRAINING

- International City/County Management Association (ICMA), member
- California Municipal Finance Officers Association, member
- Northern California Cities Self Insurance Fund (JPA), board member

- South Central Iowa City Manager's Group, former member
- **Alliance for Innovation**, ambassador
- **Emerging Leader in ICMA Development Program** receiving training on topics such as capital budgeting, finance, ethics, human resources management, labor relations and procurement.
- **Member of Olathe Leadership Team** and completed award-winning Supervisory Leadership Training Program offered by the University of Kansas.

ADDITIONAL WORK & VOLUNTEER EXPERIENCE

- Auburn Chamber of Commerce, Tourism Committee member
- Knoxville Morning Kiwanis, past member
- Mentors for Utah Scholars, past program coordinator
- Boy Scouts of America, past Cub Scout Leader
- Trinity In-Home Care, Inc., Volunteer Project Coordinator, past member
- Olathe Public Schools YouthFriends, past professional mentor
- Leadership Auburn, Class of 2015
- Gold Country Fairgrounds Heritage Foundation, Board Member
- United Way of Greater Kansas City, past Resource Allocation Committee Member
- Communities That Care, past Executive Committee member
- Olathe Persons with Disabilities Advisory Board, past member
- Church/Humanitarian Missionary in Republic of Armenia and country of Georgia, past member

REFERENCES

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