

BOB VITAS

820 Ravenswood Court, Lake Zurich, Illinois 60047

Home: 847-847-7946 Mobile: 224-202-4107 E-Mail: bobvitas@gmail.com

RESUME

A high impact local government chief administrative officer with diverse experience in overseeing complex multidisciplinary organizations coupled with extensive private sector management consulting experience focused on USAID democracy and governance projects overseas in post conflict transition countries and in the U.S. on FEMA disaster relief programs. Innovative, results orientated leader that strongly encourages team work, individual performance and a collaborative approach to achieve organizational excellence and promote community prosperity. Highly skilled in strategic planning and community visioning, successfully managed both rapid growth and economic recovering communities producing significant results. Innate ability to communicate successfully with donors, elected and appointed officials, staff, general public, businesses, and the media to achieve important organizational goals. Provided professional management or consulting services for more than 100 government entities, ranging in size from communities of 5,000 to capitol cities of over 1.57M. Areas of expertise and specialized knowledge:

- Turn Around and Change Management
- Strategic Management Planning
- Organizational Analysis and Project Management
- Monitoring and Evaluation
- Labor Relations and Personnel Management
- Economic and Community Development
- Financial Management and Budgeting
- Public Procurement & Debt Management
- Constituent and Customer Relations
- Intergovernmental Relations

LOCAL GOVERNMENT MANAGEMENT EXPERIENCE

<i>Village Administrator</i>	<i>2007 – 2011</i>
Village of Lake Zurich, Illinois population 19,964, \$45M budget and 172 full time employees	
<i>City Administrator</i>	<i>2000 – 2001</i>
City of Lewiston, Maine, population 35,690, \$67.7M budget and 550 employees	
<i>Town Administrator</i>	<i>1991 – 2000</i>
Town of Menasha, Wisconsin, population 16,546, \$22M budget and 198 employees	
<i>Administrator Finance/Personnel</i>	<i>1987– 1989</i>
City of McHenry, Illinois, population 13,656, \$11.9M budget and 183 employees	
<i>Director of Development Services</i>	<i>1985 – 1987</i>
City of East Moline, Illinois, population 20,960, \$12.5M budget and 152 employees	
<i>Assistant to City Manager</i>	<i>1982 – 1985</i>
City of Crystal Lake, Illinois, population 42,142	
<i>Administrative Intern</i>	<i>1980 – 1982</i>
Village of Willowbrook, Illinois, population 8,967	

GOVERNMENT MANAGEMENT CONSULTING EXPERIENCE

<i>Associate, short term, USAID Democracy and Governance proposal, Republic of Uganda</i>	<i>2012</i>
Management Systems International, Washington, D.C	

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- Associate, short term, USAID Monitoring & Evaluation contract, Republic of Serbia* **2007**
The Mitchell Group, Inc., Washington, D.C.
- Vice President, Community Municipal Economic Development Programs* **2006 – 2007**
America's Development Foundation, a 501c (3) corporation, Alexandria, Virginia
- Operations Manager and Deputy Team Leader– City of New Orleans* **2005 – 2006**
Regional Program Manager – South Central and South Western Louisiana
U. S. Department of Homeland Security - FEMA Long Term Community Recovery Program
AECOM International Development, Washington, D.C.
- Project Manager – City of Belgrade Metropolitan Project* **2001- 2005**
Chief Municipal Advisor - Financial Management and Citizen Participation
Senior Municipal Management & Financial Management Advisor
USAID Serbia Local Government Reform Program, Republic of Serbia (former Yugoslavia)
AECOM International Development (formerly PADCO), Washington, D.C.
- Deputy Director, Division of Urban Management, Finance, and Governance* **2000**
Senior Financial Advisor, short term, USAID contract Republic of Zambia
Planning & Development Collaborative International (PADCO), Washington, DC
- Government Finance Advisor, short term contract, Federation of Bosnia-Herzegovina* **1998**
International City and County Management Association, Washington, DC
- Government Management Advisor, short term contract, Federation of Bosnia-Herzegovina* **1996**
International City and County Management Association, Washington, DC
- Special Agent and Registered Representative* **1990 – 1991**
The Prudential Insurance Company of America, Illinois

EDUCATION

- Master of Arts in Public Affairs (MPA)*, concentration Urban Management and Development
Northern Illinois University, De Kalb, Illinois, 1982
- Bachelors of Arts, Political Science*, double major - International Relations and Public Law, Russian Minor
Northern Illinois University, De Kalb, Illinois, 1979

NATIONAL INCIDENT MANAGEMENT SYSTEM CERTIFICATIONS

- United States Department of Homeland Security FEMA Emergency Management Institute
ICS 100 Introduction to the Incident Command System November 2008
ICS 200 ICS for Single Resources and Initial Action Incidents January 2009
- United States Department of Homeland Security FEMA Center for Domestic Preparedness
ICS 300 Intermediate ICS for Expanding Incidents January 2009
- Texas A&M University System - United States Department of Homeland Security Office of Grants and Training
Senior Officials Workshop for All-Hazards Preparedness February 2009
Public Information in a Weapons of Mass Destruction/Terrorism Incident January 2010
Mayoral Institute Seminar for All-Hazards Preparedness March 2010

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PROFESSIONAL AFFILIATIONS

- International Council of Shopping Centers 2008 - present
- Illinois City Management Association 1985-1991, 2007 - present
- International City/County Management Association 1980-2004, 2011 - present
 - International Task Force 1999 - 2000
 - Committee on International Management Issues 1997 - 1999
- Chicago Sister Cities International - Belgrade Committee Member 2006 - present

RECENT ACCOMPLISHMENTS

- Under my direction Lake Zurich achieved its first prestigious Government Finance Officers Association of the US and Canada Distinguished Budget Presentation Award for Fiscal Year 12 on first attempt
- Restructured and reorganized the organization in FYs 9, 10 and 11 resulting in a reduction of 26 full time positions and a permanent cost savings in excess of \$2.5 million in salary and fringe benefits while not impacting level or quality of municipal services
- Successfully initiated and orchestrated a public referendum in November 2010 to authorize the Village of Lake Zurich to impose a local non home rule sales tax of .5% projected to raise \$2.0M in FY 2012 for public infrastructure improvements and general property tax relief in future years
- Crafted and instituted a 2.5% Municipal Utility Tax raising \$750K in new revenue for FY 2011 to assist with general fund expenditures to maintain service levels
- In concert with Finance Director and consultants devised a financial plan to restructure and refund all existing TIF obligation debt resolving a long-standing internal financial crisis affecting all municipal funds
- Maintained the Village's Moody A-1 Bond Rating for all prior Village debt obligations and obtained a Standard and Poor AA positive bond rating upgrade for the restructuring and refunding of \$16 million in TIF obligation debt resulting in a \$1 million cost savings to the taxpayers
- Instituted Capital Improvement Plan and Budget to address public infrastructure, capital equipment, and public facility needs as funded by the new local non home rule sales tax and other revenue sources
- Managed to fully fund the public safety pension fund annual actuarial requirements for both police and fire the past three fiscal years, reversing a 17 history of negligent underfunding thereby increasing the combined general fund tax levy contributions from \$400K to \$2.5M while correspondingly reducing other expenditures
- Prepared and conducted a Request for Qualifications for legal services resulting in a significant reduction in annual legal saving taxpayers nearly \$200K annually replacing corporation counsel after 22 years of service
- Renegotiated contractual relationship between Lake Zurich and Rural Fire Protection District resulting in \$600K in increased revenue to the Village from four adjoining municipalities the past three fiscal years
- Completed an Intergovernmental Agreement with the Village of North Barrington and Lake County on behalf of the Wynstone Property Owners Association for extension of sanitary sewer services outside of Village and generating \$840K in connection fees and significant new annual water and sewer revenues for Lake Zurich
- Negotiated memorandum of agreement with Canadian National (CN) rail road obtaining \$2M for mitigation costs to alleviate impacts of increasing rail operations pursuant to final environmental impact statement issued from United States Surface Transportation Board in Washington, DC
- Attracted and retained two new commercial businesses in the downtown TIF district, orchestrated the development of a new park, oversaw the remediation of two downtown Brownfield sites, the demolition of three buildings to create pad ready sites, and settled a six year old lawsuit involving a tenant allowing for future remediation of the site, and demolition the several remaining buildings to create pad ready sites
- Successfully resolved long standing 18 year dispute with Village of Kildeer resulting in a new understanding allowing for the development of new commercial properties on Illinois Route 12 and Illinois Route 22

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- Oversaw and managed the process for execution of a new master redevelopment agreement for the downtown TIF district which will potentially lead to private investment of up to \$260M
- Initiated and directed process by which a one of a kind Form Base Code, Development Regulations and Overlay District were adopted for the redevelopment of the downtown TIF district
- Coordinated and negotiated the successful conclusion of a \$9M lawsuit involving the Village of Lake Zurich TIF district, the developer and lending institution which commenced in 1997, resulting in the return of all affected Village property, payment of \$750K non-disputed funds by the Village, termination of the development agreement, and limiting total loss to under \$250K to assist in satisfying mechanic liens
- Creatively developed financial solutions for both the foreclosed Coventry Creek and Flint Crossing residential developments with two lending institutions to remove properties from foreclosure and return to active development status at no Village cost
- Initiated and developed a tailored comprehensive strategic management planning system to provide for more transparent, accountable and efficient government; including community outreach measures, internal self assessments, and performance measurement tools resulting in the establishment of clear and attainable strategic goals and objectives linked to realistic financial resources, budgetary plans and delivery of services
- Coordinated Lake Zurich's first Citizen Satisfaction Survey through the Northern Illinois University Public Opinion Laboratory and integrated results as a component of the Overall Strategic Management Planning process which I developed for the Village
- Researched and acquired updated hardware and software equipment necessary for the live transmission of all official Village meetings and related agenda materials via the Internet and television broadcasting to improve public access and to promote more open and transparent government operations on Granicus platform
- Re-examined existing labor agreements based on the downturn of the economy and renegotiated the terms of the final contract year resulting in a \$700K cost saving to the taxpayers for FY 2011. All employees accepted a salary freeze and ten percent increase in individual health insurance premium costs
- Implemented a new merit based pay for performance evaluation system for all Village employees
- Prepared a new Employee Handbook in accordance with all current applicable Federal and State employment laws, replacing an outdated 1988 Personnel Policy Manual in FY 2011
- Evaluated Village's partially self-funded health insurance program and migrated to a fully funded plan, resulting in a recurring \$1M reduction in annual premium costs to the Village
- Created Assistant Village Administrator position to bolster administrative oversight of the organization
- Created Human Resources Manager to lead a new Human Resources Division within the Administration
- Directed consultants in development of a Job Classification and Compensation Plan and Management Audit for implementation in FY 2010 to establish internal and external equity for non-union employees after salary plan was abandoned 17 years earlier
- Instituted internship programs with Northern Illinois University and University of Illinois at Chicago in the Administration, Finance and Building and Zoning/Economic Development Departments to mentor young professionals and benefit the organization
- NIU MPA Intern Supervisor of the Year Award 2011
- Outsourced electronic payroll function to replace paper based system to enhance efficiency and accountability

Further supplemental information available upon request