

David Nord ICMA-CR

Rockford, Illinois 61114

PROFESSIONAL EXPERIENCE

CITY MANAGER (Formerly City Administrator) 2013 – Present

CITY OF DIXON, ILLINOIS Population 16,000 Annual Budget: \$35,000,000

94 Full Time Employees / 35 Part Time Employees

Chief Administrative Officer for a full service, stand alone, community with significant retail and industrial development that is located along Interstate 88 between Chicago and the Illinois / Iowa Quad Cities. Existing city departments include Police, Fire, Airport, Finance, Building & Zoning, Water, Sanitary Sewer, Streets, Library, Public Property and Tourism. The City of Dixon has four collective bargaining units represented by Teamsters, IBEW, Illinois Fraternal Order of Police, and Dixon Fire Fighters Association Local 1943.

Economic Development, Tourism Related Accomplishments:

- Overall management of city's Tax Increment Finance (TIF) Districts.
- Upgrade City's TIF program; create marketing materials, initiate active marketing of TIF districts
- \$6 million downtown streetscape project; base improvements and numerous additional amenities
- First ever "Dixon Business Competition" for downtown entrepreneurs
- Update community's façade loan program; re-enlist area banks to participate and update of brochure
- Creation of community's first ever available building and commercial land directory (LocationOne)
- Create community marketing materials and represent Dixon at its first ever retail trade show
- Development of community's first ever trade show booth used at International Council of Shopping Centers (ICSC) events
- Repair and reactivation of Dixon's tourism radio station and work with Illinois Toll Highway Authority to have radio information signs relocated further away from the Dixon exit ramp
- Increase Dixon's number of TripAdvisor attraction listings from two (2) to thirty one (31)
- Oversight of Dixon Tourism in absence of functioning Commission and Chairman

Human Resources and General Management Accomplishments:

- Responsibility for overall management of city operations
- Creation and adoption of community's first ever Five Year Capital Improvement Program
- Total overhaul of Dixon's Employee Handbook
- Amendments to City's existing Employee Assistance Program to address possible HIPAA related issue
- Leadership training for elected and appointed officials / department heads
- Mandatory customer service training for all employees
- Consolidation of all property insurance / worker's compensation claims under one person instead of by department
- Responsible for overseeing community's first ever Strategic Planning process
- Adoption of community's first ever mission statement
- Creation of city's first truck route regulations, maps, ordinance, etc.
- Enter into an intergovernmental agreement with State for sharing of sales tax information
- Create and issue RFQ and select labor attorney for upcoming negotiations with four bargaining units
- Formalize previously unwritten agreements between City and various outside companies

- Formalization of city's hiring process; including processes for job postings, application acceptance, interviews, etc.
- Implementation and enforcement of employee use of safety equipment and procedures
- Begin program to move human resource function in house (initial HR training of two employees)
- Create Health Insurance Committee to address Affordable Care Act related issues impacting the city
- Creation of city's first Safety Committee
- Complete inspection of all city owned properties by our insurance company to identify and eliminate existing risks. Address all risk issues identified within 60 days of initial inspection
- Spearhead city's recently completed, electrical aggregation renewal
- Reorganization of employee / personnel filing system to insure city is in full compliance with federal regulations put forward by the Department of Labor and the Equal Employment Opportunity Commission (EEOC)
- Joint Classification & Compensation Study with the City of Sterling, Illinois for all full-time city employees
- Serve on three person task force for transition from Commission to City Manager form of government
- Variety of employee training programs including; FMLA, Sexual Harassment and Prevailing Wage
- Undertake application process for Dixon to receive recognition as a Council-Manager government by the International City Management Association
- Work with staff and city attorney to eliminate twelve city appointed boards and commissions
- Work with city staff to bring city's various boards and commissions into full compliance with their stated duties outlined within city code. Reduce city's legal liability, increase efficiencies and curb unauthorized spending
- Serve as City's authorized agent for the Illinois Municipal League Risk Management Association (IMLRMA). Convinced elected officials to remove themselves from addressing individual claims brought against the city and let insurance carrier make the final decision
- Contract management, risk management coordinator, Responsible for oversight of City's drug and alcohol testing program.
- Personnel management, interviewing, applicant selection, job analysis, wage and benefit negotiations and disciplinary activities.
- Undertake a variety of Public Works related decision making in the absence of an actual Public Works Director; work with various departments to coordinate services and projects until the Public Works Department is fully developed and new Public Works Director is in place
- Work with city staff to develop organizational structure for newly created Public Works Department. Seek input from all existing departments that will be impacted by the reorganization. Present final plan to council for approval
- Undertake recruitment and selection of the city's Public Works Director. Creation of job description and position announcement. Select committee to assist in the interview process.

Finance, Budgeting and Technology Based Accomplishments:

- Improve transparency by posting employee wages and existing union contracts on the city's website
- Institute online bill payment for city utilities from city's website
- Review of some existing city positions and amend from full time to part time to reflect actual work requirements and reduce costs
- Various technology upgrades allowing all Departments to be able to communicate with each other
- Serve as primary administrator for city's Facebook page
- Ongoing review of city's website to create a more user friendly site. Currently in the process of providing opportunity for online city utility bill payment
- Require that all departments make use of basic technology tools such as email
- Negotiate agreements with regional technology company for installation of equipment on city property
- Improve budgeting process to allow a balanced budget to be presented to the city council for their consideration
- Move community away from use of appropriation ordinance.

VILLAGE ADMINISTRATOR 1988 – 2013

VILLAGE OF CHERRY VALLEY, ILLINOIS. Population 3,400 General Fund Budget: \$6,000,000

30 Full Time Employees 8 Part Time Employees

A suburb of Rockford, Cherry Valley is a growing retail destination serving a consumer market of over 600,000. Located along two federal interstates, Cherry Valley has also become a popular location for residential, corporate office, light industrial and tourism related development. Two collective bargaining units; Fraternal Order of Police and Teamsters.

Growth related responsibilities include; community and economic development, capital improvement and long range planning, growth management, Tax Increment Financing Districts, Special Service Area, new facility planning, remodeling of existing facilities, creation of development agreements, annexations, right of way acquisitions, marketing and business attraction.

Operational responsibilities include Finance, budget preparation, revenue projections, grant writing, alternative revenue and funding sources, all aspects of Village's planning and zoning functions, site plan review and permit issuance. Village's Risk Management Coordinator, Office Manager and Plat Officer. Responsible for maintaining inventory of Village's fixed assets. Administration of village's worker's compensation, general liability insurance, OSHA record keeping and A.D.A. compliance. Lease negotiations related to village owned property, Administration / maintenance of village's website, authorized agent for IMRF.

Human resource management including personnel management, interviewing, applicant selection, job analysis, wage and benefit negotiations and disciplinary activities. Responsible for Village's drug and alcohol testing program.

Accomplishments

- Increase area of village nearly 400%; including hundreds of acres of commercial property along two interstate highways and use of annexation to incorporate two additional interstate interchanges
- Increase of Village's public open space by 800%
- Increase total retail square footage of village by 200%
- Carry out village operations without a municipal property tax levy
- Diversification of tax base to include \$15,000,000+ in industrial and corporate office developments
- Development of Village's first ever industrial park (Rock 39)
- Development of Village's first ever employee handbook
- Major re-write of Village's Comprehensive Plan & Land Use map (on-going updates)
- Major re-write of Village's Zoning Ordinance (on-going updates)
- Implementation of region's first comprehensive curb side recycling program
- Recover hundreds of thousands of dollars in sales tax revenue from the Illinois Department of Revenue
- Branding of village including development of municipal trademark
- Negotiate and complete annexation boundary agreements with all three surrounding communities
- Negotiation and implementation of several Planned Unit Development (P.U.D.) agreements
- Negotiation and implementation of Special Service Area (SSA) agreement
- Work with developers in redeveloping various antiquated buildings around CherryVale Mall

ADMINISTRATIVE ASSISTANT / DIRECTOR OF ECONOMIC DEVELOPMENT

VILLAGE OF CHERRY VALLEY, ILLINOIS 1986 – 1988

Wide range of responsibilities as directed by the Village President. Multitude of tasks including revenue and expenditure projections, recovery of Village revenues, cost benefit analysis, researching and drafting of proposed ordinances, analysis of municipal bond options and activities related to the execution of successful municipal bond referendums. Responsible for all local functions related to the Federal Census, Village representative at development trade shows and conventions, execution of personnel testing, timely response to citizen complaints, general staff support to Village committees, provide reports on various topics, other duties as assigned.

Accomplishments:

- Updating of Village's phone and computer systems
- Design / development of village's first ever marketing materials
- Enhancement and enforcement of Village's sign ordinances
- Assist in drafting village's first ever "annexation for water" agreement with local developer
- Serve as lead staff on village's annexation of commercial property along Interstate 90 & 39
- Creation of village's first commercial property data base
- Staff assistance in development of village's primary park (Baumann Park)
- Assist in downtown business district streetscape redevelopment / beautification project

**UNIVERSITY OF ILLINOIS COOPERATIVE EXTENSION SERVICE, HENRY COUNTY,
CAMBRIDGE, ILLINOIS 1984 – 1986**

Direction and expansion of 4-H / school programs within seven school districts. Coordinated programming with school administrators and faculty. Creation of new educational materials and service as reliable resource facilitator. General assistance to County's 4-H and agricultural programs. Numerous personal appearances and media releases.

EDUCATION:

Masters in Public Administration, Specialization; Urban Management & Development,
Northern Illinois University, DeKalb, Illinois

Bachelors in Public Administration & Political Science
Augustana College, Rock Island, Illinois

RECOGNITIONS / CERTIFICATIONS / COMMITTEES:

Illinois City / County Management Association (ILCMA) (Past President)
International City Management Associations (ICMA)
ICMA Credentialed Manager (2003 to present)
ILCMA Downstate Association (Past President)
Lee County Enterprise Zone Committee
Freedom of Information Act & Open Meetings Act Training (Illinois Attorney General's Office)
HIPPA / HITECH Training
Illinois Municipal League City Managers' Resource Pool
Presenter at Illinois Municipal League Annual Conference (various topics; most recently 2015)
Presenter at Chicagoland Mixed Use and Retail Conference
Who's Who in American Colleges & Universities
Who's Who in the Midwest
Community Service Award (IPRA / IAPD/ Rockford Park District)
AICP Planners Training Service; Land Use Law
Governor State University; Planning & Zoning
Various ICMA University Workshops
The President's Challenge (President's Council on Physical Fitness); Gold Award
Rockford Area Economic Development Council (RAEDC) (1992-2013)
Rockford Metropolitan Agency for Planning (RMAP) Technical Committee (1988-2013)
Winnebago County GIS (WinGIS) Technical Committee (1990-2013)

COMMUNITY SERVICE / VOLUNTEERISM:

Dixon Historic Preservation Commission (2013 – Present)
Dixon Main Street Economic Development Committee (2013 – Present)
Lee / Ogle County Enterprise Zone Steering Committee (2014 – Present)
Lee County Industrial Development Association Board of Directors (2014 – Present)