

# RESUME

Cara Pavlicek

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## CAREER SUMMARY

More than thirty years of local government experience in full-service communities in Illinois, Nebraska and Iowa. Successfully manage \$170 million operation with 370 employees. Diversified experience in urban and suburban municipalities. Demonstrated ability to implement the strategic vision of an organization through strong partnerships with elected officials, public employees and stakeholders.

## EMPLOYMENT SUMMARY

### Oak Park, Illinois (*population 52,000*)

Village Manager, January 2013 to date

Interim Village Manager, March 2012 to December 2013

Interim Parking and Mobility Services Manager, June 2008 to February 2012

### Downers Grove, Illinois (*population 50,000*)

Village Manager, November 2005 to May 2008

### La Vista, Nebraska (*population 15,000*)

City Administrator, April 1997 to November 2005

Assistant City Administrator, October 1995 to April 1997

### Des Moines, Iowa (*population 193,000*)

Administrative Assistant to City Manager 1995

Administrative Analyst/Aide, Office of the City Manager 1991 - 1995

Intern, Office of the City Manager 1990

## EDUCATION & CERTIFICATIONS

Master of Arts – Public Affairs, University of Iowa

Bachelor of Arts – Economics, University of Washington

Credentialed Manager (since 2003) International City/County Management Association (ICMA)

Erikson Institute Early Childhood Leadership Academy – 2018 McCormick Executive Fellow

FEMA certified in ICS-100, ICS 200a, ICS 300, ICS 400, IS-700 and IS-800b

## EXPERIENCE DETAILS

### Village of Oak Park

*Village Manager, January 2013 to date*

*Interim Village Manager, March 2012 to December 2013*

*Interim Parking and Mobility Services Manager, June 2008 to February 2012*

Oak Park is a full service municipality comprised of 52,000 residents located within 4.5 square miles. Contiguous to the City of Chicago, Oak Park is a vibrant urban community with 200,000 annual visitors who explore the world's largest collection of Frank Lloyd Wright structures and the birthplace of Ernest Hemingway. As Village Manager, I provide leadership and direction to fourteen direct reports including Police Chief, Fire Chief, Public Works Director, Chief Financial Officer, Communications Director and Public Health Director. Services provided via 370 full time equivalent employees, represented by nine labor unions, with a \$170 million annual budget.

- Successfully prepared and presented for adoption multiple municipal budgets in conjunction with management team. Each year the Village has received both the Distinguished Budget Presentation Award and Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officer Association (GFOA). The current fiscal year budget is comprised of 35 funds.
- Successfully developed and presented multiple comprehensive five year Capital Improvement Plans to serve as the strategic plan for capital infrastructure.
- Successfully oversaw the implementation of a new municipal ERP system.
- Successfully facilitated multiple redevelopments resulting in \$300 million in private investment in transit oriented sites along the Metra Union Pacific West Line and the CTA Green Line consisting of 1,200 new residential units with 207,000 square feet of new retail space and 3,000 public and private parking spaces located within a Tax Increment Financing (TIF) District.
- Successfully represented the Village's development of a collaborative partnership with local public school districts for shared annual funding of \$1.2 million to support early childhood services with work focused on the advancement of high-quality preschool for all, professional development for early childhood providers, parent support and development screening and data collection to support longitudinal analyses.
- Successfully improved the labor management relationship with the Village's nine labor units which resulted in a reduction in grievances & arbitrations and more collegial/structured collective bargaining processes with nine bargaining units which include three units of the Fraternal Order of Police (FOP), two units of Service Employees International (SEIU),

International Association of Fire Fighters (IAFF), Teamsters, International Brotherhood of Electrical Workers (IBEW) and International Association of Machinists (IAM).

- Ongoing management of public health response to the COVID-19 pandemic and related economic shutdown and graduated re-opening.

- Represented the Village in development of a Letter of Intent (LOI) with the Illinois Department of Transportation for the future reconstruction of the Oak Park portion of Interstate 290 as part of a larger project from Mannheim to Racine. The multi-year process consisted of substantial public involvement and education to ensure a regional approach.

- Member of the Board of Directors for the Oak Park Economic Development Corporation, West Suburban Consolidated Dispatch Center (911 services), the Oak Park-River Forest Community Foundation – Community Works Advisory Board and Mental Health Awareness and Suicide Prevention Task Force.

#### Village of Downers Grove

*Village Manager, November 2005 to May 2008*

Downers Grove is a full service municipality and located in DuPage County. During my tenure, the Village was home to 50,000 residents in 14.5 square miles and served an estimated daytime population of 110,000 as a regional employment center with Class A office campuses at the I-88 and I-355 corridors, where the Corporate Headquarters' for multiple companies including Sara Lee, FTD, and Pepperidge Farms were located.

- Developed annual strategic planning process involving citizens, staff and Council which served as the foundation for the successful development, presentation and adoption of the annual municipal budget.

- Developed a civil engineering based evaluation of the four primary watersheds in the village (Watershed Infrastructure Improvement Plan) and oversaw a year-long community dialogue on stormwater maintenance and infrastructure needs followed by adoption of a ten year strategy and funding plan to initiate a \$75 million capital program for stormwater.

- Active member of the DuPage Mayors and Managers Conference as well as Member of the Board of Directors for the Downers Grove Economic Development Corporation (EDC) and the Downers Grove Chamber of Commerce and Industry.

- Enhanced labor relations and collective bargaining process with unionized staff including the International Association of Fire Fighters (IAFF) and Fraternal Order of Police (FOP).

City of La Vista, Nebraska

*City Administrator, April 1997 to November 2005*

*Assistant City Administrator, October 1995 to April 1997*

La Vista is a full service municipality that is contiguous to the City of Omaha's southern boundary on the I-80 corridor. As city administrator, I facilitated the strategic development of municipal infrastructure along the I-80 corridor in partnership with private developers to position the city for a number of high profile economic development projects important to the greater Omaha region. During my tenure, the city population was 15,000 served by 76 employees and 55 volunteer fire fighters with a \$20 million annual budget. The city also provided planning and zoning services to a greater area of approximately 40,000 residents.

- Successfully prepared and presented for adoption multiple municipal budgets.
- Successfully managed development process and annexations that resulted in 211% growth in assessed valuation over a ten year period. Required the platting, zoning and negotiation of development agreements for the public/private development of over 900 acres of residential land, 800 acres of industrial/business park land and over 280 acres of commercial land. Issued building permits that were in excess of \$456 million in valuation.
- Successful respondent to national site selection search for a 22 acre site for PayPal. At the time of site selection, PayPal served 23.3 million customers in 37 countries. The entire project was negotiated, constructed and opened with 1,300 employees in less than 12 months.
- Successful respondent to national site selection search for a 150 acre site for a 1.2 million square foot warehouse/distribution facility operated by Oriental Trading Company.
- Successfully recruited Cabela's (128,000 square foot retail store - opening followed my service to La Vista) as part of a 250 acre destination retail development.
- Negotiated reduction of County lodging tax pending the opening of a new upscale hotel which allowed for a city increase in lodging tax to fund economic incentives for the development.
- Named the 2004 Partner in Economic Development by the Sarpy County Economic Development Corporation.
- Successfully completed the construction of a new 26,000 square foot La Vista Police Facility which opened in August 2003 at a total project cost of \$5.1 million.

- Coordinated the design and construction of new 60,000 square foot public library/community college facility via a partnership between the city of La Vista, Metropolitan Community College and the local public power utility with a \$9.1 million building that opened in 1999.
- Successfully maintained strong labor management relations with multiple collective bargaining units.
- Member of the Board of Directors for the Sarpy County (Nebraska) EDC, the Nebraska Public Agency Investment Trust, the League Association of Risk Management (Chairman), the La Vista Community Foundation, the La Vista Area Chamber of Commerce and the Nebraska City Management Association (President).

City of Des Moines, Iowa\*

*Administrative Assistant to City Manager 1995*

*Administrative Analyst/Aide, Office of the City Manager 1991 - 1995*

*Intern, Office of the City Manager 1990*

*\*employed under maiden name Cara L. Gill*

The City of Des Moines is a full service municipality and as the core city in a county of 18 municipalities, Des Moines provides regional wastewater treatment and during my employment operated the Des Moines International Airport, Blank Park Zoo and the Des Moines Convention Center. As a staff member of the City Manager's Office I worked on a variety of municipal issues and interacted directly with elected officials and staff from all city departments serving a population of 193,000 in 90 square miles with 1,800 municipal employees.

- Consulted with City of Des Moines department directors on organizational matters, budgets, and equipment. Specific focus areas included Parks & Recreation, Police, Traffic and Transportation, Public Works, Planning, Housing Services and Public Housing.
- Staff to City Council sub-committees (public safety, park and recreation director search, public housing director search, council chambers renovation).
- Assisted in the Emergency Operations Center for the city of Des Moines during the Great Flood of 1993. Responsible for staff work related to emergency management activities, communications, response and rebuilding in coordination with the U.S. Army Corps of Engineers, National Guard and State of Iowa officials.
- Coordinated Des Moines release of endangered peregrine falcons in conjunction with the Iowa Department of Natural Resources, Polk County Conservation Board, Iowa Wildlife Federation, downtown businesses and special interest groups.

## OTHER ACTIVITIES

Test Judge for the United States Figure Skating Association since 1984  
U.S. National Figure Skating Championships Pairs Competitor 1979-1983  
1981 U.S. National Jr. Pairs Silver Medalists, Pairs Figure Skating

## REFERENCES

Available Upon Request