

Peter T. Burchard Resume

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Profile:

- City manager of two full-service communities with populations of 40,000 and 140,000, the latter with an annual budget over \$400 million.
- Skilled in leading complex organizations and building/sustaining a thriving municipal culture based on a deeply held belief in people and public service.
- Dedicated to working with elected officials as representatives of the community and in understanding/accomplishing their priorities.
- Attentive to community needs by keeping myself informed, being available for conversations and seeking out what others think.
- Personal commitment to non-defensive leadership, inclusiveness (i.e., seek out what others think and want), employee learning and organizational improvement.
- Ability to collaborate with elected officials, boards, businesses, community groups and teams in seeking/gaining diverse perspectives and problem solving.
- High-energy person. I listen and ask questions.

Municipal Highlights:

Development: Working closely with elected officials, community and staff, negotiated agreements that attracted headquarters, offices and facilities including Sears Home Office, Ameritech Services, Lucent Technology, Siemens Gamasonics, Office Max, Calamos Investments, Tellabs, Arista Hotel, extensive downtown mixed-use development and two university centers.

Finances: Presented 20 years of balanced budgets and aggressive capital improvement plans.

Transportation: Worked with local, state, regional agencies, and neighboring communities to secure funding for over \$1 billion in infrastructure improvements to state, county, local and toll highway systems. Improved paratransit and commuter transit systems.

Organizational Improvement: Initiated public service innovations through cross-functional teams, re-designed development related departments and processes that reduced plan review time by 80%; created extensive employee training programs in process improvement, project management and elements of Balanced Scorecard.

Community: Record of working directly with residents, homeowner associations, community groups, business organizations and nonprofits to receive their feedback, address issues and maintain an open door.

Municipal Consulting: Work includes developing high-stakes strategies, employee training in ethics and innovation, organizational/department reviews, and executive coaching.

Work History:**2012 – Current**Consulting Services for Municipalities/Governments:

- Executive coaching for elected officials, police command personnel, agency directors, academic officials (grade school and university levels), and department directors. My coaching training has been through the Gestalt Institute of Cleveland and others
- Developed governing body strategic plans
- Completed conflict-management/team building exercises for elected officials
- Conducted organizational assessments and recommendations
- Addressed executive-level conflict management issues
- Completed analysis of healthcare contracts and provided cost-containment strategies
- Led numerous seminars for local governments and their professional associations regarding ethics, innovation, communications, process improvement, self-development, organizational efficiencies, and goal-setting
- Conducted numerous full-day seminars teaching American government (with emphasis on local government) to high-level Chinese government delegations. Separately, conducted a 2-day seminar for public and private sector delegation from Sri Lanka.

Consulting for Private Sector Entities:**2012 - Current**

- Executive coaching for a trial attorney and a corporate president
- Business and succession planning for an internationally recognized private company
- An array of clients including a mining company, law office and a private golf course

Northern Illinois University, Adjunct Instructor. DeKalb, IL**2013 - 2020**

- Teach undergraduate and graduate level classes in government ethics and innovation.
- Designed and presented on-line class in public service ethics.

Chief Operating Officer, inVentiv HealthCare. Augusta, Georgia **January 2008 to – July 2012**

- Provided medical management services to approximately 2,000 employers and over 1 million covered lives through third party administrators.
- Led business development, marketing and operations. Created client and organizational scorecards. Resolved many highly complex process and technology issues.

City Manager**Nov 1997 – December 2007**

City of Naperville, Illinois. Population: 140,000

Served as city manager of this progressive full-service community ranked by Money Magazine as the Second-Best Place to Live in America. Naperville is one of Illinois' most historical, prosperous, growth-oriented and generous places to live and work. Accomplishments include:

- Responsible for budget in excess of \$400 million and 1050 employees (estimates)

- Worked with Naperville Development Partnership and officials to negotiate numerous economic development projects resulting in the relocation or retention of private development including businesses previously mentioned.
- Continuously worked with developers and intergovernmental interests to build and sustain city infrastructure including streets, wastewater treatment, regional fresh water supply and electric power distribution.
- Helped create and oversee the negotiations for a \$437 million four-year bulk electrical energy purchase contract with J Aron/Goldman Sachs.
- Worked closely with mayor and city council to sustain financial growth and discipline resulting in dual Triple A bond ratings and budget-audit awards.
- Created motto “Great Service - All the Time” based on principles of open communications, personal responsibility, employee learning, and continuous improvement
- With elected officials and many volunteers, provided on-going city support for growing, rehabbing and funding the center-piece of downtown culture, reputation and recreation – the Naperville Riverwalk. <http://www.naperville.il.us/enjoy-naperville/naperville-riverwalk/>

Village Manager

1986 - 1997

Village of Hoffman Estates, Illinois. Population 40,000

Served as village manager of this full-service municipal organization engaged in rapid corporate office growth. Responsible for \$72 million budget, 400 employees.

Earlier Employment

1. Assistant to the Village Manager, Hoffman Estates, IL. Six years.
2. Woodridge, Illinois. Administrative Assistant, Acting Director of Public Works/Engineering, Building Commissioner and Police Intern. Three years.
3. United States Congressional Intern (Abner Mikva, MC)

Education:

Master of Public Administration. Northern Illinois University, DeKalb, IL

Awarded Title IX Public Service Education Fellowship

Achieved National Honor Society for Public Administration – Pi Alpha Alpha

Bachelor of Science Degree, Political Science. Northern Illinois University.

Salzburg College, Austria. Semester of undergraduate studies with focus on international relations.

University of Chicago Gargoyle Program. Continuing education classes in history, business and writing

Involvement – Participation – Recognition:

- Outstanding Alumnus/Model Administrator. Selected by Chicago Chapter of American Society of Public Administration and NIU.
- O’Hare Airport Modernization Plan. Appointed by City of Chicago to serve as an independent advisor for the \$6 billion airport construction management.
- Alliance for Innovation (AFI), Served as vice-chair and board member of collective effort with Arizona State University, the Innovation Groups and the International City/County Management Association.
- Suburban Law Enforcement Agency. Served on board that oversees training for law enforcement recruits and career development.
- Suburban Emergency Management Plan. Served on multi-hospital task-force for developing emergency room coordination in event of a bio-terrorism.
- FEMA National Integrated Emergency Management training. Completed federally mandated training and testing for national incident management systems (NIMS).
- Northern Illinois University: Various roles over time including board member and treasurer of NIU Foundation. Past member of Board of Advisors for Master of Public Administration Program. Commencement speaker for Department of Political Science. Panel interview of university president finalists. Teaching Scholar Selection Committee.
- Columbia Hoffman Estates Medical Center/Hospital (Now AMITA Health - Alexian Brothers). Past Board Member and Chairperson. 1992 to 1997.